

 <b>OPERATING INSTRUCTIONS MANUAL</b>		<b>OIM #</b> 22.04	<b>PAGE</b> 3 of 3
<b>SUBJECT:</b> PROCESSING ASSESSOR QUESTIONNAIRES	<b>REVISION DATE</b> 2014-12-01	<b>REV. #</b> 3	<b>PREPARER'S INITIALS:</b> LG/VW

**Exhibit 1. Template for email to laboratories**

Subject: Please Complete NVLAP Assessor Questionnaire

Dear NVLAP Authorized Representative:

Your laboratory was recently assessed for conformance with the requirements for accreditation under the National Voluntary Laboratory Accreditation Program (NVLAP).

We ask that you provide NVLAP with your evaluation of the assessor(s) by completing the attached questionnaire(s) and returning it to [NVLAP@nist.gov](mailto:NVLAP@nist.gov), as an email attachment.

Your candid and considered comments will assist NVLAP in maintaining an effective and high quality accreditation program.

If you would like to discuss any comments or concerns, please contact your NVLAP program manager directly. Staff phone numbers and email addresses are available at <http://www.nist.gov/nvlap/nvlapstaff.cfm>.

Thank you very much!