



March 20, 2020

MEMORANDUM FOR: RMAP Participants and Laboratory Directors

From: Douglas Olson, Chief
Office of Weights and Measures

Subjects: REVISED: 2020 Regional Measurement Assurance Programs (RMAP) Training

2020 Regional Measurement Assurance Program (RMAP) Training - UPDATE

Due to the COVID-19 cancellations and travel limitations for many States and the Federal government staff, all the 2020 in-person RMAP training sessions for 2020 will be cancelled and replaced with alternative web-based delivery where possible. Both SEMAP and WRAP would have been immediately impacted by travel restrictions, however this decision ensures fairness, consistency and uniformity for all the RMAP regions, plus reduces the uncertainty caused by possible future travel restrictions. This memorandum identifies the alternative schedules and approaches. If future developments from the COVID-19 pandemic render the updated schedule untenable, we will provide a further revision and contact all RMAP participants and Laboratory Directors. In addition, all states scheduled to host the cancelled RMAP meetings in 2020 are asked to be hosts for 2021, and future hosts will be shifted by one year.

Schedules

The schedule for each RMAP training is listed in the following table. Several modules will be cancelled with content reserved for potential future sessions. The remaining agenda, detailed learning objectives, and noted modifications are in the following sections. NIST will provide training content through the Adobe Connect Pro platform that is used for webinars and no fees will be charged. Only participants from the States and regular RMAP attendees from other government agencies and industries may participate. The ISO/IEC 17025:2017 and Handbook 105-1 sessions will be presented earlier in the year for the NEMAP, SWAP, and MidMAP regions to enable laboratories to comply earlier, well before year-end deadlines. There will also be optional make-up sessions for these two topics in June and August/September.

Region	Dates	Notes
SEMAP	4/20 to 4/23, 2020 9 am to 11 am, EDT	4/20: 17025 4/21: Round Table 4/22: Handbook 105-1 4/23: PT Reporting and Planning
WRAP	5/4 to 5/7, 2020 3 pm to 5 pm, EDT	5/4: 17025 5/5: Round Table 5/6: Handbook 105-1 5/7: PT Reporting and Planning
NEMAP	4/20 and 4/22, 2020 9/15 and 9/17, 2020 9 am to 11 am, EDT	4/20: 17025* 4/22: Handbook 105-1* 9/15: Round Table 9/17: PT Reporting and Planning *Will be joining SEMAP for sessions on 17025 and Handbook 105-1

Region	Dates	Notes
SWAP	5/4 and 5/6, 2020 9/29 and 10/1, 2020 3 pm to 5 pm, EDT	5/4: 17025* 5/6: Handbook 105-1* 9/29: Round Table 10/1: PT Reporting and Planning *Will be joining WRAP for sessions on 17025 and Handbook 105-1
MidMAP	10/6 and 10/8, 2020 9 am to 11 am, EDT	10/6: Round Table 10/8: PT Reporting and Planning **Register and sign up to join Summer <u>or</u> Fall RMAP sessions on 17025 and Handbook 105-1
**Summer RMAP Session	6/8 and 6/10 AM SESSIONS 9 am to 11 am, EDT	MidMAP and Make-up Sessions for 17025 and Handbook 105-1 6/8: 17025 6/10: Handbook 105-1
**Fall RMAP Session	8/31 and 9/2 PM SESSIONS 3 pm to 5 pm, EDT	MidMAP and Make-up Sessions for 17025 and Handbook 105-1 8/31: 17025 9/2: Handbook 105-1

Registration:

Please register for your RMAP and alternative sessions on the OWM Contact System as noted in the prior table. If you are already registered for SEMAP or WRAP, you do not need to register again.

Agenda at a Glance

Sessions will be held from 9 am to 11 am **or** 3 pm to 5 pm (EDT) depending on region for the sessions. Certificates will be adjusted based on actual attendance.

Monday	Tuesday	Wednesday	Thursday
Implementing the New ISO/IEC 17025 Standard: Internal Audits and Guidance for Resolving Potential Nonconformities <i>(Meeting November 2020 Deadlines)</i>	Laboratory Round Table <i>(Lab Reports)</i>	Implementing the new Handbook 105-1 (2019) <i>(Includes ASTM E617, OIML R111, and NIST Handbook 44 weight requirements and Associated Applications)</i>	RMAP PT Presentations PT Reporting and Planning

Abstracts and Learning Objectives

Implementing the New ISO/IEC 17025 Standard: Internal Audits and Resolving Potential Nonconformities (*OWM Objective: Helping labs meet the November 2020 deadlines*). The updated Handbook 143, State Weights and Measures Laboratories Program Handbook, was published in 2019. Laboratories have been advised that the deadline for compliance is November 2020. Reviews of internal audits and supplementary management reviews during the 2019 OWM annual submission will identify top non-conformities and provide recommended guidance to help laboratories comply with the new Handbook and standard by the

deadlines. Learning Objectives: After this session, using the standard, case studies, and tools provided, participants will be able to IDENTIFY potential non-conformities that may impact their laboratory and DESCRIBE action items they can take to ensure compliance with the new standard. Training to be provided by OWM staff, participants from accredited laboratories, and OWM instructors/teaching assistants.

Note: Laboratories will need to be able to access a copy of their ISO/IEC 17025:2017 standard and laboratory quality system documents. We will also use a copy of your PT certificates for a shared activity with homework to be submitted.

Laboratory Round Table (Lab Reports). Ongoing standard reporting of sections 6.2, 6.3, 6.4, 6.5, in the ISO/IEC 17025 standard plus reporting on accreditation, economics, and any measurement issues that come up. Learning Objectives: After this session, participants will be able to IDENTIFY general issues facing laboratories within their region, DESCRIBE action items they may want to take based on sharing and feedback during this session, and be able to IDENTIFY unique issues that may require national-level coordination or assistance. OWM staff will facilitate this session.

Note: You will need to pre-submit a written report in Word or PowerPoint for sharing during the session. Templates and instructions will be provided.

RMAP PT Presentations, PT Reporting and Planning. This session will cover the annual reporting on PTs and planning for the next cycle. (*OWM Objective: Ensure compliance with the NIST Policy and Plan (NISTIR 7082 and HB 143).*) Each regional group is responsible for updating their 4-year PT plan with input from OWM. Regional participants will prepare draft reports and analysis prior to the training sessions. Final PT analyses and reports are prepared by OWM prior to the meeting. Each new coordinator is responsible for developing a PT Plan with inputs from participants and OWM to identify suitable objectives and to identify appropriate standards to be circulated. Learning Objectives: After this session, using the PT Plan, PT reports, and OWM PT Policy, participants will be able to IDENTIFY upcoming PTs for their laboratory and DESCRIBE action items they need to take to follow up prior PT results. Session to be facilitated by OWM staff, regional PT coordinators, and PT coordinators.

Implementing Handbook 105-1 (2019), ASTM E617, OIML R111 and Selection of Mass Standards for Legal Metrology Applications. (*OWM Objectives: Ensure adequate understanding and implications of the changes to Handbook 105-1, dispel confusion and miscommunications about the changes, and help/guide laboratories to expand their scope of recognition where/when possible.*) The 2019 edition of NIST Handbook 105-1 adopts OIML R111 and ASTM E617 by reference and allows continued use of standards in place that are compliant with the 1990 edition of Handbook 105-1 where application requirements are met. New application requirements in legal metrology (*e.g.*, using balances or scales better than Class III) require use of standards with lower uncertainties and tolerances to meet the Fundamental Considerations in NIST Handbook 44 for evaluation of balances and scales used in commerce. Participants will gain insight into evaluation and selection of suitable standards for field applications and what may be required in their laboratory recognition or accreditation to perform appropriate mass calibrations. Learning Objectives: After this session, participants will be able to DESCRIBE changes in NIST Handbook 105-1 to others; IDENTIFY weight classifications that may be needed for weights and measures applications; SELECT suitable mass standards based on needs; IDENTIFY laboratory recognition requirements for performing precision mass calibrations to meet requirements for Mass Echelon II; and PREPARE to expand their laboratory recognition/accreditation or IDENTIFY alternative sources for precision mass calibrations. Training to be provided by OWM staff and OWM instructors/teaching assistants.