NVLAP®	**DEPARTMENT OF COMMERCE** National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	**ISSUE DATE:** January 12, 2017
	POLICY GUIDE	**NUMBER:** PG-14-2017
SUBJECT: Improvements to the NVLAP Lab Portal (NIWS)		

This guide announces enhancements to the NVLAP Information Web-based System (NIWS).

Laboratories may now access the lab portal at any time during an accreditation cycle to update laboratory information, request revisions to scopes of accreditation, and upload changes to required documents.

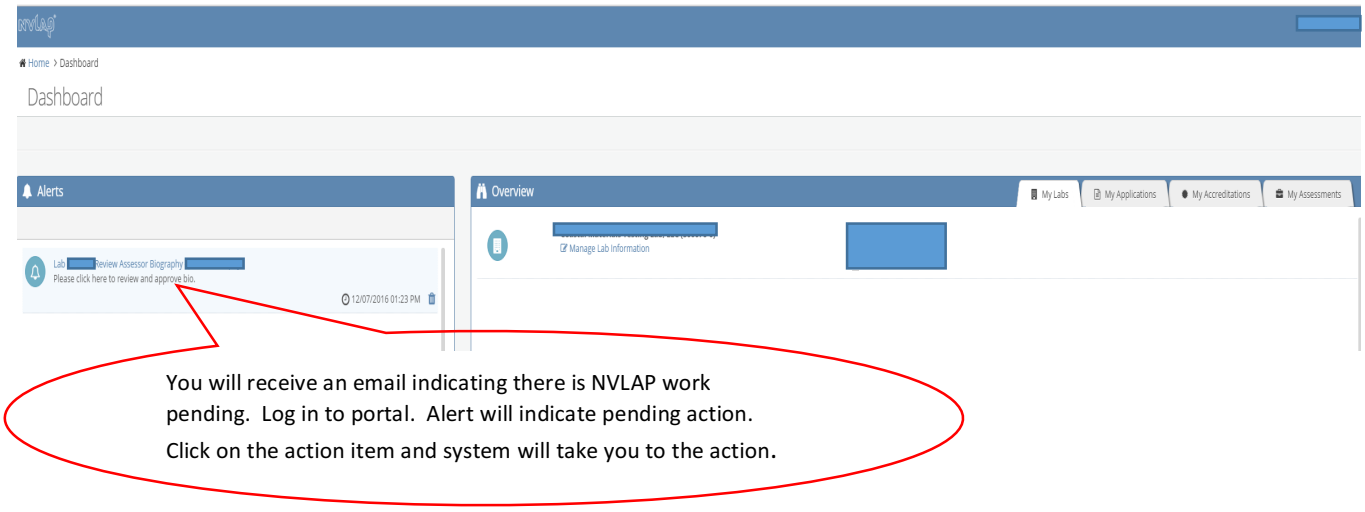
Further enhancements regarding submission of nonconformity responses and other communications are expected later in the first quarter of 2017. Another Laboratory Guide will be issued when these are available.

Attached to this guide is guidance on how to navigate within the portal. Please review the information, and if you have any questions contact your program manager.

If you have any feedback regarding the portal, please submit it by email to nvlap@nist.gov or by phone at (301) 975-4016.

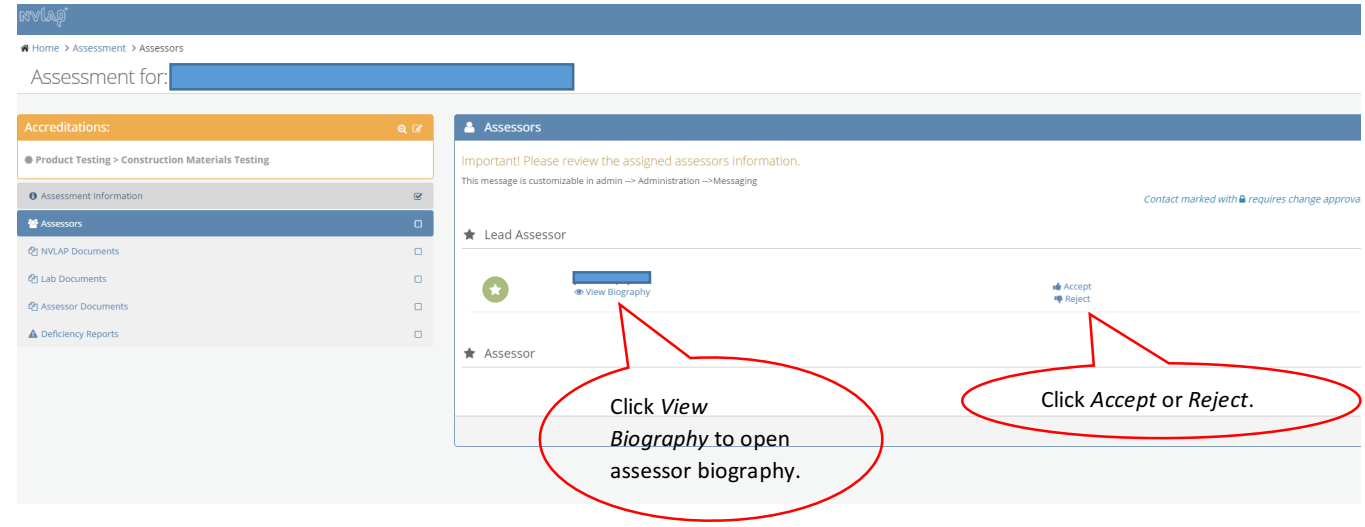
NIWS Upgrade 2017

Approve Assessor Biography



You will receive an email indicating there is NVLAP work pending. Log in to portal. Alert will indicate pending action.

Click on the action item and system will take you to the action.

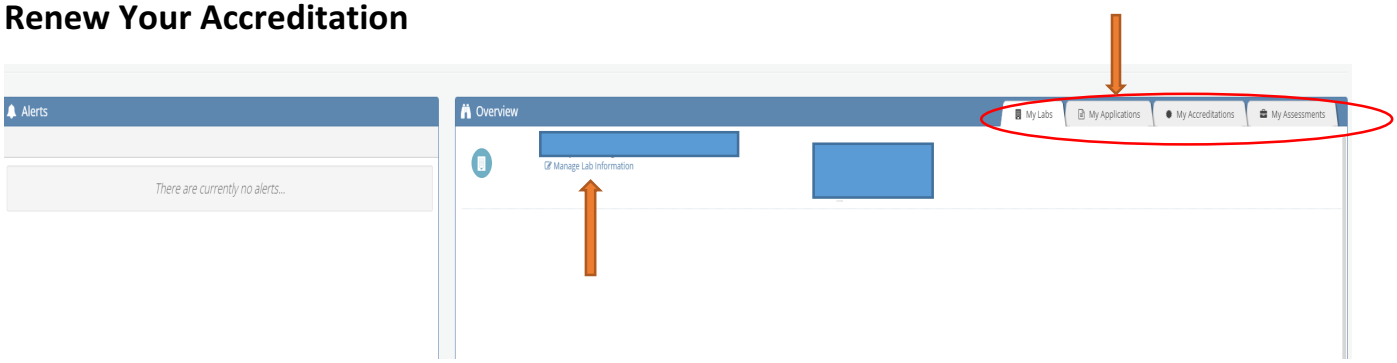


Click *View Biography* to open assessor biography.

Click *Accept* or *Reject*.

There is no need to send an email response to your NVLAP program manager. He/she will receive a system alert indicating your response.

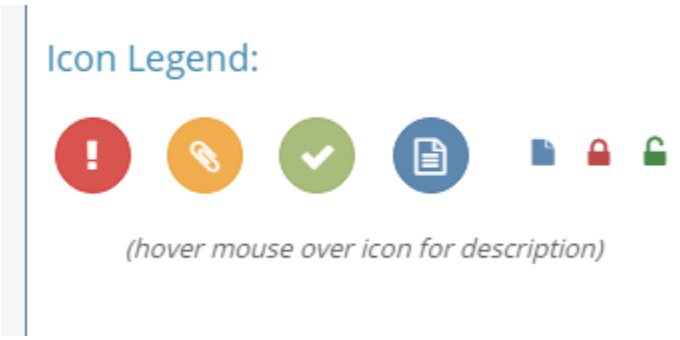
Renew Your Accreditation



Processing your renewal is very similar to the environment you have used in the past. The look of your new home page is shown above. To process your renewal application, follow the instructions below. From this point the system is self-directed and will guide you through the renewal process.

1. Click *My Applications* tab or *Manage Lab Information*, then click *Applications* tab on left
2. Click *Open Lab Application* on the Pending-Renewal line item
3. Click *Continue* on each page or move through the tabs on the left to complete each section

The *Lab Documents* tab is where you will notice the most changes. It has been updated to streamline the document upload process. There are still placeholders for the required documents. The *Icon Legend* will indicate which documents are required.



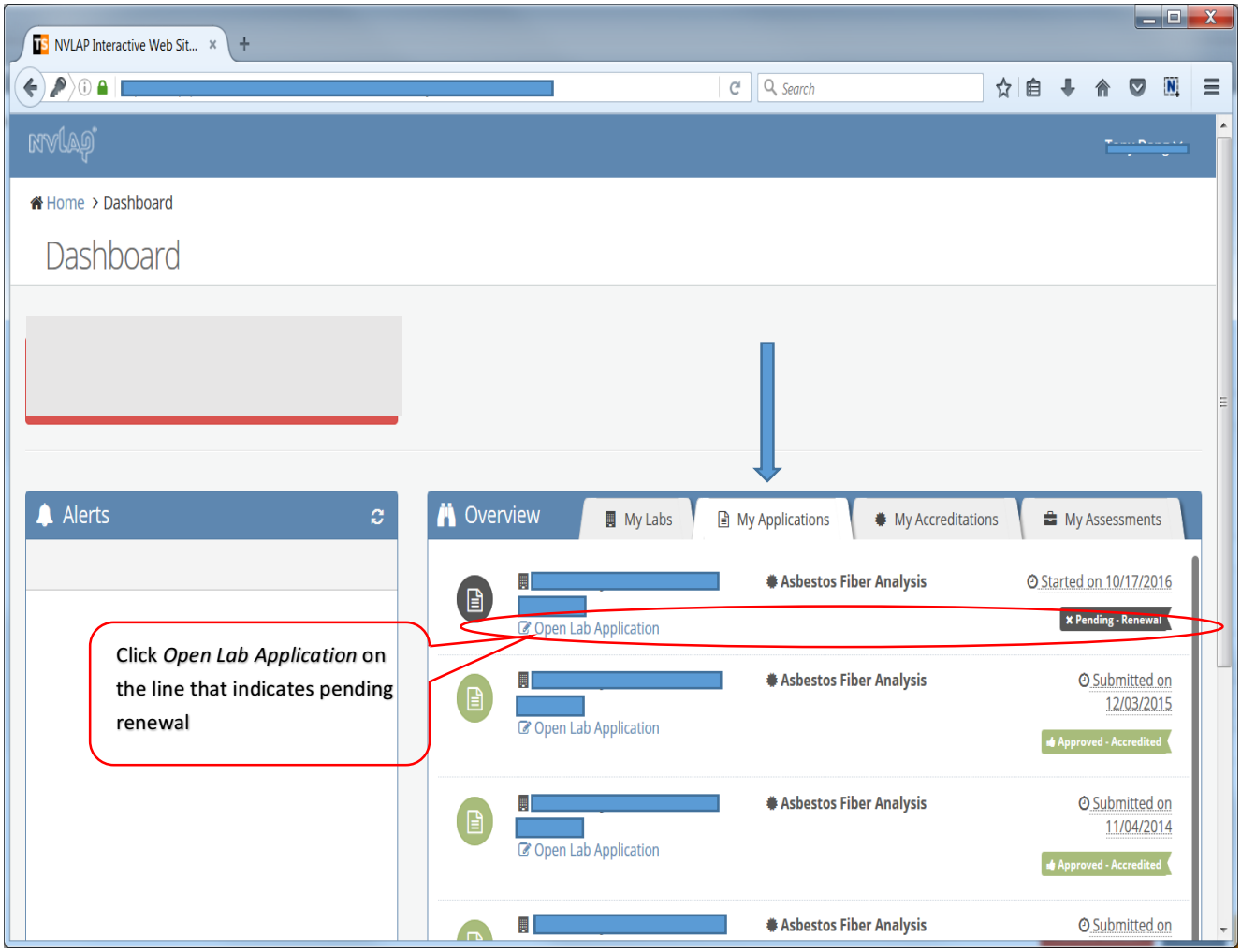
- For non-federal labs, the MOU is located on the *Lab Documents* tab. Scroll down to the *Financial Documents* section to download the fillable MOU pdf. Download and complete the file and simply upload the completed document.
- For federal labs, NVLAP will contact you regarding the Treasury forms 7600A and 7600B, **Interagency Agreement (IAA)** – Agreement Between Federal Agencies.
- There are place holders for your laboratory purchase order or inter agency agreement on the *Lab Documents* tab in the *Financial Documents* section.
- If you do not find a place holder for a document type use the *Miscellaneous Document* placeholder under the *Miscellaneous* section.

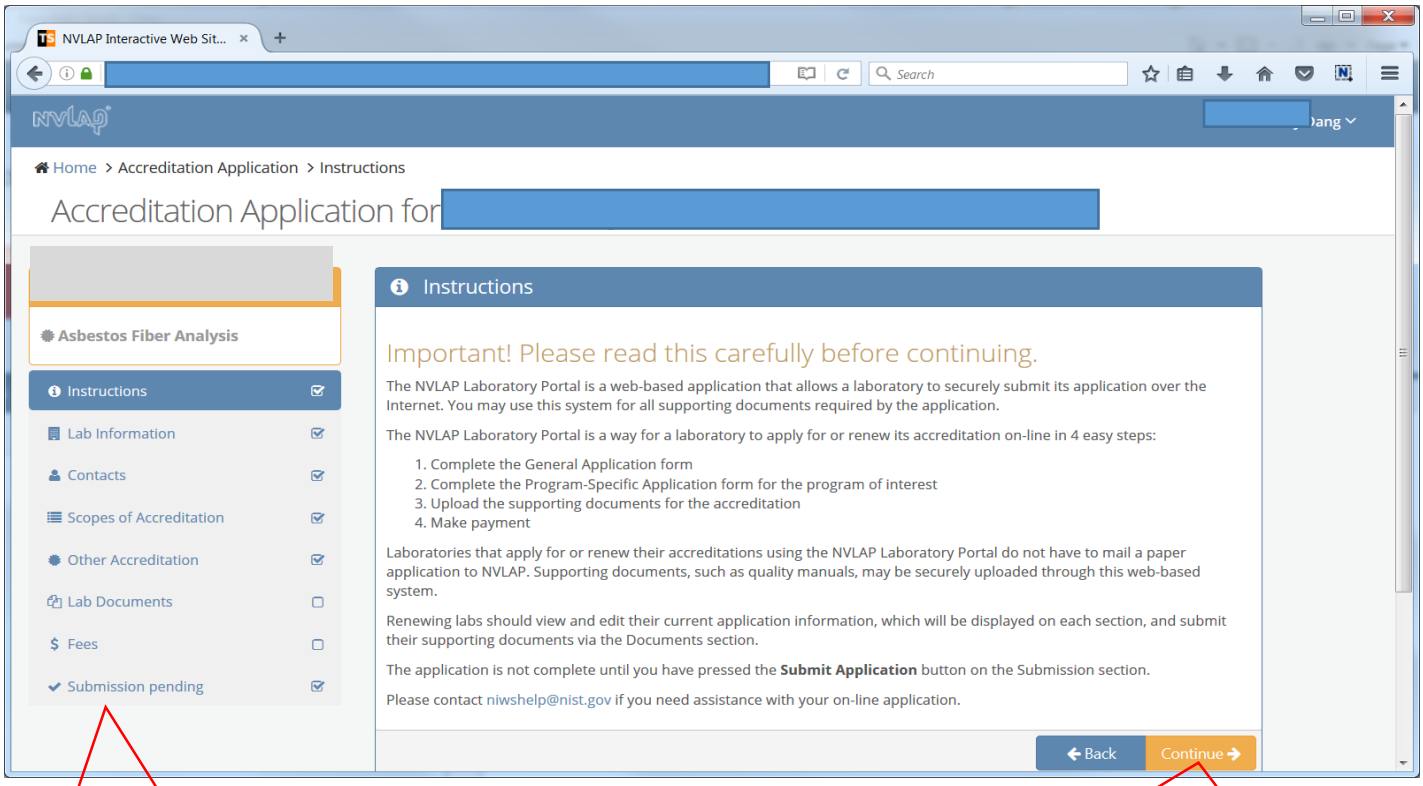
Accreditation Submission Report

In the past this report was located on your home page once you submitted your renewal. The accreditation submission is now located on the *Lab Documents* tab under the *Lab Documents* section.

When you have completed all of the requirements for your renewal click on the *Submission Pending* tab and enter your password and click *Submit*.

Lab Renewal Process





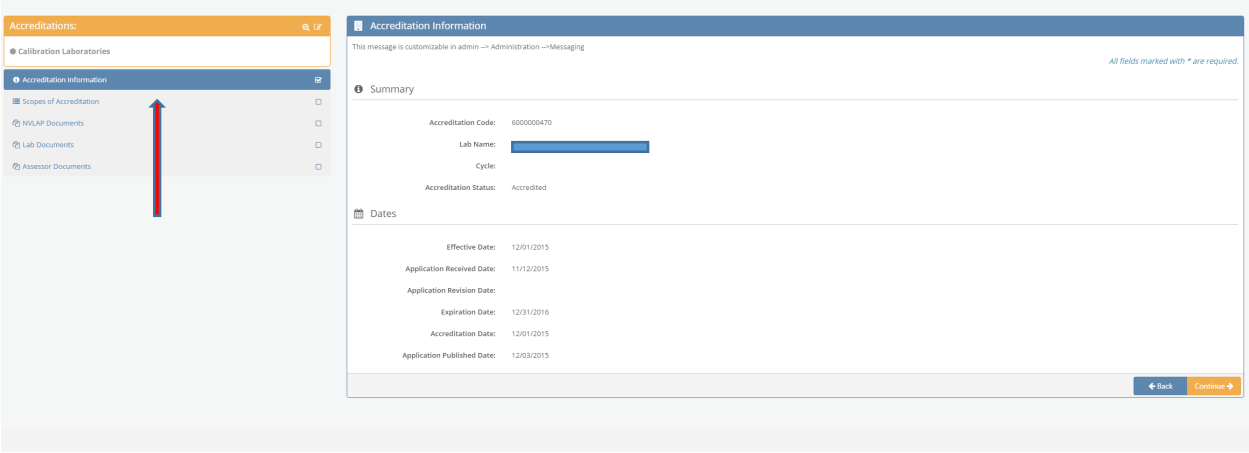
Scope Changes, Lab Information Changes and Document Uploads

You can now log into the NIWS anytime and make scope changes, laboratory information changes, or upload additional documents to an existing accreditation.

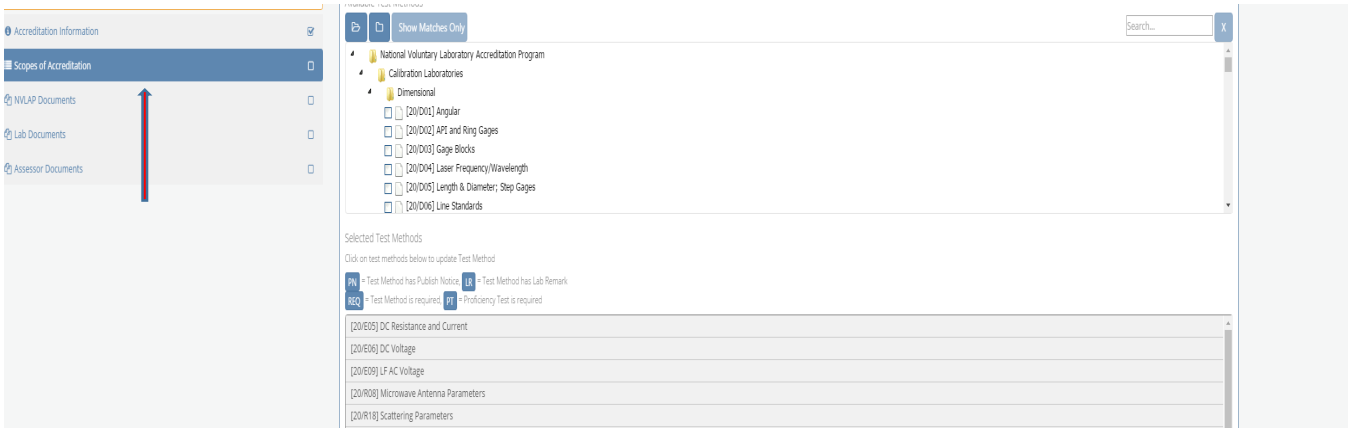
1. Log into portal: https://www-s.nist.gov/niws/
2. Click *My Accreditations* tab located on the top right of the *Overview* window
3. Open the accreditation you wish to change

4. Click the tabs on the left side for the information you wish to update:

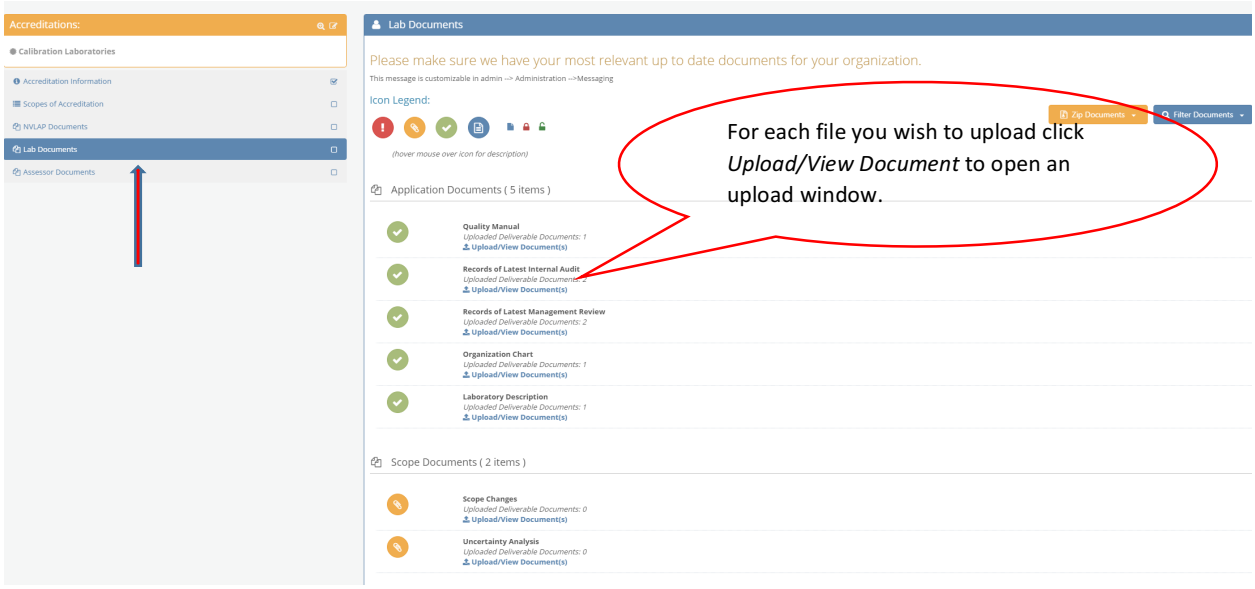
Accreditation Information Tab Updates



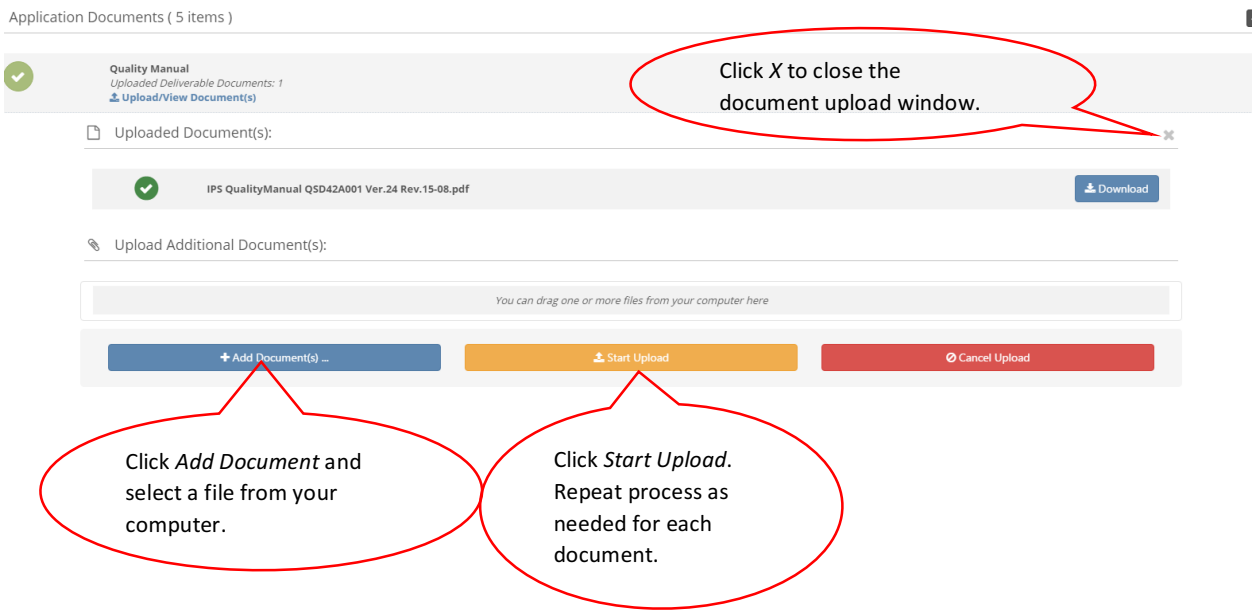
Scope Updates



Lab Documents Upload

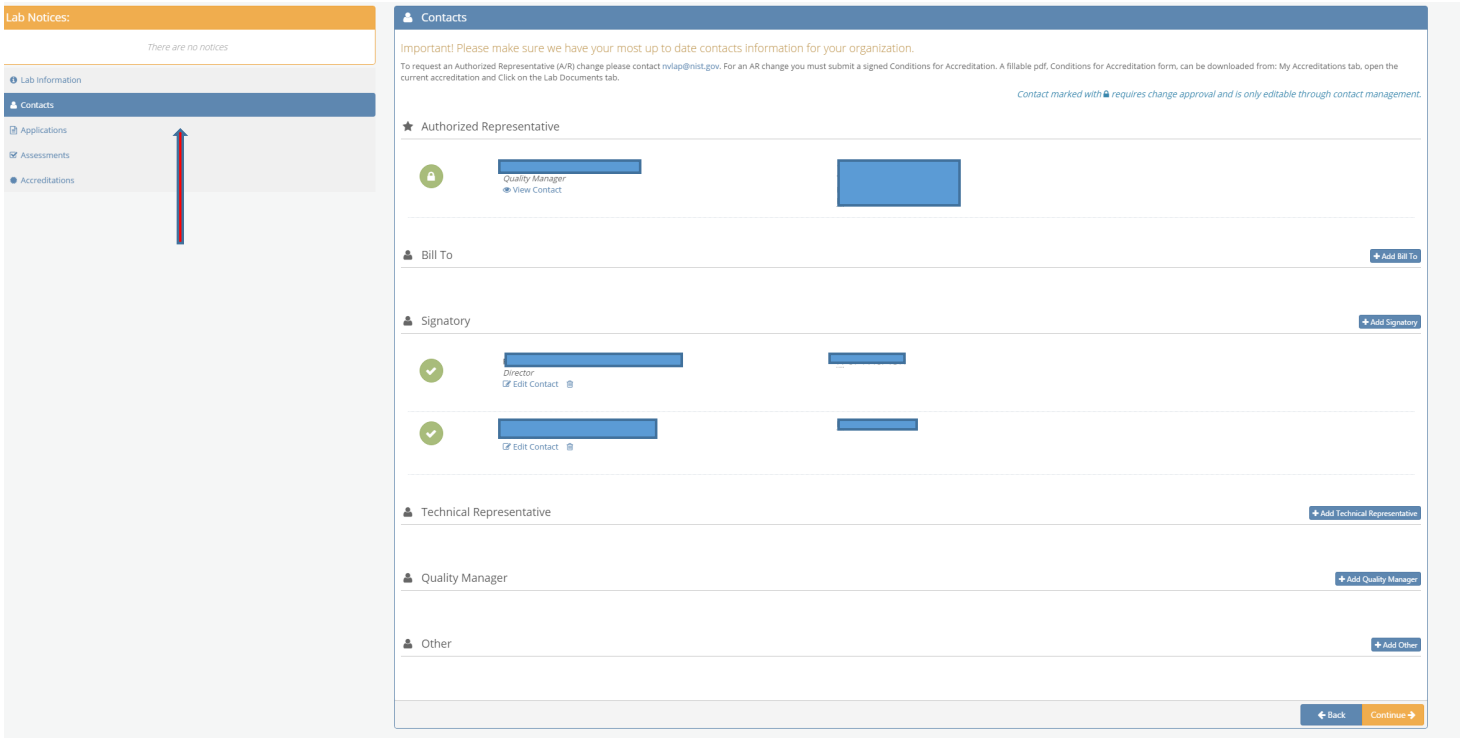


The system is real time so there is no need to submit or save. When a document is uploaded NVLAP receives a message that your file has been received.



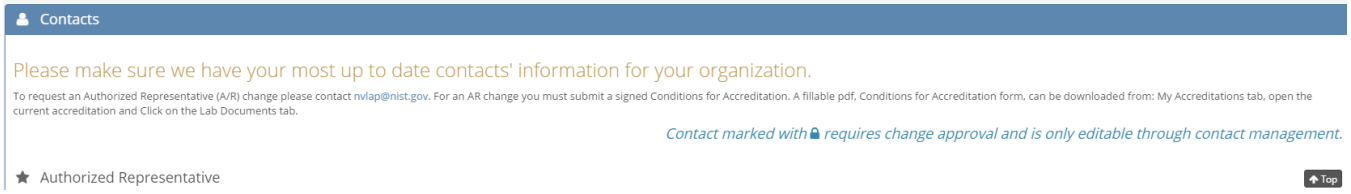
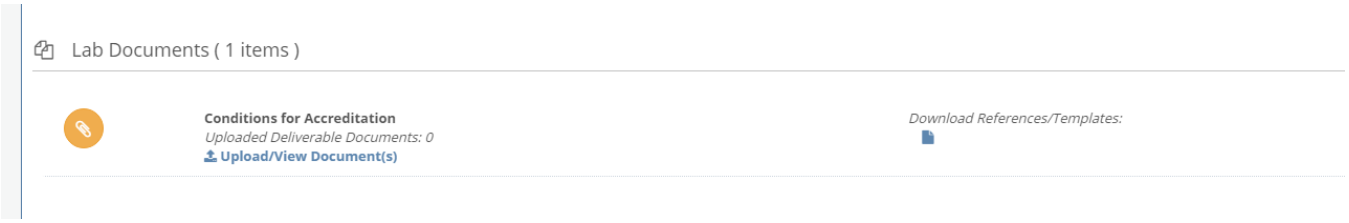
Contact Information Updates

Contacts Window



Authorized Representative Changes

As an authorized representative, you are assigned credentials for access to the NVLAP lab portal. Therefore, if a lab needs to make a change regarding this information, you must contact nvlap@nist.gov to request this change. When requesting this change, NVLAP will require you to provide the name, title, phone, fax and e-mail information for the new authorized representative.



Also, when requesting an authorized representative change you must upload a *Conditions for Accreditations* completed by the new authorized representative. The fillable pdf is located under the *Lab Documents* tab. Click *Lab Documents* and scroll to the *Lab Documents* section at the bottom of the page. Download the template and complete the form. Click the *Upload/View Documents* to upload the completed *Conditions for Accreditation*.