Requesting Items - Documents and Materials in the OWM Contacts System

1. Log in to the OWM Contacts System Database with your username and password: tsapps.nist.gov/WMD/.



2. Once you log into the Main screen, select the **My Items** button from the top menu.



3. On the My Items – Documents and Materials page, click on the **Request** an item button.



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4. Under "Selection Criteria" use the downwards arrow next to the **Type** field to select the type of document or material in which you are interested.

	CONTACTS SYSTEM										
	Main MY Account MY Profile MY Comments MY ITEMS MY TRAINING News Sign Out										
	My Items - Document and Material Requests										
Select Type	t can be requested. Use the Type ited.										
,,	CANCEL this action. RETURN to My Items.										
	List of Pending Item Requests										
All -											
Metric	Selection Criteria										
Program											
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NIST	List of Available Items	Available Undated Format									
01041	REQUEST 001 Alternative Standards 1b Other	9/04/2012 2/19/2013 Download									
UIIVIL	REQUEST 002 Alternative Standards 2a Other	9/04/2012 2/19/2013 Download									

5. From the "List of Available Items", select the **Request** button for that document or material. For some documents you may have the option to select a "quantity."

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		MAIN	My Account	MY PROFILE	My COMMENTS	My ITEMS	My TRAINING	News	SIGN OUT	
My Items - Item Request Confirmation										()-+()-Faesarco
	Please review the Item Request Confirmation listed here. If correct select the Submit button otherwise use the Cancel or Select buttons You may need to scroll down for the data and the buttons									
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		Item Request Confirmation								
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Electronic copies: Some documents or materials may not be available in hardcopy format but are available in electronic format (e.g., pdf, docx). Electronic versions are available at: **www.nist.gov/pml/weights-and-measures/publications.**

- 6. Once the document has been selected, click on the **Submit** button. Your document or material request will be processed by NIST OWM and you will receive a confirmation email.
- 7. You can also request documents or materials by:

Phone: (301) 975-4004 Email: **owm@nist.gov**