# Instructions: This form is used to initiate or renew recognition and update laboratory, personnel, or authorized representative contact information.

# Part I - Contact Information

| *Used to update the online State Laboratory Contacts List and the OWM Contacts System.* | | |
| --- | --- | --- |
| **Laboratory Name** |  | |
| **Physical Address** | **Mailing Address** | **Communications** |
|  |  | Phone: |
| Fax: |
| E-mail: |
| URL: |
| **Personnel Name** | **Phone Number** | **E-mail** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

# Part II - Authorized Representative(s)

| *Used for official recognition administrative correspondence (multiple contacts acceptable).* | |
| --- | --- |
| **Name and Title** | **Mailing Address, Email, Phone Number**  (if not previously listed) |
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|  |  |

# Part III - Approved Signatories

| *List all personnel assigned responsibility for calibration certificate validity.* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Scope/Staff** | *{Enter Name}* | *{Enter Name}* | *{Enter Name}* | *{Enter Name}* | *{Enter Name}* |
| Mass Echelon I |  |  |  |  |  |
| Mass Echelon II |  |  |  |  |  |
| Mass Echelon III |  |  |  |  |  |
| Mass Echelon III  Weight Carts |  |  |  |  |  |
| Mass Echelon III Wheelload Weighers |  |  |  |  |  |
| Mass Echelon III Railroad Test Cars |  |  |  |  |  |
| Volume Echelon I Gravimetric |  |  |  |  |  |
| Volume Echelon I SVP |  |  |  |  |  |
| Volume Echelon II Volume Transfer |  |  |  |  |  |
| Volume Echelon II LPG |  |  |  |  |  |
| Length |  |  |  |  |  |
| Thermometry |  |  |  |  |  |
| Frequency  Tuning Forks |  |  |  |  |  |
| Stopwatches |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Part IV - Measurement Scope

| *Define the laboratory measurement scope that will be on the Certificate of Measurement Traceability and match the submitted uncertainties.* | | |
| --- | --- | --- |
| **Measurement** | **Parameter** | **Range** |
| Mass | Echelon I |  |
|  | Echelon II |  |
|  | Echelon III |  |
|  | Echelon III  Weight Carts |  |
|  | Echelon III  Wheelload Weighers |  |
|  | Echelon III  Railroad Test Cars |  |
| Volume | Echelon I  Gravimetric |  |
|  | Echelon I  Volume SVP |  |
|  | Echelon II  Volume Transfer |  |
|  | Echelon II  Volume LPG |  |
| Length |  |  |
|  |  |  |
| Thermometry |  |  |
| Frequency  Tuning Forks |  |  |
| Stopwatches |  |  |
|  |  |  |
|  |  |  |

# Part V - Measurement Uncertainty

|  |
| --- |
| *Submit a complete uncertainty estimate that match the submitted measurement scope (above). Laboratories are encouraged to use a spreadsheet like the* ***Uncertainty Template*** *(Excel) to submit uncertainties* (available here: www.nist.gov/labmetrology). |