

August 10, 2009

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

From:           Georgia L. Harris, Laboratory Metrology Group Leader  
                  Weights & Measures Division

Subject:        **Annual Submission for 2010 and 2010-2011 NIST Laboratory Recognition**

The following information is provided to assist you in preparing for the 2010 and 2010-2011 review cycles. Please submit all items electronically in any format *except* e-mail: CD, DVD, or USB sticks are all acceptable formats (if you want the USB stick back, please note that.) Please put the laboratory name (two-digit state codes) and date in all file names that you submit. E.g., "Appendix B.doc" could be "MD Appendix B 08.doc" as well as on any forms you complete. As a reminder: we do *not* track items submitted by e-mail.

#### **Review Cycle and Deadlines**

In order to maintain or obtain NIST/WMD Recognition for your laboratory, you must submit materials each year between October 1 and November 15. The due date is November 15 each year. We will consider items post-marked by the deadline to be compliant.

Materials that are not submitted on time 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.

#### **Table 1 – Items to Submit for All Laboratories (exceptions noted in next section)**

Review the attached Table 1 for items that need to be submitted by all laboratories. If you have a certificate that expires in 2009, or you do not have a certificate for 2009, or your current 2009 certificate is conditional, you will need to submit everything on the list. If the laboratory status is Conditional, you will also need to provide a status update related to the reasons for the conditional status. Modifications were made to Table 1 during the most recent update to Handbook 143 in 2007. You may complete a self-assessment using the table and submit it with your assessment.

Detailed descriptions of the information on Table 1 can be found in NIST Handbook 143, Program Handbook, 2007 edition, (available on line: <http://www.nist.gov/labmetrology>, State Laboratory Program.) Blank forms can be downloaded in Word format from the site listed above. See exceptions for laboratories with 2-year certificates that do not expire this year.

#### **Current Two-Year Certificates (expiring 2010)**

Laboratories with *current* 2-year certificates that do not expire this year must submit:

1. Appendix B (application). Please integrate Appendix D contact information for laboratory staff.
2. Updated Uncertainty tables to include Precision assessment ( $P_n$ ) (for mass as a minimum, with weighing instruments noted);
3. Proficiency Testing Follow-up Forms for PTs/ILCs completed this year;
4. Your latest Management Review (conducted within the past 12 months); and
5. Software Verification and Validation documents (see later instructions).

Keep in mind that, even though some items are not requested in the submission this year, internal assessments, technical audits, and management reviews are **REQUIRED** to be completed within your laboratory on an annual basis. These items *may* be requested during our review to verify conditions as needed.

### **New Two-Year Certificates**

If a number of conditions are met during this review cycle, WMD will issue 2-year certificates. The benefit of this certificate is that only Appendix B, Uncertainty tables, Proficiency Testing forms and “special request” items and updates are required during the next submission cycle in 2010 for the 2011 cycle. To be eligible for a 2-year certificate, the following conditions must be met:

- Must submit a **COMPLETE** package on time (Use Table 1 as a checklist). Incomplete submissions will either be converted to a one-year certificate or you will get a notice that we are not reviewing your submission until the missing items are completed.
- Must have a *current* certificate from the latest cycle (i.e., 2009 or 2008-2009).
- Must have a record of submitting on time (3 of last 5 years, latest 2) or be NVLAP accredited.
- Current certificate must not be “conditional.”
- Must not have any unresolved deficiencies; deficiencies identified in previous reviews may be resolved with this submission. (Review previous letters to make sure all reviewed items have been resolved.)
- Must be up to date with LAP problems, Quality Manual, Administrative Procedures, and PT participation, reporting, and corrective action. During the 2008 reviews for 2009 certificates we requested a number of updated sets of laboratory documents.

### **Proficiency Tests**

To evaluate measurement assurance and compliance to the published WMD policy, please submit copies of “Laboratory Follow Up and Corrective Action Checklist” forms for all round robins that were completed during 2009 (that have not already been identified in a previous submission). Forms are available on the NIST website: <http://ts.nist.gov/WeightsAndMeasures/Metrology/roundrobins.cfm>. We expect that if corrective action was appropriate, that it was completed, or that it is in progress with a planned completion date. You do not need to submit a “Four Year Assessment,” just the individual PT/ILC forms/assessments.

### **Software and Computer System Assessment**

Please complete the following assessment forms and submit with your package this year:

1. Laboratory Computer Systems Assessment.doc
2. Software Assessment Inventory.xls
3. Technical Assessment of Software Rev1.doc
4. Also submit your implemented copy of Standard Administrative Procedure 10 (or equivalent) for Laboratory Software

The Laboratory Computer Systems Assessment matches the specific criteria from Handbook 143 for items that are related to computer systems. The Inventory is simply a list of files and authorized access and validation techniques you have completed. The Technical Assessment of Software Rev1 is a form you can use to document your level of assessment for each file used in the laboratory. We covered these items at the Combined RMAP training in April. Additional webinars have been scheduled to cover these topics (see the next page for a list).

### **Management Reviews**

A copy of the latest management review is to be submitted with all applications. An outline is available on the NIST website here: <http://ts.nist.gov/WeightsAndMeasures/resources.cfm>.

## Quality Manuals

Send quality manuals and administrative procedures if there are updates and if updates have been recommended. The quality manuals must comply with the CURRENT version of NIST Handbook 143 (2007)! In some cases, you have been notified that you will not obtain recognition unless updates are completed.

## Training Opportunities

The following information was sent via email in July. If you would like to register for a course, please log into the WMD database system as noted in the included article by Urvi Shah to register. These webinars have been established to answer specific questions you might have about this year's submission requirements. Each person should register even if you will log on as a group in your laboratory as we will be providing training certificates.

Upcoming Scheduled Classes						
Select	Course	Type	Class	Date	Hours	Instructor
<input type="checkbox"/>	Software Verification and Validation (Webinar)	Laboratory / Metrology	5030	8/27/2009	2.0	G. Harris
<input type="checkbox"/>	Conducting an Effective Management Review (Webinar)	Laboratory / Metrology	5031	9/3/2009	2.0	E. Gentry
<input type="checkbox"/>	Internal Auditing Best Practices (Webinar)	Laboratory / Metrology	5032	9/10/2009	2.0	E. Gentry, G. Harris
<input type="checkbox"/>	Software Verification and Validation (Webinar)	Laboratory / Metrology	5033	9/17/2009	2.0	G. Harris
<input type="checkbox"/>	State Laboratory Annual Submission Process (Webinar)	Laboratory / Metrology	5034	9/24/2009	2.0	E. Gentry, G. Harris
<input type="checkbox"/>	Proficiency Testing Follow Up Actions and Root Cause Analysis (Webinar)	Laboratory / Metrology	5035	10/1/2009	2.0	V. Miller
<input type="checkbox"/>	Internal Auditing Best Practices (Webinar)	Laboratory / Metrology	5036	10/8/2009	2.0	E. Gentry, G. Harris

## Introducing the NIST Weights and Measures Division Contact Management System

This new, interactive database will allow you to update your contact information, submit comments on draft publications or request training on a range of weights and measures subjects as listed in the course index. Also, you can request documents and training CDs online and then view the status of your request. In order to use the database you will need to register. To do that, go to the link listed below (or you can find this link on our website) and follow the instructions for requesting a password. Your request will be processed within one business day, and then you can begin to use the system. Of course, you can still reach us by picking up the phone or sending us an e-mail, but this new database puts the information you need at your fingertips and should help us be more responsive to you. The link for the database is: <https://tsapps.nist.gov/wmd/Default.aspx>. Please feel free to contact Urvi Shah ([urvi.shah@nist.gov](mailto:urvi.shah@nist.gov)) at (301) 975-2128 with any questions.