



# Public Service Commission

## State of North Dakota

### COMMISSIONERS

Brian P. Kalk  
Randy Christmann  
Julie Fedorchak

Executive Secretary  
Darrell Nitschke

600 East Boulevard, Dept. 408  
Bismarck, North Dakota 58505-0480  
Web: [www.psc.nd.gov](http://www.psc.nd.gov)  
E-mail: [ndpsc@nd.gov](mailto:ndpsc@nd.gov)  
Phone: 701-328-2400  
ND Toll Free: 1-877-245-6685  
Fax: 701-328-2410  
TDD: 800-366-6888 or 711

January 28, 2013

Operator No. 7697  
Willis, Inc. dba Scale Center  
2900 W Russell St  
Sioux Falls SD 57107

Our records indicate that your **calibration certificates** for your field standards used in the State of North Dakota will expire on 3/27/2013.

Please have your standards re-certified by a NIST-accredited facility and forward copies of the **2013-2014** metrology certificates to us at the address listed below.

**Please note: The metrology lab that calibrates your equipment must be certified as traceable by NIST/OWM. Calibrations by other labs will not be accepted in North Dakota.**

Also, please fill-out the attached Application for Registration as a Registered Service Company and submit it along with your new metrology certificates to the following address:

Shelly Bauske  
Public Service Commission  
600 E Boulevard Ave Dept 408  
Bismarck ND 58505-0480

Failure to submit the above documents as instructed in this letter **by 3/27/2013** may result in the loss of your placing in service authority within North Dakota. This is the only notice you will receive.

Thank you for your cooperation.

Sincerely,

Shelly Bauske  
Compliance and Competitive Markets

Attachment