

Arkansas Metrology Laboratory

**Presented By:
Charles Hawkins**

**Scheduling Appointments and
Laboratory's Expectations**

2017 will be a busy year for the laboratory.

Scale companies are going to a 1 year renewal cycle which will result in more mass calibrations.

Scheduling of Mass and Volume calibrations will be a challenge for the laboratory personnel

Arkansas Metrology Laboratory will function as an Appointment Only Laboratory.

Call in to Schedule your test measure/prover calibration sooner than your registration expiration (June 30th).

Unscheduled drop offs will not be accommodated.

Unscheduled shipments will be returned to the customer.

Laboratory has a very limited space.

We certainly do not want laboratory to be a storage area for any artifacts.

Our Turnaround time has been quick in the past. (in most cases a same day service)

If you have multiple test cans (2 or more):

We will require you to bring them all at once.

With quick turnaround, we should be able to return it back on the same day.

If shipping from out of town, ship all the cans at the same time.

- **If shipping, make sure the artifact is properly packed in a secured box.**
- **Customer is responsible for including prepaid label**

PREPAID SHIPPING LABELS

- **Make sure the label is filled out properly**
- **With Customer's account number**
- **And Customer's address**

Scheduling Process

Fill out a Contract Review Form



Fax or email the form back to us



Laboratory Personnel will call to schedule an appointment



Show up for your appointment

Arkansas Bureau of Standards Metrology Laboratory

4608 West 61st street
Little Rock, Arkansas 72209
Phone 501-570-1152
Fax 501-562-7605
E-mail charles.hawkins@asph.ar.gov

Scheduling And Contract Review

Company Name: _____
Contact Person: _____ Phone Number: _____

Address: _____ City: _____ State: _____

Zip _____

List Item(s) For Calibration/Test:

Circle or Underline all that Apply:

1. How will you transport your item(s) for the Appointment?
Shipping In/ Carry In/ Same Day Appointment (5-gallon Volume only)

2. Calibration Requested for? **Mass or Volume**

3. Weight Class: **Class F only**
Volume Class: **OIML R-120 only**

4. Is your item(s) uniquely identified with a number, letter, etc? **Yes No**

5. All artifacts that are tolerance tested and meet the required specifications for tolerance and don't require any adjustment or seal are not stamped. Do you agree? **Yes No**

6. If No to Number 5; do you want all your artifacts stamped? **Yes No**

7. Make sure the weights or volume artifacts have been cleaned before arrival.
8. If mass measurements equal to or exceed 75 % of the tolerance, adjustments will be made accordingly.

9. If your artifact(s) are SHIPPED IN; what is your method of return?

Carrier Name and Account Number: _____

Prepaid Shipping Label: _____

Return COD: _____

Others: _____

N/A: _____

Artifacts that are SHIPPED IN are to be in the ASSL no more than 2 days prior to the appointment date, CARRY IN, on the appointment date. SAME DAY APPOINTMENTS are for 5-gallon test-measures ONLY.

Currently the Arkansas Bureau of Standard is not recognized by NIST

Appropriate Form to Use

ARKANSAS BUREAU OF STANDARDS METROLOGY LABORATORY

4608 W 61st, Little Rock, AR 72209

Ph: 501-570-1159 Fax: 501-562-7605

Email: Charles.Hawkins@aspb.ar.gov

Scheduling and Contract Review						
Company Name:						
Mailing Address:						
Contact Person:					Phone:	
	Description	Total Number of Items	Are they clean (Yes or No)	Are they identified with a unique id or serial number (Yes or No)	Shipping (Yes or No)	Drop Off (Yes or No)
Mass Echelon III Class F only	1000 lb					
	500 lb					
	50 lb					
	25 lb					
	25 kg					
	Pound Kit					
	Metric Kit					
	Individual Weights (Not part of a Kit)					
5 gallon Volume Transfer	5 Gallon Test Cans					
	5 Gallon Bottom drop					

Laboratory Policy	If shipping, attach a prepaid label and/or make arrangements with the courier company for a pick up.
	If AS FOUND value deviates more than +/- 75 % from the tolerance, adjustments will be made (For Mass greater than or equal to 20 lb / 25 kg only) . Additional charges may apply.
	Laboratory will not adjust any mass less than or equal to 10 lb / 10 kg.
	The turnaround time is up to 5 Business days. No credit card payments will be accepted.
	Artifacts must be clean before arrival. Unclean artifacts will not be tested. For more information refer to the requirements in NIST HB105-1 (sec 2.3 for Mass) and NIST HB105-3 (sec 4.6.1 for volume provers).
	Official Test report will be available to the customer only after the dues are paid.
The customer accepts the terms and conditions of the laboratory for the scheduled work. (Yes or No)	

Arkansas Metrology Laboratory is Fully Recognized by NIST OWM to support Legal Metrology in the State of Arkansas through December 31, 2017.

How to get the Form

Go to our website

- www.plantboard.arkansas.gov
- Click on Bureau of Standards tab
- Click on Metrology Laboratory tab
- Click on Contract Review Form

You can also call us and we will be glad to either fax or email it.

Arkansas Metrology Laboratory

Presented By:

Jill Franke/Nikhil Soman

Equipment Requirements

**Customer show up for the appointment
with the equipment**

**Sometimes early in the morning after
driving for 2-3 hours**

**Only to find out that their equipment is
rejected on the spot for not meeting the
basic requirements**

**Equipment is not
clean or has
significant Rust**



Significant leak



PUBLICATION NIST HB105-3

Sec 4.6.1

- **Section 4.6.1 states**
- **A volumetric field standard, together with its associated valves, piping, gauge, etc., shall be free of slag, scale, weld or solder splatter, grit, dirt, dents, interior rust, water or product residue, or any other foreign matter**

Cleaning of 5 gallon equipment

PUBLICATION NISTIR 7383
GMP 6

check
standard

MODEL NO. E3 SERIAL NO. 134114
FIELD STANDARD TEST MEASURE
NOMINAL VOLUME 5 GAL
MATERIAL: 22 GA. (1.030) & 20 GA. (1.036) STAINLESS
CUBICAL COEFF. OF THERMAL EXPANSION: 0.000265 PER °F
10 SEC. DRAIN AFTER MAIN FLOW
SERAPHIN TEST MEASURES
RANCOCAS, NJ 08073
WWW.SERAPHINUSA.COM

ID Plate Requirement for 5 gallon equipment

PUBLICATION NIST HB105-3

Sec 4.3





So save yourself some time, effort and aggravation by making sure

The equipment is clean

Equipment is free of any leaks

ID plate is securely attached and there are no other loose/dangling parts

