



April 6, 2020

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

From: Douglas A. Olson, Chief
Office of Weights and Measures (OWM)

Subject: **Annual Submission for 2021 for NIST OWM Laboratory Recognition**

This memorandum is the annual solicitation request for OWM Laboratory Recognition per NIST Handbook 143, Program Handbook. Required submission materials are identified in Handbook 143, Table 1. The required 2021 Recognition requests are detailed in this memo and in the table below.

Deadlines and Reviews

To maintain or obtain NIST OWM Laboratory Recognition, materials must be submitted each year between October 1 and November 1. The deadline is **November 1**. (Laboratories that have Fall RMAPs have until November 15, per Handbook 143). All laboratories *must comply* with the ISO/IEC 17025:2017 documentary standard. Materials that are not submitted on time or that are submitted incomplete may not be reviewed prior to the expiration of the current laboratory 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 a Recognition measurement scope. However, they may not be reviewed in a timely manner or until the next review cycle, pending OWM training schedules and other program commitments and priorities.

Submission Method and Content

There are two methods for submitting Recognition material. The first method is by mail and the second method is through the NIST cloud service. E-mail submissions will not be *accepted*, except where an item is missing and specific guidance is provided. We do *not* track items submitted by e-mail unless we specifically request them once we are conducting reviews.

Method 1 (Mail):

CD and USB sticks are acceptable formats via mail. A CD media device provided by the laboratory is acceptable for submitting but not a USB memory stick. The USB memory stick must be NIST-provided to be compliant with NIST security policies. A NIST-provided USB memory stick will not be available to laboratories until the threat of the COVID-19 outbreak diminishes and OWM is permitted to return to the NIST campus. OWM will not return the USB memory stick after they are submitted. Please note that Federal Express, UPS, or other couriers do not get to OWM any faster than Priority Mail because items are delivered to a different location at NIST, where they are scanned and inspected. Often these packages take two to three additional days to be delivered to the OWM office.

Please MAIL complete submissions with attention to:

NIST Office of Weights and Measures

Attn: Isabel Chavez

100 Bureau Drive, MS 2600

Bldg 222, Rm B 250

Gaithersburg, MD 20899-2600

Method 2 (Cloud Service):

Laboratories have the option to upload submissions to the NIST approved Box cloud service. Use the following link to upload files to Box: [NIST-BOX](#)

Be sure to **zip the directory** of submission files prior to submitting them to Box to expedite the uploading process. Box only allows one file to be uploaded at a time. Make sure that all files are appropriately named and dated before creating the zip file. When submitting your zip file, Box will tie the submission to an email account. Only OWM will have access to your submissions and OWM will notify you once the submission is received. In addition, once the zip file is uploaded, it can not be overwritten. If needed, you can notate additional submissions in the name of the new zip file. If you have any questions regarding Box, please address them to Micheal Hicks (Micheal.Hicks@nist.gov).

If the submission methods above are non-compliant with your laboratory's IT security policies, contact Isabel Chavez for alternative solutions. Use Document Control best practices in your files and in file-naming conventions. Limit length of file names and sub-directories to less than 150 characters combined to avoid any issues with files being saved onto the OWM server. Review the *Electronic File Organization Tips* available on the State Lab Program Resources page before sending your submission files: <http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm>.

Training

There is a two-hour Annual Submission webinar scheduled that examines the required materials and process. Register in the OWM Contact System as usual and no later than August 28, 2020. Reading this memorandum constitutes the required pre-work for the session:

- Training Event: Webinar - State Laboratory Annual Submission Process
- When: Thursday, September 10, 2020, 2:00 PM to 4:00 PM Eastern Time.

Summary Table for 2020 Annual Submission for 2021 Recognition

ISO/IEC 17025:2017 Section or Reference	Item	To be submitted by all laboratories as appropriate	Sent
*Application	HB 143, Recognition Application (2018) <i>This was updated in 2018! Use the latest application!</i>	Yes	
*ALL	Previous Non-conformities (<i>review and complete action items related to prior year OWM feedback, onsite assessments, and internal audits</i>). Especially pay attention to uncertainty evaluations!	As identified in previous audits and reviews and OWM feedback	
ALL	New NVLAP Assessment Letters and Reports must be submitted	If applicable	
6.2	Laboratory Auditing Program (LAP) Problems.	If applicable	
6.6	Calibration Certificates for all Standards Calibrated by Other Laboratories, with your Supplier Evaluations and Certificate Assessment.	If applicable	
7.2	Laboratory Developed Calibration Procedures (and include Validation Procedure and Evidence of Validation).	New procedures only	

ISO/IEC 17025:2017 Section or Reference	Item	To be submitted by all laboratories as appropriate	Sent
*7.6	Uncertainties for all Measurement Parameters <ol style="list-style-type: none"> 1. Make sure components match applicable SOP uncertainty budget tables; 2. Update all standard deviations consistent with your control charts; 3. Evaluate all uncertainties with appropriate precision assessment (P_n) and if there are any P_n failures, include appropriate comments and evidence of corrective action or pending corrective action. Your uncertainties <u>must</u> match your proposed Recognition Application. <i>Excel Versions preferred. Conduct technical assessments and corrective actions prior to submission to OWM based on prior feedback.</i>	Yes	
*7.7	Proficiency Testing Follow Up Forms (<i>only for PTs that are completed for your lab</i>). ONE per PT! Use the latest form that contains an Executive Summary.	Yes	
8.2	Submit your Quality Manual/Management System Manual, Appendices, Forms, Administrative Procedures, and Lab Developed Methods.	Only if updated.	
*8.8	Complete an internal audit report of the laboratory compliance to ISO/IEC 17025:2017. It is recommended for the laboratory to use the OWM Internal Audit Form 17025-2017 Form (2019). Associated Action Item forms and Action Logs are to be submitted where action items are identified. Objective Evidence for each item may be submitted, may be requested during OWM reviews, and/or may be requested in on-site visits and assessments. <i>Be sure to include objective evidence and associated action items.</i>	Yes	
*8.9	Management Review (<i>less than 6 months old!</i>). <i>Management Review Outline (2018) has been updated! Use the new outline that includes Risk Assessment! Be sure to include records of actions from meetings, objective evidence, and action items.</i>	Yes	
*Minimum number of items to be submitted for all laboratories.			

NOTE: If you have any specific questions about content, please contact Isabel Chavez.