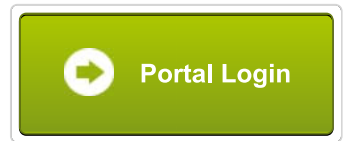
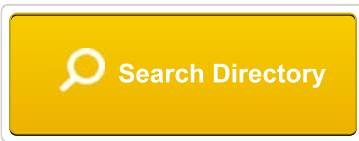




Welcome to the new NVLAP Interactive Web System (NIWS)

This portal is a secure on-line tool that enables your organization to apply for or renew your laboratory's NVLAP accreditation and keep relevant accreditation records up to date.





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Warning! Warning! Warning!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

OMB Number: 0693-0003 Approval Expires: January 31, 2016

This collection of information contains Paperwork Reduction Act (PRA) requirements approved by the Office of Management and Budget (OMB). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 2.38 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Chief, Laboratory Accreditation Program, NIST, 100 Bureau Drive, Stop 2140, Gaithersburg, MD 20899-2140.

Renewal

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Instructions

The NVLAP Laboratory Portal is a web-based application that allows a laboratory to securely submit its application over the Internet. You may use this system for all supporting documents required by the application.

The NVLAP Laboratory Portal is a way for a laboratory to apply for or renew its accreditation on-line in 4 easy steps:

1. Complete the General Application form
2. Complete the Program-Specific Application form for the program of interest
3. Upload the supporting documents for the accreditation
4. Make payment

Laboratories that apply for or renew their accreditations using the NVLAP Laboratory Portal do not have to mail a paper application to NVLAP. Supporting documents, such as quality manuals, may be securely uploaded through this web-based system.

Renewing labs should view and edit their current application information, which will be displayed on each section, and submit their supporting documents via the Documents section.

The application is not complete until you have pressed the **Submit Renewal** button on the Submission section.

Please contact niwshelp@nist.gov if you need assistance with your on-line application.

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Lab Information

Important! If you are a non-federal laboratory, you must complete a Memorandum of Understanding (MOU). In order for NIST Finance Office to collect your payment, an MOU must be completed and uploaded with your application. Please go to the following link to get the MOU document: [MOU Between Laboratory and NVLAP](#)

General Information

Lab Name

Lab Type

(No Specified Laboratory Type) ▼

See next pages,
Image 1: Dropdown
menu for Lab Type

Owner

Owner Type

(No Specified Owner Type) ▼

See next pages,
Image 2: Dropdown
menu for Owner
Type

Website

Primary Address

Address

City

(No Specified State) ▼

See Image 3:
Dropdown menu
for State



State

Zip

(No Specified Country) ▼

See Image 4:
Dropdown menu
for Country



Country

Shipping Address

Same as Primary Address

Address

City

(No Specified State) ▼

See Image 3:
Dropdown menu
for State



State

Zip

(No Specified Country) ▼

See Image 4:
Dropdown menu
for Country



Country

Billing Address

Same as Primary Address

Address

City

(No Specified State) ▼

See Image 3:
Dropdown menu
for State



State

Zip

Country

(No Specified Country) ▼

See Image 4:
Dropdown menu
for Country



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NIWS – Lab Information Screen

Image 1: Dropdown menu for Lab Type

General Information

Lab Name	<input type="text"/>
Lab Type	Commercial Testing Service ▼
Owner	(No Specified Laboratory Type)
Owner Type	State (or County) Metrology Laborator Sometimes Avail. for Commercial Testing Government Calibration Laboratory Non-Government Galibration Laboratory Commercial Testing Service
Website	Not Available for Commercial Testing

Image 2: Dropdown menu for Owner Type

Owner Type	Corporation ▼
Website	(No Specified Owner Type) None of the above Sole Proprietership Partnership
Primary Address	Corporation
Address	State Run Facility Facility of Municipal Government Federal Facility
	<input type="text"/>
City	<input type="text"/>
State	(No Specified State) ▼

NIWS – Lab Information Screen

Image 3: Dropdown menu for State

General Information

Lab Name

Lab Type

Owner

Owner Type

Website

Primary Address

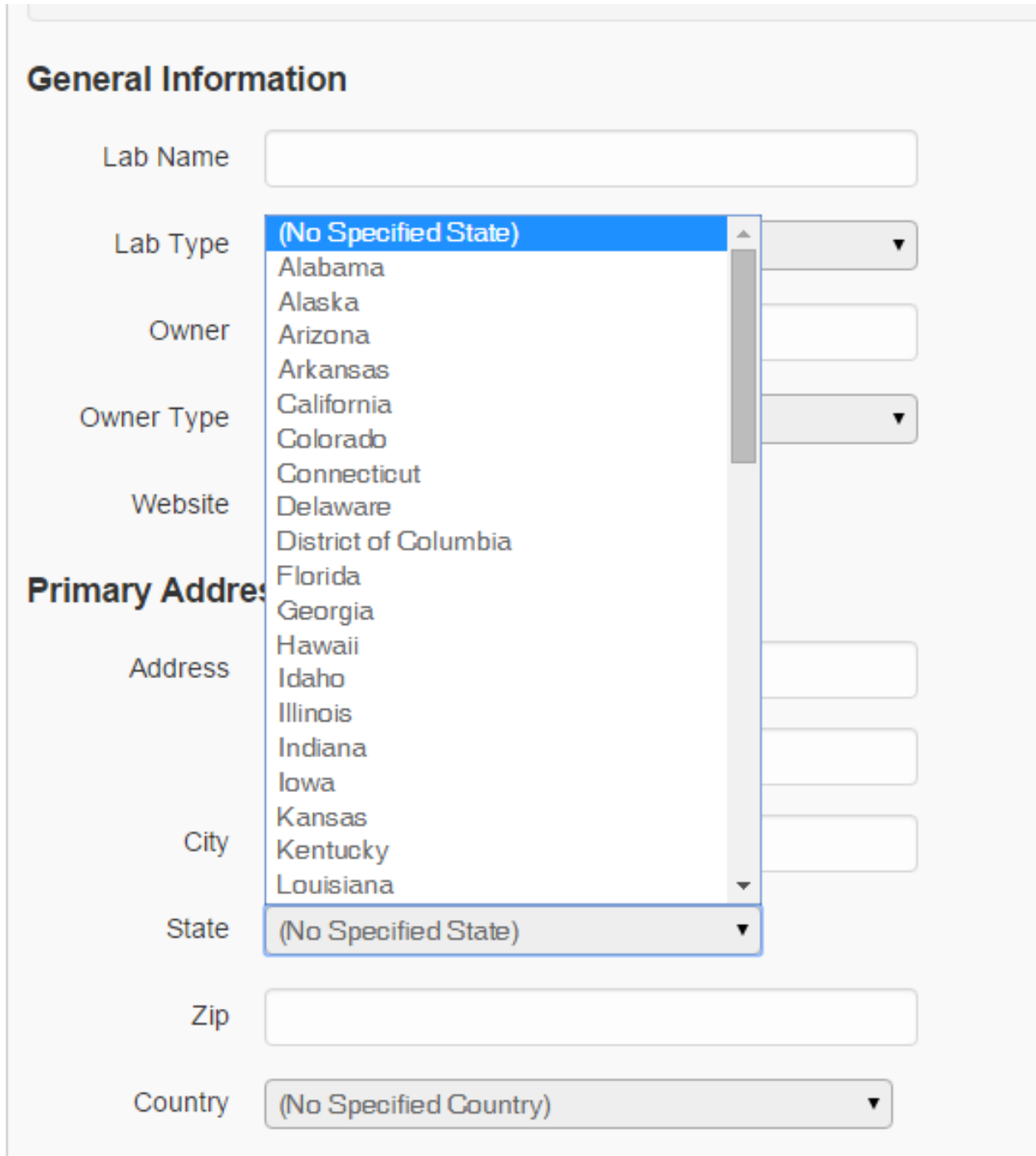
Address

City

State

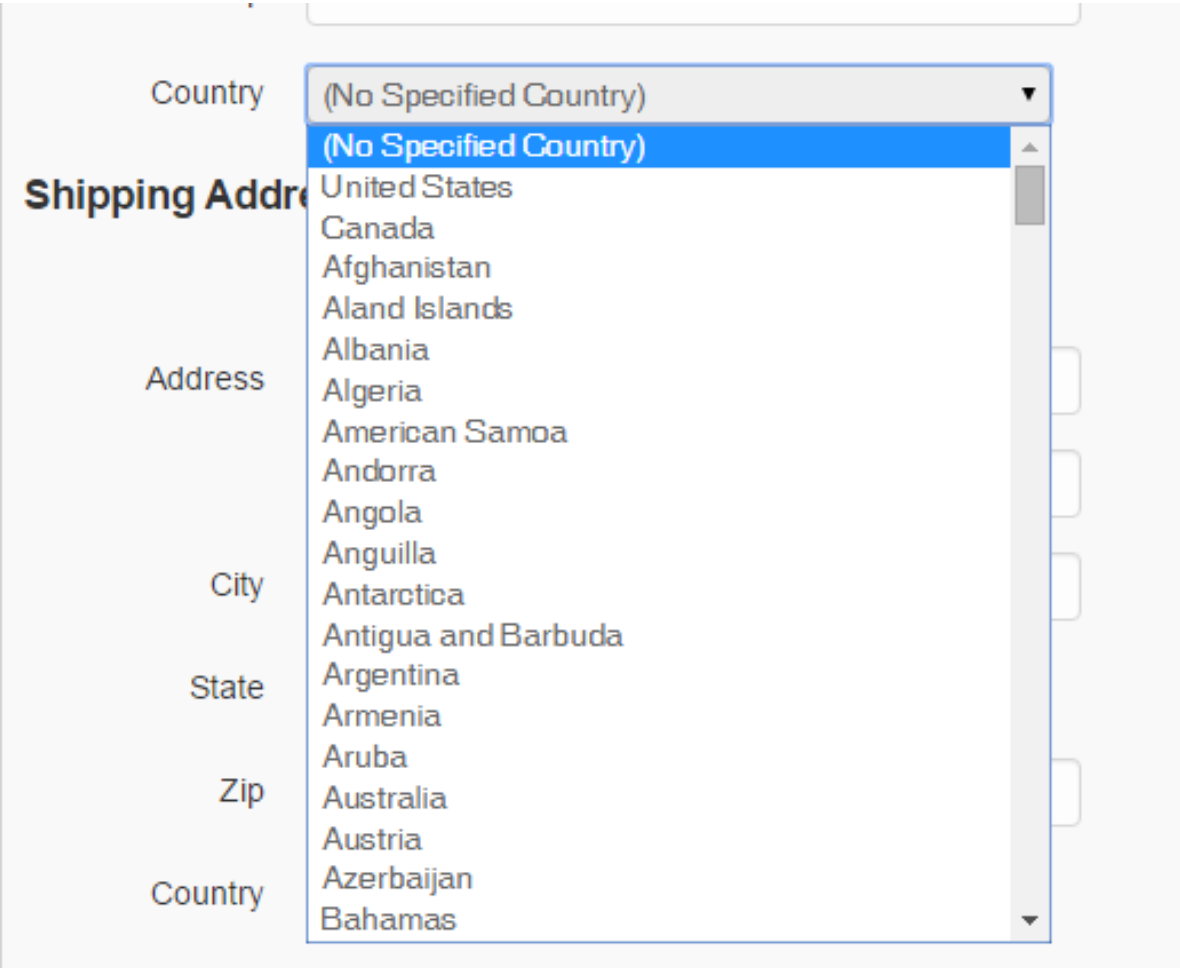
Zip

Country



NIWS – Lab Information Screen

Image 4: Dropdown menu for Country





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Authorized Representative

Contact NVLAP if login account changes

The Authorized Representative is responsible for ensuring that the laboratory complies with the conditions and criteria for accreditation. This person's name will appear in NVLAP directories and on Scopes of Accreditation. The Authorized Representative will receive all NVLAP correspondence, receive proficiency testing materials and reports, and be contacted about on-site assessments.

Name		Edit

Signatories

An Approved Signatory is recognized by NVLAP as competent to sign accredited laboratory calibration or test reports. The laboratory must designate one or more staff members as an Approved Signatory. The laboratory's Authorized Representative may, if appropriate, also serve as an Approved Signatory.

Status	Name	Expertise	
CHANGE REQUEST	Signatory 1	Expertise 1	Edit Remove
CHANGE REQUEST	Signatory 2	Expertise 2	Edit Remove
CHANGE REQUEST	Signatory 3	Expertise 3	Edit Remove

Add Signatory

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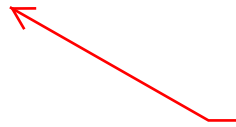
★ Fees

✓ Submission

Scopes of Accreditation

Available Test Methods

▶ National Voluntary Laboratory Accreditation Program



There are about 2000 test and calibration methods that the applicant can select from. These are pulled from a database using search criteria.

Selected Test Methods

Click on test methods below to update Test Method

PN = Test Method has Publish Notice, **LR** = Test Method has Lab Remark

REQ = Test Method is required, **PT** = Proficiency Test is required

[
[
[
[
[

Request for Additional Test Methods

Are there additional test methods for accreditation that do not appear on the above test method selection list?

Yes No

If **Yes**, please enter the test method designations and descriptions in the box below or attach as a *Scope Changes* in the Documents section. You will be contacted by a NVLAP Program Manager regarding the requested methods.

Submit Additional Methods

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Other Accreditation

Is the laboratory currently accredited by another ILAC-recognized accreditation body?

Yes No

If **Yes**, please provide the following information:

Name of other accreditation body (AB)

Accreditation number with other AB

Does laboratory intend to maintain its accreditation with the other AB?

Yes No

If **No**, please indicate the reason for seeking this change in accreditation provider:

Reason

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Please upload all required documents below. If you have other documents you need to attach to this application please use the "Add Document" button, you can add as many documents as necessary.

Important! Maximum file size allowed is 50MB. To see a list of allowed document types, click here: [Doc Types](#)

- Adobe Acrobat (PDF) files
- Image files - gif
- Image files - jpg
- Image files - png
- MS Excel (2007+) files
- MS Excel (97-2003) files
- MS PowerPoint (2007+) files
- MS PowerPoint (97-2003) files
- MS Word (2007+) files
- MS Word (97-2003) files
- Plain text delimited files
- Plain text files
- ZIP files

Type	File Name	Uploaded On	
Records of Latest Internal Audit		Not Uploaded	Upload
Organization Chart		Not Uploaded	Upload
Laboratory Description		Not Uploaded	Upload
Quality Manual		Not Uploaded	Upload
Records of Latest Management Review		Not Uploaded	Upload

See next page, Image 5:
Dropdown menu for Document Type



[+ Add Document](#)

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NIWS – Contacts Screen

Image 5: Dropdown menu for Document Type

The screenshot displays a web interface for adding a document. At the top right, there is a blue button with a plus icon and the text "Add Document". Below this, the "File" section contains a "Choose File" button and the text "No file chosen". The "Type" section features a dropdown menu currently showing "(No Specified Document Type)". The dropdown menu is open, listing the following options: "(No Specified Document Type)", "Quality Manual", "Records of Latest Internal Audit", "Records of Latest Management Review", "Organization Chart", "Laboratory Description", "Scope Changes", "Purchase Order", "Memorandum of Understanding (MOU)", "Inter Agency Agreement (IAA)", and "Misc. Document". The "Comment" section has a text input field. At the bottom right, there are "Cancel" and "Upload Document" buttons. At the bottom left and right, there are "Previous" and "Next" buttons respectively.



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Fees

Please remit the Administrative/Technical Support Fee with this application: \$ 00.00.

This payment must be received by NVLAP before the accreditation process can begin.

Important! If you are a non-federal laboratory, you must complete a Memorandum of Understanding (MOU). In order for NIST Finance Office to collect your payment, an MOU must be completed and uploaded with your application. Please go to the following link to get the MOU document: [MOU Between Laboratory and NVLAP](#)

NVLAP Fee Payment Information:

1. A laboratory that is enrolled in more than one laboratory accreditation program will receive a \$2,600 discount to the Administrative/Technical Support Fee for each additional LAP. Contact NVLAP for details.
2. An on-site assessment will be conducted before initial accreditation, during the first renewal year, and every two years thereafter. **Do not remit the On-Site Assessment Fee with this application.** You will be invoiced for this fee when an on-site assessment is scheduled to be performed.
3. Laboratories enrolled in accreditation programs that require proficiency testing will either [1] pay the provider of service directly (for testing conducted through outside services), or [2] pay NIST upon receipt of an invoice (for testing arranged by NVLAP).
4. For more information, please see the NVLAP Fee Structure at: <http://www.nist.gov/nvlap/nvlap-fee-policy.cfm>

Please select the payment method and remit the Administrative/Technical Support Fee only.

- Check.** Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.
- Credit card or ACH.** Go to: <https://pay.gov/paygov/forms/formInstance.html?agencyFormId=31608926>
- Wire payment.** Send wire payment using the U.S. Department of Treasury FEDWIRE system. Contact NVLAP for details at NVLAP@nist.gov
- Purchase order.** Attach a copy of purchase order in the Documents section. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.
- Calibration State Laboratory.**

Send payment information to:

NVLAP/Accounts
National Institute of Standards and Technology
Building 101, Room A800
100 Bureau Drive, Stop 1624
Gaithersburg, MD 20899-1624

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Submission

By clicking Submit Renewal you agree to the following terms and conditions

In order to become accredited and maintain accreditation, a laboratory shall agree in writing to:

1. comply at all times with the NVLAP requirements for accreditation as set forth in NIST Handbook 150 and relevant technical documents;
2. fulfill the accreditation procedure, especially to receive the assessment team, to pay the fees charged to the applicant laboratory whatever the result of the assessment may be, and to accept the charges of subsequent maintenance of the accreditation of the laboratory;
3. participate in proficiency testing as required;
4. follow NVLAP conditions for referencing accreditation status (NIST Handbook 150, Annex A);
5. resolve all nonconformities;
6. report to NVLAP within 30 days any major changes that affect the laboratory's:
 - o legal, commercial, organizational, or ownership status,
 - o organization and management; e.g., key managerial staff,
 - o policies or procedures, where appropriate,
 - o location,
 - o personnel, equipment, facilities, working environment or other resources, where significant,
 - o Authorized Representative or Approved Signatories, or
 - o other such matters that may affect the laboratory's capability, or scope of accredited activities, or compliance with the requirements of NIST Handbook 150 and relevant technical documents;
7. return to NVLAP the Certificate of Accreditation and the Scope of Accreditation for revision or other action should it be requested to do so by NVLAP, or become unable to conform to any of these conditions.

In addition to the confidentiality provisions of NIST Handbook 150 paragraph 1.7, NVLAP, administered by NIST, and the laboratory seeking accreditation acknowledge and agree that the accreditation assessments and proficiency testing work done by NIST/NVLAP is done in accordance with the authority granted to NIST by Title 15 United States Code Section 3710a. The Parties further agree that to the extent permitted by law, NIST will protect information obtained during application, on-site assessment, proficiency testing, evaluation, and accreditation from disclosure pursuant to Title 15 USC 3710a(c)(7)(A) and (7)(B) for a period of five (5) years after it is obtained.

For the first five years that laboratory information is held by NVLAP, both confidentiality provisions will be in force — NIST Handbook 150 and 15USC3710a. Information in NVLAP's possession for more than five years will continue to be held in confidence under the provision of NIST Handbook 150.

As the applicant laboratory's **Authorized Representative**, I agree to the above conditions for accreditation. I attest that all statements made in this application are correct to the best of my knowledge and are made in good faith.

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