

July 21, 2014

MEMORANDUM FOR

State Directors  
State Metrologists (including GIPSA/USDA, LA County)

From: Georgia L. Harris, Laboratory Metrology Program  
Office of Weights and Measures (OWM)



Subject: **Annual Submission for 2015 and 2015-2016 NIST Laboratory Recognition**

This memorandum is the annual solicitation request for OWM Laboratory Recognition according to NIST Handbook 143, Program Handbook. Items that are required are identified in Handbook 143, Table 1. A summarized version of required annual information and specific technical requests for this year is on the next page.

#### **Deadlines/Reviews**

In order to maintain or obtain NIST/OWM Recognition for your laboratory, materials need to be submitted each year between October 1 and November 15. The deadline this year is **November 15**, *with exceptions automatically authorized through November 30 due to the late Combined Regional Measurement Assurance Program training and proficiency testing review for 2014*. Items are reviewed in the order in which they are received. Materials that are not submitted on time, or that are submitted incomplete, may not be reviewed prior to the expiration of your current Recognition certificate. We will make no commitments of timely reviews for late submissions. Items that are significantly late may not be reviewed until the next review cycle. **Note: the deadline will change to November 1, effective in 2015 and beyond.**

Please mail with attention to:

NIST Office of Weights and Measures  
**Attn: Georgia Harris**  
100 Bureau Drive, MS 2600  
Bldg 222, Rm A 264  
Gaithersburg, MD 20899

#### **Submission Method and Content**

Note that Federal Express and UPS or other couriers do not get to us any faster than Priority Mail because items are delivered to a different location at NIST and may require two to three days to deliver to our offices.

Please submit all items electronically in any format *except* e-mail: CD and USB sticks are acceptable formats (please note if you want the USB stick back). We do *not* track items submitted by e-mail unless we specifically request them to be submitted in that way once we are conducting reviews.

Detailed descriptions of the information on the brief summary table shown on the next page can be found in NIST Handbook 143, Program Handbook, 2007 edition, (available on line: <http://www.nist.gov/labmetrology>, State Laboratory Program). There will be NO webinar on the annual submissions this Fall as there is a 4-hour session scheduled for the Combined RMAP in St. Louis, MO, which is required training for Laboratory Recognition.

Please use good Document Control practices in all of your files and in file-naming conventions. For example, the issuing authority (laboratory name/abbreviation), page numbers (X of Y format), and revision dates should be in the footer of all files maintained in your laboratory. You can input the laboratory name (two-digit state codes) and date in all file names that you submit. E.g., "Appendix B-D.doc" could be "AK Appendix B-D 2014.doc."

**Summary Table for Annual Submissions**

<b>Handbook 143 Section</b>	<b>Item</b>	<b>Certificate expires December 31, 2014 (or laboratory does not have a current certificate)</b>	<b>Certificate expires next year: December 31, 2015</b>
Appendix B and D	Combined Appendix B-D, Application for Recognition	Yes	Yes
Appendix E	Uncertainties (matched to Appendix B-D Scope); Excel Versions	Yes	Yes
4.15	Management Review	Yes	Yes
3.3.4, k 5.9 4.15	Proficiency Testing Follow Up Forms	Yes	Yes
3.5.1.	Previous Non-conformities (review prior year review letters and internal audits)	As identified in previous audits and reviews	As identified in previous audits and reviews
Appendix C	Use ISO/IEC 17025 Assessment Form, include references and evidence	Yes	No
4.2 4.14	Quality Manual/Management System Manual (Appendices and Forms)	Yes	If updated only
4.2 4.14	Administrative Procedures	Yes	If updated only
4.14.1	Technical Assessment	Yes	No
5.4	Laboratory Developed Calibration Procedures (and Validation Procedure and Evidence of Validation)	New procedures only	New procedures only
Table 2	Laboratory Auditing Program (LAP) Problems	If applicable	If applicable
5.6	Calibration Reports for Standards Calibrated by Other Laboratories	If applicable	If applicable

NOTE 1: If you have any specific questions about content, please contact Georgia Harris or Elizabeth Gentry and attend the planned training session at the Combined RMAP.

**Special Quality and Technical Assessments for 2015 (NEXT YEAR – NOT THIS SUBMISSION)**

This is advance notice of the plan for next year’s reviews. Training will be covered in webinars and at the 2015 RMAP training sessions.

<b>Handbook 143 Section</b>	<b>Item</b>	<b>Certificate expires December 31, 2015 (or laboratory does not have a current certificate)</b>	<b>Certificate expires next year: December 31, 2016</b>
4.2 4.14	All Laboratory Quality Management System Documents, including: Quality Manual, Associated Appendices, Administrative Procedures, Forms, and Master List – <i>with extra assessments (instructions to be provided)</i>	Yes	Yes
5.9 4.15	Proficiency Testing Plans and Evaluations – <i>with extra assessments for root cause, effectiveness and summaries of actions taken (instructions to be provided)</i>	Yes	Yes