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

July 05, 2023

MEMORANDUM FOR   State Directors
                    State Metrologists (including GIPSA/USDA, LA County)

From: Micheal Hicks, Laboratory Metrology Program Leader
              Office of Weights and Measures (OWM)

Subject: **OWM 2023 Annual Submission for State Laboratory Program**

This memorandum is the annual solicitation request for OWM Laboratory Recognition per NIST Handbook 143, Program Handbook. Recognition requirements are identified in Handbook 143, Table 1. The required 2023 Annual Submission materials to be submitted to OWM for 2024 Recognition by participating laboratories are detailed in this memo and in the table below.

Deadlines and Reviews

To maintain or obtain NIST OWM Laboratory Recognition, materials must be submitted each year between October 1 and November 1. The deadline is **November 1.** (Laboratories that have Fall RMAPs, September through November, have until November 15, per Handbook 143)**.** All laboratories *must comply* with the ISO/IEC 17025:2017 documentary standard. Materials that are not submitted on time or that are submitted incomplete may not be reviewed prior to the expiration of the current laboratory 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 a Recognition measurement scope. However, they may not be reviewed in a timely manner or until the next review cycle, pending OWM training schedules and other program commitments and priorities.

Submission Method and Content

There are two methods for submitting Recognition material. The first method is the NIST cloud service and the second method is through a mail service courier. E-mail submissions will not be *accepted or tracked*, except if specifically requested by OWM.

Method 1 (Cloud Service):

Laboratories have the option to upload submissions to the NIST Box cloud service. Use the following link to upload files to Box. Be sure to **zip the directory** of submission files prior to submitting them to Box to expedite the uploading process and ease the decerning of what files belong to your laboratory. Make sure that all files are appropriately named and dated before creating the zip file. When submitting your zip file, Box will tie the submission to an email account. Only OWM will have access to your submissions and OWM will notify you once the submission is received. In addition, once the directory of files is uploaded to Box, it cannot be overwritten. If needed, please notate additional submissions in the name of the zipped file with version numbers. If you have any questions regarding Box, please address them to Micheal Hicks (Micheal.Hicks@nist.gov).

Method 2 (Mail):

CD and USB memory stick are acceptable formats via mail. A CD media device provided by the laboratory is acceptable for submitting but not a USB memory stick from the laboratory. The USB memory stick must be NIST-provided to be compliant with NIST IT security policies. A NIST-provided USB memory stick can be made available to laboratories per the request of the laboratory. OWM will not

return the USB memory stick after being submitted. Please note that Federal Express, UPS, or other couriers do not get to OWM any faster than Priority Mail because items are delivered and processed at the NIST Shipping and Receiving department before arriving to OWM. Often deliveries take two to three additional days before arriving to the OWM office.

Submissions mailed should be addressed as follows:

NIST Office of Weights and Measures
Attn: Micheal Hicks
100 Bureau Drive, MS 2600
Bldg 222, Rm B267
Gaithersburg, MD 20899-2600

If the submission methods above are non-compliant with your laboratory's IT security policies, contact Micheal Hicks for alternative solutions. Use Document Control best practices in your files and in file-naming conventions. Limit the length of file names and sub-directories to less than 100 characters combined to avoid any issues with files being saved onto the OWM server. Review the *Electronic File Organization Tips* available on the State Lab Program Resources page before sending your submission files: http://www.nist.gov/pml/wmd/labmetrology/lab-resources.cfm.

Training
There is a two-hour Annual Submission webinar scheduled that examines the required materials and process. Please register in the OWM Contact System as soon as possible. Reading this memorandum and reviewing your laboratory's previous Annual Submission review letter constitutes the required pre-work for the session:
•   Training Event: Webinar - State Laboratory Annual Submission Process
•   When: Thursday, July 06, 2023, 2:00 PM to 4:00 PM Eastern Time.

Summary Table for 2023 Annual Submission for 2024 Recognition

ISO/IEC 17025:2017 Section or Reference	Item	To be submitted by all laboratories as appropriate	Sent
*Application	HB 143, Recognition Application (2018)	Yes	
*ALL	Previous Non-conformities (*review and complete action items related to prior year OWM feedback, onsite assessments, and internal audits*)	As identified in previous audits and reviews and OWM feedback	
ALL	New NVLAP Assessment Letters and Reports must be submitted	If applicable	
6.2	Laboratory Auditing Program (LAP) Problems	If applicable	
6.6	New Calibration Certificates for Standards Calibrated and Supplier Evaluations (where done externally)	If applicable	

ISO/IEC 17025:2017 Section or Reference	Item	To be submitted by all laboratories as appropriate	Sent
7.2	Laboratory Developed Calibration Procedures (and include Validation Procedure and Evidence of Validation).	New procedures only	
*7.6	Uncertainties for all Measurement Parameters 1. Make sure components match applicable SOP uncertainty budget tables; 2. Update all standard deviations consistent with your control charts; 3. Evaluate all uncertainties with appropriate precision assessment (P_n) and if there are any P_n failures, include appropriate comments and evidence of corrective action or pending corrective action. *Excel Versions preferred.*	Yes	
*7.7	Proficiency Testing Follow Up Forms (*only for PTs that are completed for your lab*). ONE per PT.	Yes	
*7.11	**Special Technical Assessment:** Submit completed Facility Audit Form with objective evidence as discussed during the RMAPs. Be sure to include action items and action item log that result from the assessment.	Yes	
8.2	Submit your Quality Manual/Management System Manual, Appendices, Forms, Administrative Procedures, and Lab Developed Methods.	Only if updated or requested	
8.8	Submit internal audit report of the laboratory compliance to ISO/IEC 17025:2017. This is required to be done annually by all laboratories according to HB 143. It is recommended for the laboratory to use the OWM Internal Audit 17025:2017 Form (2019). Associated Action Item forms and Action Logs are to be submitted where action items are identified. Objective Evidence for each item may be submitted but is not required for submission.	Only if Recognition Certificate expires this period (2023)	
*8.9	Management Review *(less than 6 months old).* *OWM Management Review Outline (2018) is available that includes Risk Assessment consistent with 17025. Be sure to include records of actions from meetings, objective evidence, and action items.*	Yes	
Minimum number of items to be submitted for all laboratories NOTE: (1) OWM may request additional items from your laboratory to support metrological traceability (2) Use the 'Sent' column as a checklist!			