


August 5, 2015

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 2016 and 2016-2017 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 1. The deadline this year is **November 1 as noted in 2014 communications!** 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. Materials may be submitted during the year to update Recognition Scopes, however, they may not be reviewed in a timely manner or until the next review cycle, pending training schedules and other travel priorities.

Please **MAIL** complete submissions 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 after the security office processes shipping.

Please submit all items electronically in any format *except* e-mail: CD and USB sticks are acceptable formats. We have sent USB sticks to all primary laboratory contacts with this memorandum so that you can submit files on a NIST-provided USB. *We will not return the USB sticks after they are submitted this year.* 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 is a two-hour webinar scheduled

on the Annual Submission materials and process and you can register in the OWM Contact System as usual:

- Training Event: Webinar - State Laboratory Annual Submission Process (5355)
- When: Thursday, September 24, 2015, 2:00 – 4:00 PM Eastern Time

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” should be “AK Appendix B-D 2015.doc.” Make sure all dates are consistent in file naming and internal to the file!

Summary Table for Annual Submissions

| Handbook 143 Section | Item | Certificate expires December 31, 2015 (or laboratory does not have a current certificate) | Certificate expires next year: December 31, 2016 |
|-----------------------------|--|--|---|
| Appendix B and D | Combined Appendix B-D, Application for Recognition (<i>See website for latest version</i>) | Yes | Yes |
| Appendix E | Uncertainties (matched to Appendix B-D Scope); <i>Excel Versions preferred</i> | Yes | Yes |
| 4.15 | Management Review (<i>less than 6 months old!</i>) | Yes | Yes |
| 3.3.4, k 5.9 4.15 | Proficiency Testing Follow Up Forms (<i>only for PTs that are completed for your lab</i>) | Yes | Yes |
| 3.5.1. | Previous Non-conformities (<i>review and complete action items related to prior year feedback and internal audits</i>) | As identified in previous audits and reviews | As identified in previous audits and reviews |
| Appendix C | Use ISO/IEC 17025 Assessment Form, include references to Quality Management System <i>and evidence of implementation assessments</i> | Yes | No |
| 4.2 4.14 | Quality Manual/Management System Manual (Appendices and Forms) – <i>include Documents Master List</i> | Yes | If updated only |
| 4.2 4.14 | Administrative Procedures | Yes | If updated only |
| 4.14.1 | Technical Assessment (see special notes below for special PT assessments in 2015) | Yes | Yes |
| 5.4 | Laboratory Developed Calibration Procedures (and include 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 Certificates 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 Technical Assessments for 2016 Recognition Year

The follow additional Technical Audit is due with this year’s submission. Training will be covered in webinars and will be (or has been) covered at the 2015 RMAP training sessions.

| Handbook 143 Section | Item | Certificate expires December 31, 2015 (or laboratory does not have a current certificate) | Certificate expires next year: December 31, 2016 |
|---------------------------------|--|--|---|
| 5.9 4.15 | Proficiency Testing Plans and Evaluations – <i>with extra assessments for root cause, effectiveness and summaries of actions taken (instructions provided at RMAPs, 4-year form is posted here: http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm) – alternative versions are acceptable if integrated into the laboratory system.</i> | Yes | Yes |