



UNITED STATES DEPARTMENT OF COMMERCE  
National Institute of Standards and Technology  
Gaithersburg, Maryland 20899

June 09, 2026

MEMORANDUM FOR State Directors  
State Metrologists (including LA County)

From: Micheal Hicks, Laboratory Metrology Program Leader  
Office of Weights and Measures (OWM) *Micheal Hicks*

Subject: **OWM 2026 Annual Submission for State Laboratory Program**

This memorandum serves as the annual solicitation for OWM Laboratory Recognition per NIST Handbook 143, Program Handbook, with requirements identified in Table 1 therein. The sections below provide details on the deadlines and the required materials for applying for 2027 OWM Recognition.

### Deadlines and Reviews

Participating laboratories are required to apply annually to maintain or obtain NIST OWM Laboratory Recognition. The open call for applications and supporting annual submission materials, as described in this memo, starts October 1 with a close date of November 1. This is the deadline for all participating laboratories except for the Fall meeting Regional Measurement Assurance Program (RMAP) group laboratories, whose deadline is November 15, per Handbook 143. Late or incomplete submissions may not be reviewed prior to the expiration of the current laboratory's Recognition certificate of metrological traceability. All participating laboratories must comply with NIST Handbook 143 and ISO/IEC 17025 documentary standards to receive recognition.

### Submission Method and Content

Annual submission material should be submitted using the NIST Box cloud service

Use this Box link (<https://nist.app.box.com/f/279c2bca43d2449fb5a2798148aa1f35>) to upload annual submission files to NIST Box Cloud Service. **Zip the directory** of submission files before submitting them to Box to expedite the upload process and to ensure all files remain together. Box will associate the submitted zip file with the email account and description provided on the Box upload interface. Only OWM will have access to your submissions in Box and OWM will notify you upon receipt. If changes or supplements need to be uploaded to Box, please notate additional submissions using a brief descriptive file name that includes the version number and date (e.g., "NIST\_Annu\_Subm\_v2\_yyyymmdd.zip"). Only zip the parent directory. Do not zip subdirectories.

Make sure all files are appropriately named and dated before creating the zip file. Use Document Control best practices in your files and in file-naming conventions. Limit the total length of file names and sub-directories to less than 100 characters (not counting characters of the zip file name). Review [the Electronic File Organization Tips](#) available on the State Lab Program resources page (<http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm>) when organizing and naming your submission materials. If you have any questions regarding the use or access of NIST Box Cloud service, please contact Micheal Hicks ([Micheal.Hicks@nist.gov](mailto:Micheal.Hicks@nist.gov)).

### Training

OWM has scheduled a two-hour Annual Submission webinar to review and explain this year's annual submission requirements. Please register for the webinar training as soon as possible in the OWM

Contacts System. Pework for the webinar includes reading this memorandum and reviewing your laboratory's previous two years of Annual Submission review letters:

- Title: 2063 State Laboratory Annual Submission Process (<https://www.nist.gov/news-events/events/2026/07/2063-state-laboratory-annual-submission-process>)
- When: Thursday, July 16, 2026, 2:00 PM to 4:00 PM Eastern Time.

**Table 1: Summary of 2026 Annual Submission requirements**

*NVLAP accredited labs with their NVLAP records accessible to OWM should only submit documents as denoted (\*) below.*

ISO/IEC 17025:2017 Section or Reference	Item	Submission Documents	Com- piled
Application	HB 143, <a href="#">Recognition Application (2026)</a>	Required*	
ALL	Previous Non-conformities ( <i>review and complete action items related to prior year OWM feedback, onsite assessments, and internal audits</i> )	As applicable	
ALL	New NVLAP or other AB Assessment Letters and Reports	As applicable	
6.6	New Calibration Certificates for Standards Calibrated and Supplier Evaluations	As applicable	
7.2	Laboratory Developed Calibration Procedures (and include Validation Procedure and Evidence of Validation).	New-to-lab procedures only	
7.6	Uncertainties for all Measurement Parameters ( <i>Excel versions preferred</i> ) <ul style="list-style-type: none"> <li>• Ensure components match applicable SOP uncertainty budget tables</li> <li>• Ensure consistency between uncertainty budgets and control charts</li> <li>• Evaluate all uncertainties with appropriate precision assessment (<math>P_n</math>) include comments as needed</li> </ul>	Required	
7.7	<a href="#">Proficiency Testing Follow-Up Forms</a> (only for PTs that have been <i>completed for your lab</i> ). Include one form per PT.	Required	
8.2	Quality Manual/Management System Manual, Appendices, Forms, Administrative Procedures, and Lab Developed Methods.	Only if updated or referenced	
8.5	Laboratory action plans and action log of items (e.g., <a href="#">job aid</a> )	Required	
8.8	<b>Special Technical Assessment:</b> Complete a Mass Echelon III vertical audit for your laboratory using the OWM supplied <a href="#">vertical audit checklist</a> with objective evidence. Include action items and action item log that result from the assessment.	Required*	
8.9	Management Review ( <i>must be less than 6 months old</i> ). OWM Management Review <a href="#">Outline</a> (2021) is available that includes Risk Assessment consistent with ISO/IEC 17025.	Required	
NOTE: (1) OWM may request additional items from your laboratory to support metrological traceability (2) Use the 'Compiled' column as a checklist			
*Documents to be submitted by NVLAP accredited labs with accreditation records made accessible to OWM.			

If you have any questions, please contact Micheal Hicks ([Micheal.Hicks@nist.gov](mailto:Micheal.Hicks@nist.gov)) or any member of Lab Metrology (<https://www.nist.gov/pml/owm/owm-staff-and-technical-experts-directory#LabMet>).