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

June 6, 2016

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 2017 and 2017 to 2018 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 detailed 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 1. The deadline is **November 1.** 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 of metrological traceability. 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 Recognition Scopes, however, they may not be reviewed in a timely manner or until the next review cycle, pending training schedules and other program priorities.

Please **MAIL** complete submissions 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 OWM any faster than Priority Mail because items are delivered to a different location at NIST where they are scanned and inspected and often take two to three days extra to be delivered to our offices. Please submit all items electronically in any format *except* e-mail. 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 to be submitted by that method once we are conducting reviews. CD and USB sticks are acceptable formats. We have sent USB sticks to all primary laboratory contacts with this memorandum so that you can submit files on a NIST-provided USB. *We will not return the USB sticks after they are submitted this year.*

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). Please use good Document Control practices in all of your electronic files and in file-naming conventions. See the *Electronic File Organization Tips* available on the State Lab Program Resources page: http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm

Summary Table for Annual Submissions

Handbook 143 Section	Item	Certificate expires December 31, 2016 (or laboratory does not have a current certificate)	Certificate expires next year: December 31, 2017	Sent
Appendix B and D	Combined Appendix B-D, Application for Recognition (*See website for latest version.*)	Yes	Yes	
Appendix E	Uncertainties (Scope must match to Appendix B-D Scope); *Excel Versions preferred.*	Yes	Yes	
4.15	Management Review *(less than 6 months old!)*	Yes	Yes	
3.3.4, k 5.9 4.15	Proficiency Testing Follow Up Forms (*only for PTs that are completed for your lab*)	Yes	Yes	
3.5.1.	Previous Non-conformities (*review and complete action items related to prior year feedback and internal audits*)	As identified in previous audits and reviews	As identified in previous audits and reviews	
ISO/IEC 17025 Assessment (2016)	Include references to Quality Management System *and evidence of implementation assessments.* (*See website for latest version as updated in 2016.*)	Yes	No	
4.2 4.14	Submit your *entire* Quality Manual/Management System Manual, Appendices, Forms, and Administrative Procedures, and Lab Developed Methods. Be sure to *include an updated Documents Master List.* *Complete a quality management system assessment (using the ISO/IEC 17025 form and these tools) and update your laboratory documents using the memo: "National Annual Assessment Summary (Memo) – Quality Management System Topics (2014 to 2015 Submission)" and the outline: "QMS Analysis-Evaluating Essential Elements", as posted here:* http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm	Yes	This assessment is due in 2017 if not submitted in 2016	
4.14.1	Technical Assessments: No extra requirements. See PT Follow Up earlier on this list.	No	No	
5.4	Laboratory Developed Calibration Procedures (and include Validation Procedure and Evidence of Validation)	New procedures only	New procedures only	
Table 2	Laboratory Auditing Program (LAP) Problems	If applicable	If applicable	
5.6	Calibration Certificates for all Standards Calibrated by Other Laboratories	If applicable	If applicable	

NOTE: If you have any specific questions about content, please contact Georgia Harris or Elizabeth Gentry.

There is a two-hour webinar scheduled on the Annual Submission materials and process and you can register in the OWM Contact System as usual:

- Training Event: Webinar - State Laboratory Annual Submission Process (5443)
- When: Thursday, September 29, 2016, 2:00 – 4:00 PM Eastern Time.

Enclosure