

Kansas Metrology Laboratory Calibration Submission Guidelines

- It is recommended that items be scheduled by appointment. Any items without an appointment will only be calibrated after laboratory duties and items with an appointment have been completed.
- Please ensure that your mass or volumetric standards are clean, free of all foreign matter, and in proper working condition prior to submission. Dirty standards interfere with the calibration process and will result in longer calibration times and / or cleaning fees.
- Please note that cast iron mass standards, weight carts, and low carbon steel volumetric standards need to have paint to prevent corrosion. Areas of corrosion and loose paint should be removed with a wire brush and repainted. Use the following colors of paint depending on the item :
 - aluminum paint for avoirdupois / customary mass
 - gold paint for metric mass
 - red paint for low carbon steel test measures
 - white paint for low carbon steel provers
- Ensure that standards are protected from damage during transport and that all weight sets and small mass standards are securely contained in protective containers.
- If items are loaded on a pallet / skid please limit your pallet size to 2000 lb. Mass standards are concentrated loads and often destroy pallets beyond this weight limit.
- If you are shipping your items to us they can be returned to you via the following methods :
 - Non-freight shipments :
 - You can provide us with a shipping account number from the carrier of your choice, the shipping service type (e.g. ground, overnight), and the amount, if any, you want the items insured for.
 - You can provide us with a return shipping label after you have set up return shipment through the carrier of your choice.
 - We can arrange the shipping for you and include the charges with your calibration invoice.
 - Freight shipments :
 - We are not able to pay for freight shipments or include freight shipment charges with your calibration invoice. In fact, we have found that the rates most of our customers can get by using their usual freight carriers are better than the rates we would be able to obtain.
 - You can provide us with a bill of lading after you have set up return shipment through the carrier of your choice.
- Due to testing requirements weights must acclimate to the laboratory conditions (temperature and humidity) for 24 hours before testing.
- Be advised that any information, documentation, or written communication that you submit or provide to the KDA Laboratory may be subject to public disclosure pursuant to the Kansas Open Records Act, K.S.A. 45-215, et seq.