

Memo

TO: Licensed Service Technicians and Service Companies
FROM: Division of Weights and Measures Metrology Laboratory
DATE: June 17, 2013
RE: **Receiving Policy for Test Measures and Provers**
***** PLEASE FORWARD THIS MEMO TO ALL SERVICE**
TECHNICIANS IN YOUR ORGANIZATION***

Calibration of Test Measures and Provers

Please be advised that the Division of Weights and Measures' Metrology Laboratory asks that all service technicians and companies that are dropping off test measures and provers for calibration please adhere to the following:

1. Please be sure that the test measure or prover **does not** contain any residual fuel; **and**
2. Please be sure that the **inside and outside** of the test measure or prover is **clean and dry** before submission.

Please note: If the test measure or prover contains any liquid or is not clean, the Metrology Laboratory will not be able to accept it for calibration.

Drop Off

Please be advised that the Metrology Laboratory hours for dropping off equipment are from 8:00 a.m. – 3:30 p.m. Monday through Friday. However, please call in advance to schedule a time to drop off your equipment and call on the day of drop off to be sure that someone is available to receive your equipment. Please call the Metrology Laboratory at 603.271.0894 or 603.271.3700.

*******Please do not leave equipment at the Metrology Laboratory or anywhere in the State House Annex unattended. The State will not be responsible for equipment that is left unattended, lost, stolen or damaged.**

Thank you for your assistance with this matter.