

August 1, 2013

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 2014 and 2014-2015 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 15. The deadline is November 15. 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.

Please mail 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.

Please submit all items electronically in any format *except* e-mail: CD and USB sticks are acceptable formats (please note if you want the USB stick back). We do *not* track items submitted by e-mail unless specifically requested during the review period.

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). A webinar will be held in October to discuss requirements and answer questions (an additional webinar will be added if this one fills). The next scheduled webinar on the Annual Submission content is:

Webinar	Class Number	Date
State Laboratory Annual Submission Process	5249	10/17/13

You can register via the weights and measures database: <https://tsapps.nist.gov/WMD/>.

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 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" could be "MD Appendix B-D 2013.doc."

Summary Table for Annual Submissions

Handbook 143 Section	Item	Certificate expires December 31, 2013 (or laboratory does not have a current certificate)	Certificate expires next year: December 31, 2014
Appendix B and D	Combined Appendix B-D, Application for Recognition	Yes	Yes
Appendix E	Uncertainties (matched to Appendix B-D Scope); Excel Versions	Yes	Yes
4.15	Management Review	Yes	Yes
3.3.4, k 5.9 4.15	Proficiency Testing Follow Up Forms	Yes	Yes
3.5.1.	Previous Non-conformities (review prior year review letters and internal audits)	If identified in previous audits and reviews	If identified in previous audits and reviews
Appendix C	ISO/IEC 17025 Assessment Form, include references and evidence	Yes	No
4.2 4.14	Quality Manual/Management System Manual (and Appendices)	Yes	If updated only
4.2 4.14	Administrative Procedures	Yes	If updated only
4.14.1	Technical Assessment	Yes	No
5.4	Laboratory Developed Calibration Procedures	New procedures only	New procedures only
Table 2	Laboratory Auditing Program (LAP) Problems	If applicable	If applicable
5.6	Calibration Reports 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 before October 1, 2013. You are encouraged to register for one of the Annual Submission Webinars to review the content to be submitted this year. This is a FREE webinar for State laboratory administrators and staff only.

NOTE 2: If you received another individual memo or email from our office regarding this year's submission and certificates that expire in 2014, please follow those additional instructions unless you need an updated Scope and certificate.