







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, email chicagovfc@cityofchicago.org to obtain the *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.

NIST Calibration RMA

Control Solutions is accredited to the ISO/IEC 17025:2017 standard.

All calibrations come complete with NIST Traceable Certificate of Calibration compliant to ISO/IEC 17025:2017.

Contact Information

Company Name			
Contact Name			
Phone Number		Billing Phone Number	
Email Address			
Billing Address			
Shipping Address			
PO # (If applicable)			

Instrument Information

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

Calibration Options choose one	<input type="checkbox"/>	2-Point Single Probe \$49 (VFC400/300/311/5000)	<input type="checkbox"/>	2-Point Dual Probe \$60 (VFC350)	<input type="checkbox"/>	3-Point \$55
	<input type="checkbox"/>	Temp/Humidity 25C/50% RH \$65	<input type="checkbox"/>	Ultra-Cold Calibration (VFC500-TC/TREL30) \$69		

2-Point calibration at Refrigerator & Freezer temps (+5 deg C & -15 deg C)
 3-Point calibration at Refrigerator, Freezer and Ambient (+5 deg C, -15 deg C and 25 deg C)
 If custom test points needed, please specify here (note: custom test points at additional cost): _____

Important Info:

Please send your probe with the data logger for calibration

Control Solutions does not need the glycol bottle; snip the zip tie around the collar of the glycol bottle and slide the probe out. Keep the glycol bottle in a safe place to prevent spilling. Return shipping charges will be added to your invoice, depending on number of devices, shipping speed requested, and location.

Additional Accessories To Order (Optional)

Spare VFC5000TP Battery	\$5 each Qty
Spare LogTag Battery	\$2 each Qty
Replacement 5' probe	\$39 each Qty
Replacement 10' probe	\$49 each Qty
Replacement Glycol bottle, Septa and 4 Zip Ties	\$5 each Qty

Ship Instruments to: **Control Solutions**
35851 Industrial Way, Suite D
St. Helens, OR 97051