







DIGITAL DATA LOGGER RECALIBRATION

CDPH will not be responsible for recalibration of the digital data loggers given to your practice.

Please be mindful of the date your DDL is due for recalibration. This date is listed as the *Due Date* on the back of the DDL. It is also listed as the *Next Cal* date on the Calibration Certificate that came with your DDL. When your DDL is due for recalibration, here are the steps for you to take:

	<p>1</p> <p>Stop the data logger. Remove the DDL, glycol bottle, and probe from your storage unit.</p>		<p>4</p> <p>Remove the metal probe from the glycol bottle.</p>
	<p>2</p> <p>Download the information to your computer.</p>		<p>5</p> <p>Put a piece of tape over the hole left from the probe and store the bottle safely until you get the data logger back.</p>
	<p>3</p> <p>Clip the plastic tie around the top of the bottle. A new tie will be sent when your DDL is returned.</p>		<p>6</p> <p>Attach the probe to the data logger and place both items into a padded envelope or small box with bubble wrap. Complete the City of Chicago NIST Calibration RMA Form and include this form with the package.</p>

- ❖ If you choose to have **Control Solutions** recalibrate your data logger, please complete the attached form (City of Chicago NIST Calibration RMA Form) and place it with your data logger in the box or envelope. Control Solutions will send you an invoice for services rendered after they return the recalibrated data logger.
- ❖ If you choose to have another company recalibrate your data logger, please follow their specific instructions.
- ❖ Recalibrate one data logger at a time. Place your certified, calibrated back-up thermometer in its place while you wait for the recalibrated data logger to be returned.

City of Chicago NIST Calibration RMA Form

Contact Information

Company Name	
Contact Name	
Phone Number	
Email Address	
Billing Address	
Shipping Address (if different than billing address)	
PO Number (if needed)	

Instrument Information

Qty of Loggers	
Any problems with the instrument(s)?	

Calibration Pricing	2-point \$40
2-Point calibration at Refrigerator & Freezer temps (+5 deg C & -15 deg C) Includes: Replacement battery, spare battery & (5) zip ties	

Calibration Notes: Control Solutions is accredited to the ISO/IEC 17025:2005 standard. All calibrations come complete with an NIST traceable Certificate of Calibration compliant to ISO/IEC 17025:2005.

Please send your probe with the data logger when returning for re-calibration

Accessories

Spare Battery	VFC Battery \$5 each Qty_____ or LogTag Battery \$2 Qty_____
5' probe with Glycol buffer vial	\$30 each Qty_____
10' probe with Glycol buffer vial	\$40 each Qty_____
Glycol bottle only	\$5 each Qty_____
Glycol bottle and Installation Kit (includes acrylic stand)	\$20 each Qty_____

Ship Instruments to: **Control Solutions**
35851 Industrial Way, Suite D
St. Helens, OR 97051
Phone: 888-311-0636 Fax: 503-543-5419