

Application for Conditional Signatory Status

Name: _____

Laboratory Manager: _____

Laboratory: _____

Date: _____

This form is to be used for applicable state labs to be considered for conditional signatory status after the *successful completion* of the Fundamentals of Metrology and LAP Problem preparation course and Fundamentals of Metrology LAP problems as outlined in the Signatory Status Waiver Program memorandum. Submit this completed application with LAP Problems if temporary signatory status is needed by the laboratory. Regardless of whether additional signatory status is needed/granted for the laboratory, participants should register for the next available seminar in the series of courses. Successfully completing the core OWM seminars (Fundamentals, Mass, and Volume) continue to be required according to Handbook 143, Table 2 to gain full signatory status once the temporary conditional signatory status expires.

Notes: This waiver program is being provided temporarily while onsite access to the NIST campus and regularly scheduled seminars is restricted due to the COVID-19 pandemic. Conditional signatory status will only be issued to Metrologist in a laboratory that has demonstrated a strong need for an additional signatory status personnel. Eligible Metrologist(s) includes both a state laboratory Metrologist with no NIST core OWM seminar training and those who have partially completed core seminar training requirements as published in Handbook 143, Table 2. Those with no training completed will have to successfully complete the interim webinar training. Staff who have partially completed the core requirements must complete the training outlined in the Signatory Status Waiver Program memorandum in the required measurement areas (i.e., mass and/or volume). (E.g., for a staff member who has completed Fundamentals of Metrology but not Mass or Volume, they would complete the SOP 8 and SOP 19 sessions). The focus of the waiver program is to prepare new Metrologist to perform Mass Echelon III and Volume Echelon II calibration procedures. The conditional signatory status will give Metrologist the right to approve calibrations related to **legal metrology measurements only**. This status will remain valid for one year after NIST OWM resumes on-site training of its Fundamentals, Volume and Mass seminars. For a Metrologist to be issued the conditional signatory status, the candidate must have adequate training, completed LAP problems, and a valid justification requested by laboratory management (e.g., less than 2 active signatory status personnel in laboratory) provided below.

Training background:

Completion of NIST OWM onsite training (e.g., Fundamental, Aug. 2019 or Mass, Oct. 2019):

Completion of Fundamentals and Preparation for Laboratory Auditing Program (LAP) Problems webinar (e.g., Sept. 2020):

Justification:

Please explain laboratory need for an additional Conditional Signatory Status Metrologist: