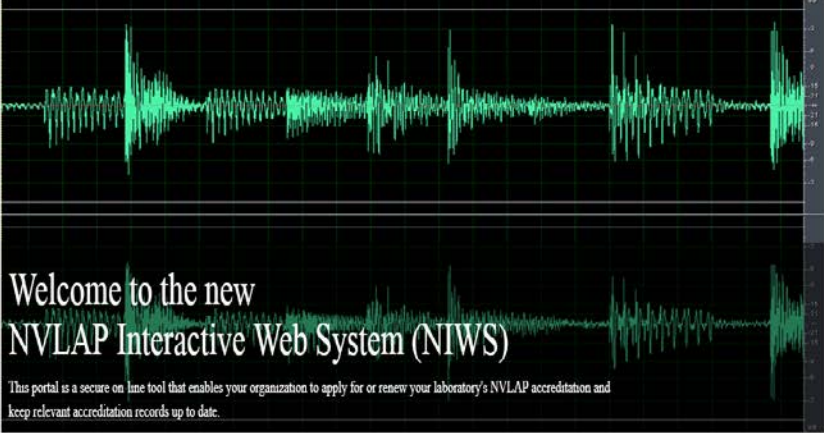




National Voluntary Laboratory Accreditation Program (NVLAP)





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.

 Search Directory

 Test Method & Calibration Parameters

 Lab Portal Login

 Assessor Portal Login

powered by  v1.7



## Welcome

This customer portal is a secure on-line tool that enables your organization to apply for and manage your NVLAP accreditation while keeping relevant accreditation records up to date.



## Sign In

Email Address:

Password:

Remember me

[Forgot Password?](#)

**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: November 30, 2018

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 be 3.0 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 the NVLAP Quality Manager, Bethany Hacker, NIST, 100 Bureau Drive, Stop 2140, Gaithersburg, MD 20899-2140.

Customer Dashboard-Shows the Alerts and tabs for the lab areas.

A) Screens under My Labs tab:

1) Dashboard

- a. Alerts-notices used to let laboratory know the status of the assessment process, such as the assigned assessor, the report submission, etc.
- b. Overview-provides the laboratory name (Lab Code) and address. By selecting Manage Lab Information, labs will be able to review the information that is used to create their lab record.

The screenshot displays the NVLAP Customer Dashboard. At the top, there is a blue header with the NVLAP logo on the left and the text "Test - bthomas - lab test" on the right. Below the header, a breadcrumb trail shows "Home > Dashboard". The main content area is titled "Dashboard" and features a "Documents Library" button in the top right corner. The dashboard is divided into two main sections: "Alerts" on the left and "Overview" on the right. The "Alerts" section contains five notification items, each with a bell icon, a message, and a timestamp. The "Overview" section has a navigation bar with tabs for "My Labs", "My Applications", "My Accreditations", and "My Assessments" (with a red notification icon). The "Overview" content area shows details for "Test Asbestos Lab (999999-0)", including a "Manage Lab Information" link and the address "test1234 street, test - city, MD 11111".

Alerts

- Lab 999999; Assessment has been assigned to Thomas Hettenhouser. There is no action needed at this time. The assessor will contact you to schedule the assignment. 05/16/2018 10:50 AM
- Lab 999999; Assessment has been assigned to Thomas Hettenhouser. There is no action needed at this time. The assessor will contact you to schedule the assignment. 05/09/2018 12:56 PM
- Lab 999999; Assessment has been assigned to Hazel Richmond. There is no action needed at this time. The assessor will contact you to schedule the assignment. 03/13/2018 02:15 PM
- Lab 999999; Assessment has been assigned to Patrick Abbott. There is no action needed at this time. The assessor will contact you to schedule the assignment. 01/18/2018 10:42 AM
- Lab 999999; Review documents  
Status of Assessment 0 of lab Test Asbestos lab was changed to On Site Report Submitted 12/19/2017 01:26 PM

Overview

Test Asbestos Lab (999999-0)  
test1234 street  
test - city, MD 11111

My Labs | My Applications | My Accreditations | My Assessments 1

# 1) Lab information

vwlaif Test - Informas - lab test

Home > Lab Management > Lab Information

## Lab Management: Test Asbestos Lab (999999-0)

### Lab Notices

There are no notices

### Lab Information

Important! Please make sure we have your most up to date Lab information.  
Please review the Lab Information and update as needed. All fields marked with \* are required

#### Organization

Lab Name:

Lab Type:

Owner:

Legal Entity:

Website:

#### Primary Address

Address:

City:  State:

Zip:  Country:

#### Shipping/Mailing Address Save as primary

Address:

City:  State:

Zip:  Country:

#### Billing Address Save as primary

Address:

City:  State:

Zip:  Country:

[Back](#) [Continue](#)

## 2) Contacts



### Lab Management: Test Asbestos Lab (999999-0)

**Lab Notices:**

There are no notices

- Lab Information
- Contacts**
- Applications
- Assessments
- Accreditations

#### Contacts


**Important!** Please make sure we have your most up to date contacts information for your organization.

To request an Authorized Representative (AR) change please contact [nvlap@nist.gov](mailto:nvlap@nist.gov). A Conditions for Accreditation form, signed by the new AR, is required to be uploaded. A fillable pdf form can be downloaded from the Lab Documents tab.



To update a current Contact please select the Edit Contact link.

To add a new Contact please select the Add link for the appropriate Contact. Do not overwrite an existing Contact.

To remove a Contact please select the trashcan icon next to the Edit Contact link.


*Contact marked with  requires change approval and is only editable by contacting NVLAP.*

#### ★ Authorized Representative

	<b>Test - bthomas - lab test</b> ( <a href="mailto:beth.thomas@nist.gov">beth.thomas@nist.gov</a> ) owner <a href="#">View Contact</a>	test bureau drive test - city, MD 11111  1234561234
---	--	--

**Bill To** [+ Add Bill To](#)

**Signatory** [+ Add Signatory](#)

	<b>Test for change signatory</b> ( <a href="mailto:beth.thomas@nist.gov">beth.thomas@nist.gov</a> ) test title <a href="#">Edit Contact</a>	test1234 street test - cit, MD 11111
---	---	---

#### Technical Representative

#### Quality Manager

#### Other

[← Back](#) [Continue →](#)

- 3) Applications-This screen shows a list of the applications that have been generated for the laboratory, the Accreditation program for the application, and the status of the application. The highlighted application entry will be followed through the application process.

Home > Lab Management > My Lab Applications

Lab Management: Test Asbestos Lab (999999-0)

**Lab Notices:**

There are no notices

- Lab Information
- Contacts
- Applications
- Assessments
- Accreditations

**Applications**

	Open Lab Application	Asbestos	Cancelled
	Open Lab Application	Asbestos	Cancelled
	Open Lab Application	Asbestos	Cancelled
	Submitted on 09/27/2015 Open Lab Application	Asbestos	Cancelled
	Submitted on 10/24/2016 Open Lab Application	Asbestos	Submitted
	Submitted on 04/25/2016 Open Lab Application	Asbestos	Cancelled
	Started on 10/26/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 10/26/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 10/26/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 10/26/2016 Open Lab Application	Prod Test > Construction	In Progress
	Submitted on 11/01/2016 Open Lab Application	Prod Test > Construction	Submitted
	Started on 11/21/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 11/21/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 11/30/2016 Open Lab Application	Prod Test > Construction	In Progress
	Started on 01/13/2017 Open Lab Application	Asbestos	Pending
	Started on 08/21/2018 Open Lab Application	Asbestos	Pending

[Back](#)
[Continue](#)

- 4) Assessments-This screen summarizes if the laboratory has an assessment with the renewal period, and if so, the status of the assessment (Complete-Pass, Resolving Nonconformity, etc.). The Assessment with the status of Resolving Nonconformities will be reviewed under the My Assessments tab.

The screenshot displays the NVLAP Lab Management interface. At the top, the NVLAP logo is on the left, and the user's name 'Test - bthomas - lab test' is on the right. Below the header, a breadcrumb trail shows 'Home > Lab Management > Lab Assessments'. The main title is 'Lab Management: Test Asbestos Lab (999999-0)'. On the left, a sidebar contains navigation links: 'Lab Notices', 'Lab Information', 'Contacts', 'Applications', 'Assessments' (highlighted), and 'Accreditations'. The 'Lab Notices' section shows 'There are no notices'. The 'Assessments' section is a table with three rows:

Assessment Code	Assessment Name	Status
Assessment Code 0	Asbestos	Completed - Pass
Assessment Code 0	Asbestos	Resolving Nonconformity
Assessment Code 0	Asbestos	Completed - Pass

Each row includes a calendar icon, a magnifying glass icon, and a link to 'Open Assessment'. At the bottom right of the main content area, there are 'Back' and 'Continue' buttons.

- 5) Accreditations-This screen shows which accreditation programs the laboratory is accredited in (Asbestos), and the dates of the accreditation cycle (the documentation will follow the Renewal with the cycle listed From: 2018-10-01 To: 2019-09-30).

nvlap
Test - bthomas - lab test ▾

Home > Lab Management > Lab Certificates

## Lab Management: Test Asbestos Lab (999999-0)

**Lab Notices:**

There are no notices

- [Lab Information](#)
- [Contacts](#)
- [Applications](#)
- [Assessments](#)
- [Accreditations](#)

**Accreditations**

6000002609	Asbestos	<a href="#">Renewal</a>
<a href="#">From: 2018-10-01 To: 2019-09-30</a> <a href="#">Open Accreditation</a>		
6000001324	Asbestos	<a href="#">Accredited</a>
<a href="#">From: 2018-01-01 To: 2018-12-31</a> <a href="#">Open Accreditation</a>		
6000000880	Asbestos	<a href="#">Accredited</a>
<a href="#">From: 2016-07-01 To: 2017-06-30</a> <a href="#">Open Accreditation</a>		
6000000021	Asbestos	<a href="#">Revoked</a>
<a href="#">From: 2016-04-01 To: 2017-03-31</a> <a href="#">Open Accreditation</a>		
5000001538	Asbestos	<a href="#">Revoked</a>
<a href="#">From: 2015-07-01 To: 2016-06-30</a> <a href="#">Open Accreditation</a>		
5000001539	Asbestos	<a href="#">Revoked</a>
<a href="#">From: 2015-04-15 To: 2016-03-31</a> <a href="#">Open Accreditation</a>		
5000001540	Asbestos	<a href="#">Revoked</a>
<a href="#">From: 2015-01-01 To: 2015-12-31</a> <a href="#">Open Accreditation</a>		
6000000000	Asbestos	<a href="#">Revoked</a>
<a href="#">From: 2015-05-01 To: 2015-12-31</a> <a href="#">Open Accreditation</a>		

[← Back](#)



A) Screens under My Applications tab

1) Dashboard

- a. Alerts-notices used to let laboratory know the status of the assessment process, such as the assigned assessor, the report submission, etc.
- b. Overview-provides a list of the application actions for the laboratory. This information will be following the highlighted application renewal process by selecting Open Lab Application.

The screenshot displays the NVLAP dashboard interface. At the top, the NVLAP logo is on the left, and the user profile 'Test - bthomas - lab test' is on the right. Below the header, a breadcrumb trail shows 'Home > Dashboard'. The main heading is 'Dashboard'. A 'Documents Library' button is visible on the right. The dashboard is divided into two main sections: 'Alerts' and 'Overview'.

**Alerts Section:** This section contains a list of five notifications. Each notification includes a bell icon, a text message, and a timestamp. The messages describe assessment assignments to various individuals (Thomas Hettenhouser, Hazel Richmond, Patrick Abbott) and a document review status change for a specific lab.

**Overview Section:** This section provides a summary of lab applications. It features a navigation bar with tabs for 'My Labs', 'My Applications', 'My Accreditations', and 'My Assessments'. The main content area lists several lab applications, each with a document icon, a lab ID (e.g., 999999-0), a description (e.g., Asbestos Fiber Analysis, Product Testing > Construction Materials Testing), and a status indicator (e.g., Cancelled - Revoked, Started on 08/21/2016, Pending - Renewal, In-Progress). Some entries are highlighted in yellow.

## Upon selecting Open Lab Application:

### 1) Instructions

The screenshot displays the NVLAP Accreditation Application interface. At the top left is the NVLAP logo, and at the top right is the text "Test - bthomas - lab test". Below the header is a breadcrumb trail: "Home > Accreditation Application > Instructions". The main heading is "Accreditation Application for: Test Asbestos Lab (999999-0)".

On the left side, there is a navigation menu with the following items:

- Accreditation for: Asbestos Fiber Analysis
- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission in-progress

The main content area is titled "Instructions" and contains the following text:

**Important! Please read this carefully before continuing.**

The NVLAP Interactive Website (NIWS) is the web-based application for a secure submission of an online accreditation application. This system is also used to submit supporting documentation pertaining to the accreditation.

A Laboratory applies through the NIWS for accreditation using the self-directed system:

1. Complete the Program-Specific Application form where applicable.
2. Upload the supporting documents for the application
3. Submit payment information

The application is not complete until you have selected **Submit Application** on the Submission section.

Please contact [niwshelp@nist.gov](mailto:niwshelp@nist.gov) if you need assistance with your online application.

At the bottom right of the main content area, there are two buttons: "Back" and "Continue".

- 2) Lab Information-This information is provided to NVLAP on the General Application for New Laboratories form with the initial application, in which NVLAP sets up the database entry for the laboratory's review with each application submission.

The screenshot shows the NVLAP Accreditation Application interface. The top navigation bar includes the NVLAP logo and the user name 'Test - InThomas - lab test'. The breadcrumb trail is 'Home > Accreditation Application > Lab Information'. The main heading is 'Accreditation Application for: Test Asbestos Lab (999999-0)'. A left sidebar contains a menu with items: 'Asbestos Fiber Analysis', 'Instructions', 'Lab Information' (selected), 'Contacts', 'Scopes of Accreditation', 'Other Accreditation', 'Lab Documents', 'Fees', and 'Submission in-progress'. The main content area is titled 'Lab Information' and contains the following sections:

- Organization:** Fields for Name\* (Test Asbestos Lab), Type\*, Owner\*, Legal Entity\* (Sole Proprietorship), and Website.
- Primary Address:** Fields for Address (test1234 street), City (test-city), State (Maryland), Zip (11111), and Country (United States).
- Shipping/Mailing Address:** Fields for Address (test1234 street), City (test-city), State (Maryland), Zip (11111), and Country. A 'Save as primary' button is present.
- Billing Address:** Fields for Address (test1234 street), City (test-city), State (Maryland), Zip (11111), and Country. A 'Save as primary' button is present.

At the bottom right, there are 'Back' and 'Continue' buttons. A note at the top right of the form states 'All fields marked with \* are required.'

- 3) Contacts-This Authorized Representative information is provided to NVLAP on the General Application for New Laboratories form. Once the laboratory has been entered into the database by NVLAP and provided with the credentials to access their laboratory record, they are able to log into the Lab Portal and create and modify the Signatory records.

The screenshot shows the NVLAP Lab Portal interface. At the top, the NVLAP logo is on the left and the user name 'Test - bthomas - lab test' is on the right. Below the header, a breadcrumb trail reads 'Home > Accreditation Application > Contacts'. The main heading is 'Accreditation Application for: Test Asbestos Lab (999999-0)'. On the left, a sidebar menu lists various application sections: 'Asbestos Fiber Analysis', 'Instructions', 'Lab Information', 'Contacts' (highlighted), 'Scopes of Accreditation', 'Other Accreditation', 'Lab Documents', 'Fees', and 'Submission in-progress'. The main content area is titled 'Contacts' and contains a message: 'Please make sure we have your most up to date contacts' information for your organization.' Below this, a note explains how to request an Authorized Representative (AR) change. The 'Authorized Representative' section lists one contact: 'Test - bthomas - lab test (beth.thomas@nist.gov)', owner, with address 'test bureau drive, test - city, MD 11111, P:1234561234'. Below this are sections for 'Bill To', 'Signatory' (with a 'Changes Pending' status), 'Technical Representative', 'Quality Manager', and 'Other'. At the bottom right, there are 'Back' and 'Continue' buttons.

### 3a Add or remove Signatory Contact

\$ Fees

✓ Submission in-progress

Bill To ➔ Add Bill To ⬆ Top

---

Signatory ➔ Add Signatory ⬆ Top

---

Test for change signatory (beth.thomas@nist.gov) test1 234 street Changes Pending  
test title test - ct, MD 11111  
[Edit Contact](#)

---

New Signatory Contact ✕

Prefix:

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Title:

Email Address:\*

Work Phone:

---

Contact Address Save as Lab

Address:

City:  State:

Zip:  Country:

---

Expertise

---

# 3b-Signatory-Edit Contact

Submission in progress

Bill To ➕ Add Bill To ⬆️ Top

Signatory ➕ Add Signatory ⬆️ Top

**Test for change signatory (beth.thomas@nist.gov)** test1234 street  
test - cit, MD 11111 0 Changes Pending

[✎ Edit Contact](#)

**2 Changes Pending** ➡️ View Changes

**Edit Signatory Contact: Test for change signatory** ✕

Prefix:

First Name\*

Middle Name:

Last Name\*

Suffix:

Title:

Email Address\*

Work Phone:

**Contact Address** Save as Lab

Address:

City:  State:

Zip:  Country:

**Expertise**

Save Contact

Remove Contact

- 4) Scopes of Accreditation-This screen allows the laboratories to see what test methods are available for the accreditation program and those that they have selected. Laboratories make any modifications to their scope using this screen.

Accreditation Application for: Test Asbestos Lab (999999-0)

Accreditation for: Asbestos Fiber Analysis

Scopes of Accreditation

For a new lab:

- Identify the desired scope of accreditation from the Available Test Methods selection.
- Select the test method and confirm with Add Test Method.

For a renewal lab:

- Review the Selected Test Methods.
- To add test methods, select the test method and confirm with Add Test Method.
- To remove test methods, select the test method and confirm with Remove Test Method.

Instructions

All PLM laboratories are required to apply for 18/A01. Accreditation for the 18/A03 method will not be granted without 18/A01.

[PT] beside the Test Method Description indicates that proficiency testing is required.

Available Test Methods

Show Matches Only

- National Voluntary Laboratory Accreditation Program
  - Asbestos Fiber Analysis
  - Bulk Asbestos Analysis
    - [PT] [PLM] EPA - 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples
    - [PT] [PLM] EPA 600/R-93/116, Method for the Determination of Asbestos in Bulk Building Materials
  - Airborne Asbestos Analysis
    - [TEM] U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.

Selected Test Methods

Click on test methods to select to update Test Method

[PLM] Test Method has Publish Notice [PLM] Test Method has Lab Renewal [PLM]

[REQ] Test Method is required [PT] Proficiency Test is required

[PT] [PLM] EPA - 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples

[PLM] EPA 600/R-93/116, Method for the Determination of Asbestos in Bulk Building Materials

Request for Additional Test Method(s)

Are there any additional test methods for accreditation that do not appear on the above test method selection list? 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 NWLAP Program Manager regarding the requested methods.

No

Yes

Submit Additional Method(s)

Back Continue

#### 4a) Adding a test method to the scope

The screenshot shows the 'Scopes of Accreditation' page for 'Test Asbestos Lab (999999-0)'. On the left, a navigation menu includes 'Asbestos Fiber Analysis', 'Instructions', 'Lab Information', 'Contacts', 'Scopes of Accreditation', 'Other Accreditation', 'Lab Documents', 'Fees', and 'Submission in-progress'. The main content area is titled 'Scopes of Accreditation' and contains instructions for new and renewal labs, a search bar for 'Available Test Methods', and a 'Test Method Details' section. The 'Available Test Methods' list includes 'National Voluntary Laboratory Accreditation Program', 'Asbestos Fiber Analysis', 'Bulk Asbestos Analysis', and 'Airborne Asbestos Analysis'. The '[TEM] U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.' method is selected. The 'Test Method Details' section shows the selected method name and a 'Lab Remarks' field. A yellow highlight is placed over the 'Add Test Method' button.

#### 4b) Removing a test method on the scope

The screenshot shows the 'Scopes of Accreditation' page for 'Test Asbestos Lab (999999-0)'. The navigation menu is the same as in the previous screenshot. The 'Available Test Methods' list is the same, but the '[PLM] EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials' method is now selected. The 'Test Method Details' section shows the selected method name and a 'Lab Remarks' field. A yellow highlight is placed over the 'Remove Test Method' button.



- 5) Other Accreditations-NVLAP requests applicant laboratories to provide information about other ILAC related areas, such as accreditations, use of the Combined ILAC MRA Mark, and the revision of the standard to which they are requesting accreditation.

NVLAP Test - bthomas - lab test

Home > Accreditation Application > Other Accreditation

## Accreditation Application for: Test Asbestos Lab (999999-0)

**Accreditation for:**

Asbestos Fiber Analysis

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation**
- Lab Documents
- Fees
- Submission in-progress

### Other Accreditation

Please make sure we have your most up to date Lab information.

Please review the current information and update as appropriate.

*All fields marked with \* are required.*

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

Is the laboratory intending to use the combined ILAC MRA Mark?  Yes  No

Is the laboratory requesting accreditation against the 17025:2017 standard?  Yes  No

If Yes you can add any additional comments in here:

[← Back](#) [Continue →](#)

6) Lab Documents-this screen includes the areas where the applicant laboratory is required to upload the supporting documents for the application.

The screenshot displays the 'Lab Documents' section of an accreditation application for 'Test Asbestos Lab (999999-0)'. The interface includes a navigation sidebar on the left with options like 'Instructions', 'Lab Information', 'Contacts', 'Scopes of Accreditation', 'Other Accreditation', 'Lab Documents', 'Fees', and 'Submission In Progress'. The main content area is titled 'Lab Documents' and contains a message: 'Please make sure we have your most relevant up to date documents for your organization. Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. Do not use the miscellaneous document location if there is a defined location available.' Below this is an 'Icon Legend' and a 'Tip Documents' button. The document categories and their items are as follows:

- Application Documents (5 Items)**
  - Quality Manual (Status: !, 0 documents)
  - Records of Latest Internal Audit (Status: !, 0 documents)
  - Records of Latest Management Review (Status: !, 0 documents)
  - Organization Chart (Status: !, 0 documents)
  - Laboratory Description (Status: !, 0 documents)
- Scope Documents (1 Item)**
  - Scope Changes (Status: !, 0 documents)
- Financial Documents (3 Items)**
  - Laboratory Purchase Order (Status: !, 0 documents)
  - Memorandum of Understanding (MOU) (Status: !, 0 documents)
  - Inter Agency Agreement (IAA) (Status: !, 0 documents)
- Assessment Documents (1 Item)**
  - Nonconformity Response (Status: !, 0 documents)
- Proficiency Testing (1 Item)**
  - Proficiency Testing Report (Status: !, 0 documents)
- Miscellaneous (1 Item)**
  - Misc Document (Status: !, 0 documents)
- Lab Documents (2 Items)**
  - Accreditation Submission (Status: !, 0 documents)
  - Conditions for Accreditation (Status: !, 0 documents)

At the bottom right, there are 'Back' and 'Continue' buttons.

6a) The lab is required to provide a several documents as part of the application. Required documents are indicated by the red circle with exclamation point. The lab uploads the documents into the portal

Accreditation Application for: Test Asbestos Lab (999999-0)

Lab Documents

Please make sure we have your most relevant up to date documents for your organization.

Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. Do not use the miscellaneous document location if there is a defined location available.

Icon Legend:

7/0 Documents Filter Documents Hide Filtered

(hover mouse over icon for description)

Application Documents ( 5 items) Top

**Quality Manual**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)

Uploaded Document(s):

No document(s) uploaded for Quality Manual...

Upload Additional Document(s):

You can drag one or more files from your computer here

+ Add Document(s) ... Start Upload Cancel Upload

**Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)

6b) Once the documentation has been uploaded into the required fields, the required indicator is changed to a green circle with a check mark

Accreditation Application for: Test Asbestos Lab (999999-0)

Lab Documents

Please make sure we have your most relevant up to date documents for your organization.

Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. Do not use the miscellaneous document location if there is a defined location available.

Icon Legend:

7/0 Documents Filter Documents Hide Filtered

(hover mouse over icon for description)

Application Documents ( 5 items) Top

**Quality Manual**  
Uploaded Deliverable Documents: 1  
Upload/View Document(s)


**Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)

**Records of Latest Management Review**  
Uploaded Deliverable Documents: 1  
Upload/View Document(s)

**Organization Chart**  
Uploaded Deliverable Documents: 1  
Upload/View Document(s)

**Laboratory Description**  
Uploaded Deliverable Documents: 1  
Upload/View Document(s)

## 7) Fees-this screen allows the laboratory to identify the payment method for the Administrative Technical Support Fee.

Test - bthomas - lab test

Home > Accreditation Application > Fees

### Accreditation Application for: Test Asbestos Lab (999999-0)

Accreditation for:

Asbestos Fiber Analysis

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees**
- Submission in-progress

#### \$ Fees

NVLAP Fee Payment Information:

- A laboratory enrolled in more than one accreditation program receives a \$2,600 discount to the Administrative/Technical Support Fee. Contact NVLAP for details.
- Onsite assessments are conducted before an initial accreditation, during the first renewal year, and every two years thereafter. **Do not remit the onsite assessment fee with this application.** A separate invoice for the onsite assessment fee will be issued.
- Laboratories enrolled in accreditation programs requiring proficiency testing (PT) 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 PT arranged by NVLAP).
- For more information, please see the NVLAP Fee Structure at: <https://www.nist.gov/nvlap/nvlap-fee-structure>.

**MAIL CHECK TO:**

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

Fee Name	Description	Program (code)	Amount
Administrative Technical Support Fee	Administrative Technical Support Fee	National Voluntary Laboratory Accreditation Program()	\$5,225.00
On Site Assessment Fee	On Site Assessment Fee	National Voluntary Laboratory Accreditation Program()	\$0.00
Proficiency Testing Assessment Fee	Proficiency Testing Assessment Fee	National Voluntary Laboratory Accreditation Program()	\$0.00

Fee for accreditation: \$5,225.00

Please select the payment method.

- 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. Please see mailing address in the instructions above.
- 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](mailto: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.**

← Back Continue →

<https://nis-tst.nist.gov/nis/index.cfm?event=labApplication.fees&labApplicationId=7402#>

- 8) Submission of the Application-This screen identifies if the application is ready for submission.  
8a) If any issues are identified within the Lab Information, Lab Documents and Fee steps, the system will not allow the laboratory to submit the application until the issues have been resolved.

The screenshot displays the NVLAP Accreditation Application Submission interface. At the top, the NVLAP logo is on the left and the user's name 'Test - bthomas - lab test' is on the right. Below the header, a breadcrumb trail reads 'Home > Accreditation Application > Submission'. The main title is 'Accreditation Application for: Test Asbestos Lab (999999-0)'. On the left, a navigation menu lists various steps: 'Asbestos Fiber Analysis' (selected), 'Instructions' (checked), 'Lab Information' (unchecked), 'Contacts' (checked), 'Scopes of Accreditation' (checked), 'Other Accreditation' (checked), 'Lab Documents' (unchecked), 'Fees' (unchecked), and 'Submission in-progress' (unchecked). The main content area features a blue header 'Incomplete Application' and a red warning box stating: 'Your Application is not ready for submission. Please complete the following issues to submit the application.' Below this, three categories of issues are listed: 1. Lab Information has missing fields (Type is missing, Owner is missing); 2. There are 4 documents missing (Document Type Records of Latest Management Review is missing, Document Type Quality Manual is missing, Document Type Laboratory Description is missing, Document Type Organization Chart is missing); 3. There is an invalid information in Fees (Please Select a Payment Option). A 'Back' button is located at the bottom right of the main content area.

8b) Once all the issues with the application have been resolved, the Submission screen identifies the Conditions for Accreditation in which the laboratory agrees to abide by these terms and conditions, and their password is required to be provided to complete the submission.

**Accreditation for:**

- Asbestos Fiber Analysis

**Submission**

By clicking **Submit Application** along with your password you agree to the following terms and conditions

To become accredited and maintain accreditation, a laboratory shall agree to comply with the following NVLAP conditions for accreditation:

- comply at all times with the NVLAP requirements for accreditation as set forth in NIST Handbook 150 and relevant technical documents, including any changes to those requirements;
- fulfill the accreditation procedure, especially to receive the assessment team and allow access to information, documents, and records;
- when the laboratory conducts activities at clients' sites, have arrangements to provide access to the assessment team;
- pay the fees charged to the applicant laboratory as determined by NVLAP, and maintain relevant financial agreements;
- participate in proficiency testing as required;
- follow NVLAP conditions for referencing accreditation status (see Annex A and Annex E);
- resolve all nonconformities;
- report to NVLAP within 30 days any significant changes relevant to its accreditation, in any aspect of its status or operation relating to:
  - legal, commercial, organizational, or ownership status;
  - organization, top management, or key personnel, including Authorized Representative and Approved Signatories;
  - main policies;
  - resources and location, including equipment, facilities, and working environment, where significant;
  - scope of accreditation; or
  - other matters that may affect the laboratory's ability to comply with the requirements of NIST Handbook 150 and/or relevant technical documents;
- return to NVLAP the Certificate of Accreditation and the Scope of Accreditation should it be requested to do so by NVLAP.

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.

### SUBMISSION AGREEMENT CONFIRMATION

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.

Your Password:

[← Back](#) [Submit Application →](#)

8c) The laboratory Authorized Representative uses their password to submit the application and receives confirmation of the submission.

The screenshot shows a web portal interface for an accreditation application. The top navigation bar includes the logo and a user profile dropdown. The main header indicates the application is for 'Test Asbestos Lab (999999-0)'. A left-hand navigation menu lists various application sections, with 'Submission submitted' highlighted. The main content area displays a confirmation message: 'Accreditation Submitted Successfully. Thank you for your submission.' Below this, a light blue box contains a 'Payment Reminder' stating that the total amount due is \$8,225.00 and that the payment method is 'Check' payable to the National Institute of Standards and Technology.

Home > Accreditation Application >

Test - Information - Lab Test

Accreditation Application for: Test Asbestos Lab (999999-0)

Accreditation for:

- Asbestos Fiber Analysis
- Instruments
- Lab Information
- Comments
- Scope of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission submitted

Accreditation Submitted Successfully.

Thank you for your submission.

The message is customizable in admin => Administration => Messaging => "labPortal/labApplicationConfirmationInstructions"

Payment Reminder

As a reminder, your total amount due is \$8,225.00.

Your selected method of payment is 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. Please see mailing address in the instructions above.

B) My Accreditations tab-In the Overview, select the Open Application for the Renewal status

The screenshot displays the NVLAP dashboard interface. At the top left is the NVLAP logo, and at the top right is the user profile 'Test - bthomas - lab test'. Below the header is a breadcrumb trail 'Home > Dashboard' and a large 'Dashboard' title. A 'Documents Library' button is visible in the upper right. The main content area is divided into two panels. The left panel, titled 'Alerts', contains five notification items with timestamps and trash icons. The right panel, titled 'Overview', has tabs for 'My Labs', 'My Applications', 'My Accreditations', and 'My Assessments'. The 'My Accreditations' tab is active, showing three entries for 'Asbestos Fiber Analysis'. The first entry, ID 600002609, is highlighted in yellow and has a 'Renewal' status. The second and third entries, IDs 600001324 and 600000880, are marked as 'Accredited'.

**Alerts**

- Lab 999999; Assessment has been assigned to Thomas Hettenhouser. There is no action needed at this time. The assessor will contact you to schedule the assignment. 05/16/2018 10:50 AM
- Lab 999999; Assessment has been assigned to Thomas Hettenhouser. There is no action needed at this time. The assessor will contact you to schedule the assignment. 05/09/2018 12:56 PM
- Lab 999999; Assessment has been assigned to Hazel Richmond. There is no action needed at this time. The assessor will contact you to schedule the assignment. 03/13/2018 02:15 PM
- Lab 999999; Assessment has been assigned to Patrick Abbott. There is no action needed at this time. The assessor will contact you to schedule the assignment. 01/18/2018 10:42 AM
- Lab 999999; Review documents  
Status of Assessment 0 of lab Test Asbestos lab was changed to On Site Report Submitted. 12/19/2017 01:26 PM

**Overview**

- 600002609** Asbestos Fiber Analysis **Renewal**  
From: 2018-10-01 To: 2019-09-30  
[Open Accreditation](#)
- 600001324** Asbestos Fiber Analysis **Accredited**  
From: 2018-01-01 To: 2018-12-31  
[Open Accreditation](#)
- 600000880** Asbestos Fiber Analysis **Accredited**  
From: 2016-07-01 To: 2017-06-30  
[Open Accreditation](#)



# 1) Accreditation Information-No laboratory input required

## Accreditation for: Test Asbestos Lab (999999-0)

- Accreditations:
- Asbestos Fiber Analysis
- Accreditation Information**
- Scopes of Accreditation
- NVLAP Documents
- Lab Documents
- Assessor Documents

### Accreditation Information

The Accreditation Information section does not require laboratory input. *All fields marked with \* are required.*

#### Summary

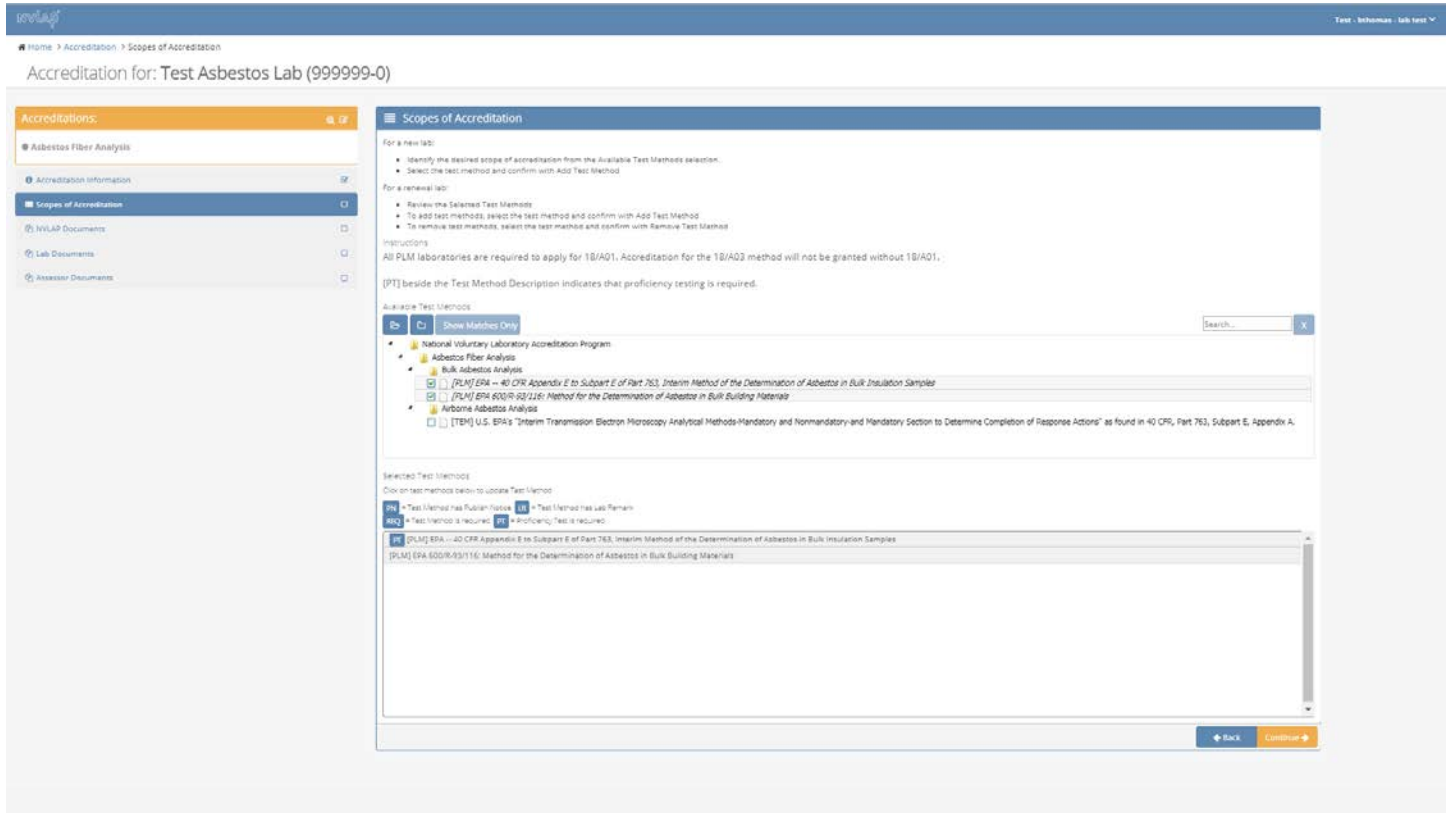
Accreditation Code:	6000002609
Lab Name:	Test Asbestos Lab
Cycle:	
Accreditation Status:	Renewal

#### Dates

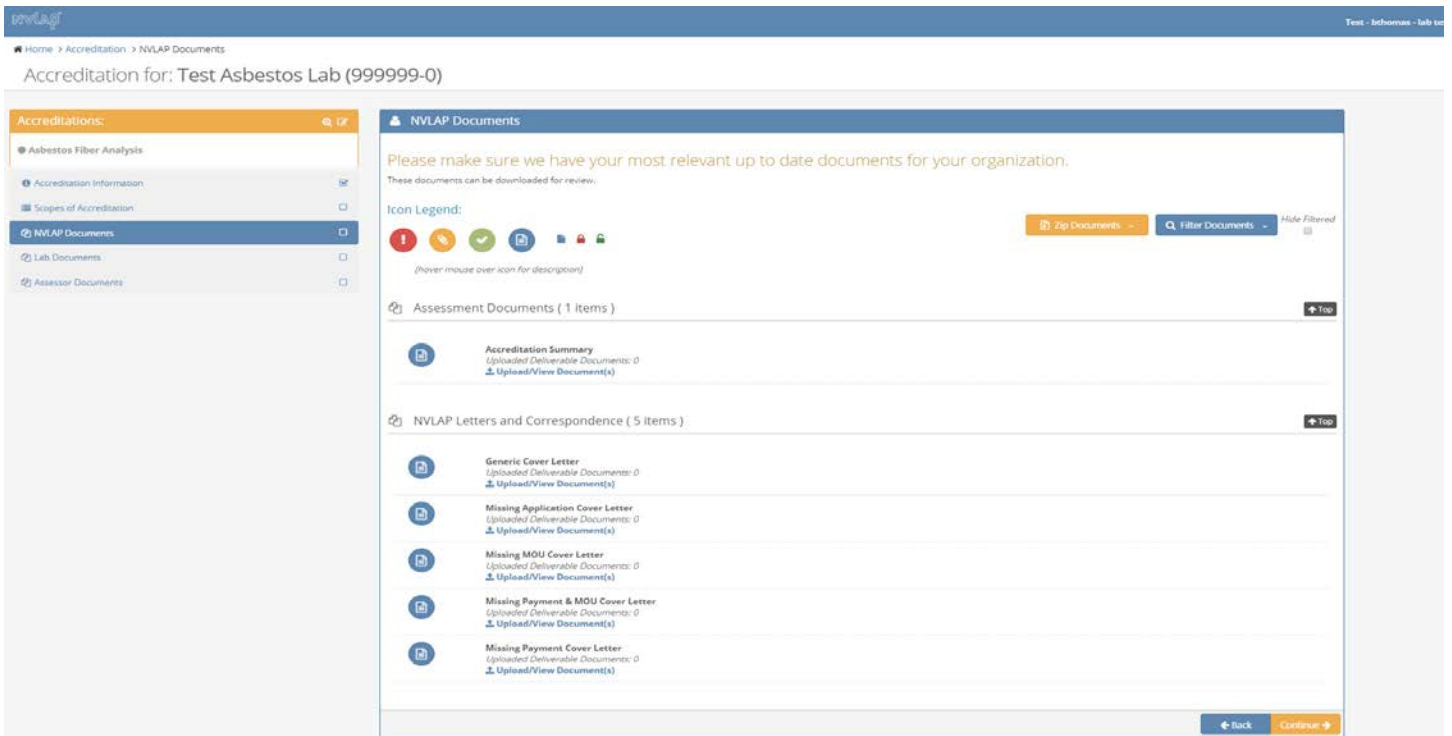
Effective Date:	10/01/2018
Application Received Date:	
Application Revision Date:	
Expiration Date:	09/30/2019
Accreditation Date:	
Application Published Date:	

[← Back](#) [Continue →](#)

2) Scopes of Accreditation-Screen is the same that is found under the My Applications tab, on the Scopes of Accreditation screen.



3) NVLAP Documents-Screen shows the NVLAP retained information regarding letters and correspondence to the laboratory for application information.



4) Lab Documents-Same screen as found in the My Applications tab in the Lab Documents file. Used for the laboratory to review the information they have provided.

Home > Accreditation > Lab Documents

Accreditation for: Test Asbestos Lab (999999-0)

Accreditations: Asbestos Fiber Analysis

Lab Documents

Please make sure you have your most relevant up to date documents for your organization. Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a zip file and can be uploaded. Do not use the miscellaneous document location if there is a defined location available.

Icon Legend:

Application Documents ( 5 items )

- Quality Manual  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)
- Records of Latest Internal Audit  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)
- Records of Latest Management Review  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)
- Organization Chart  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)
- Laboratory Description  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)

Scope Documents ( 1 items )

- Scope Changes  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)

Financial Documents ( 1 items )

- Memorandum of Understanding (MOU)  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)  
Download References/Templates: Memorandum of Understanding (MOU) Non Fed - PDF

Financial Documents ( 1 items )

- Memorandum of Understanding (MOU)  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)  
Download References/Templates: Memorandum of Understanding (MOU) Non Fed - PDF

Assessment Documents ( 1 items )

- Nonconformity Response  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)

Proficiency Testing ( 1 items )

- Proficiency Testing Report  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)

Miscellaneous ( 1 items )

- Misc Document  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)

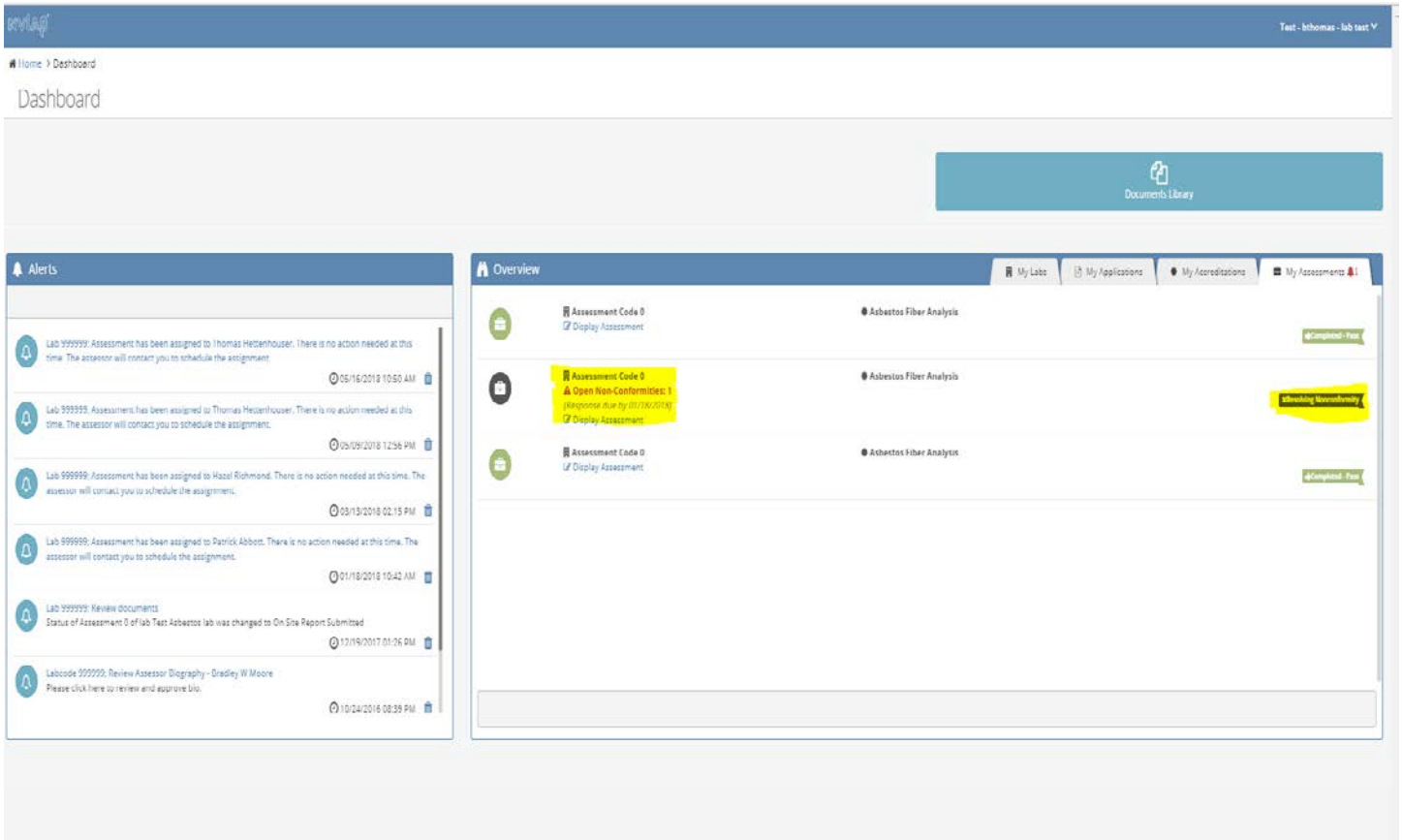
Lab Documents ( 2 items )

- Accreditation Submission  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)
- Conditions for Accreditation  
Uploaded Deliverable Document(s): 0  
Upload/View Document(s)  
Download References/Templates: Conditions for Accreditation - pdf

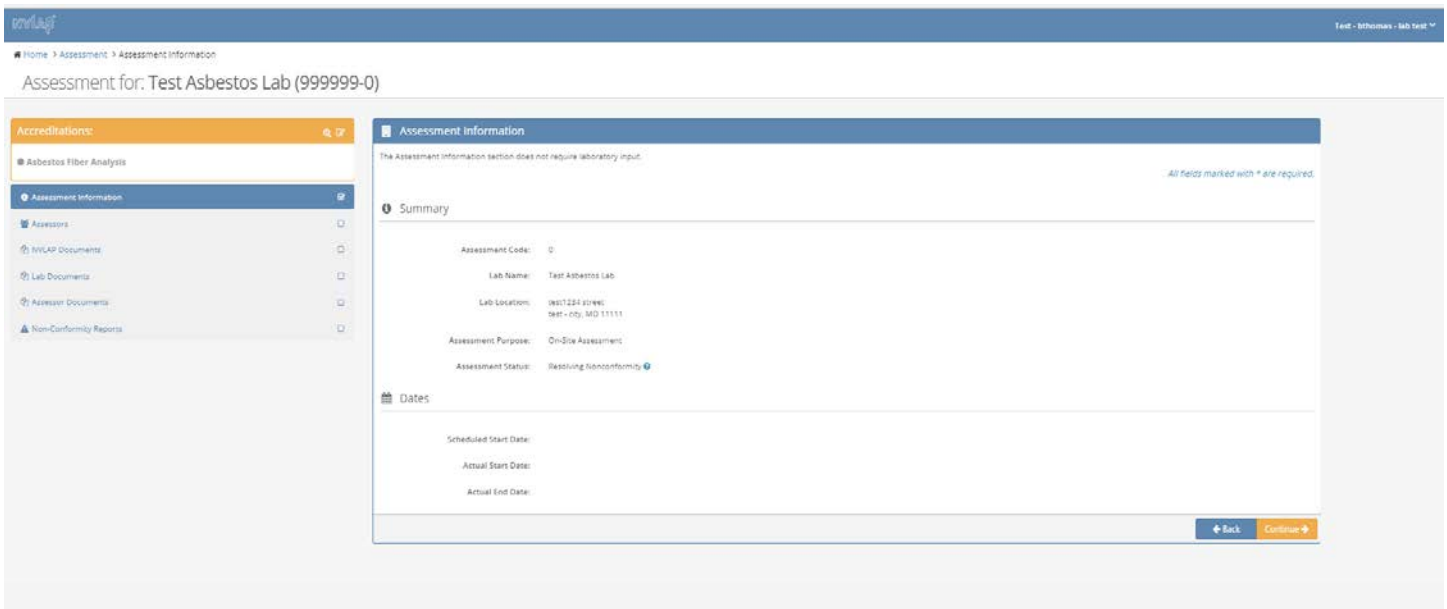
Back Continue

### C) Screens under My Assessments tab

The Overview pane shows the laboratory's assessment history, and the status of the assessment (Completed-Pass, Resolving Nonconformity). The screen shots follow the Assessment with an Open Non-Conformity by selecting Display Assessment.



### 1) Assessment Information screen-no laboratory input



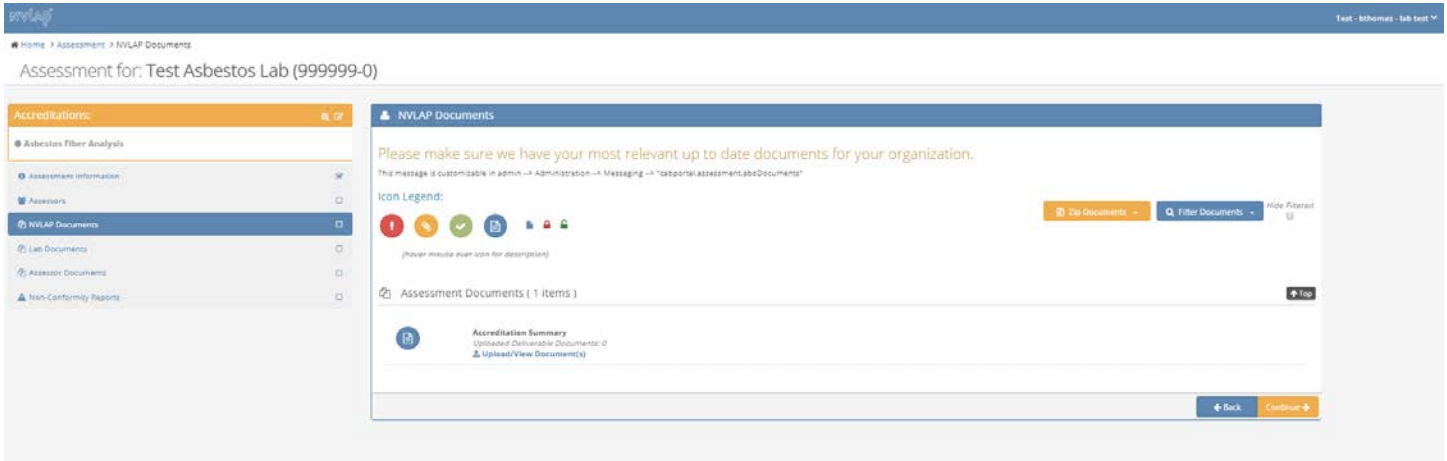
## 2) Assessors-shows the history of the assessors involved with the assessments

The screenshot shows the NVLAP web interface for the 'Assessors' page of an assessment for 'Test Asbestos Lab (999999-0)'. On the left is a navigation menu with 'Assessors' selected. The main content area has a blue header with the title 'Assessors' and a sub-header 'Important! Please review the assigned assessors information.' Below this, there are instructions: 'Select View Biography' and '1. Select View Biography, review 2. To Accept or Reject select appropriate link and confirm.' A note states: 'Contact marked with \* requires change approval and is only editable by contacting NVLAP.' The 'Lead Assessor' section lists three individuals: Stephen Savard, Christina Cross, and Bradley Moore (Program Manager), each with a 'View Biography' link. The 'Evaluator' and 'Assessor' sections are currently empty.

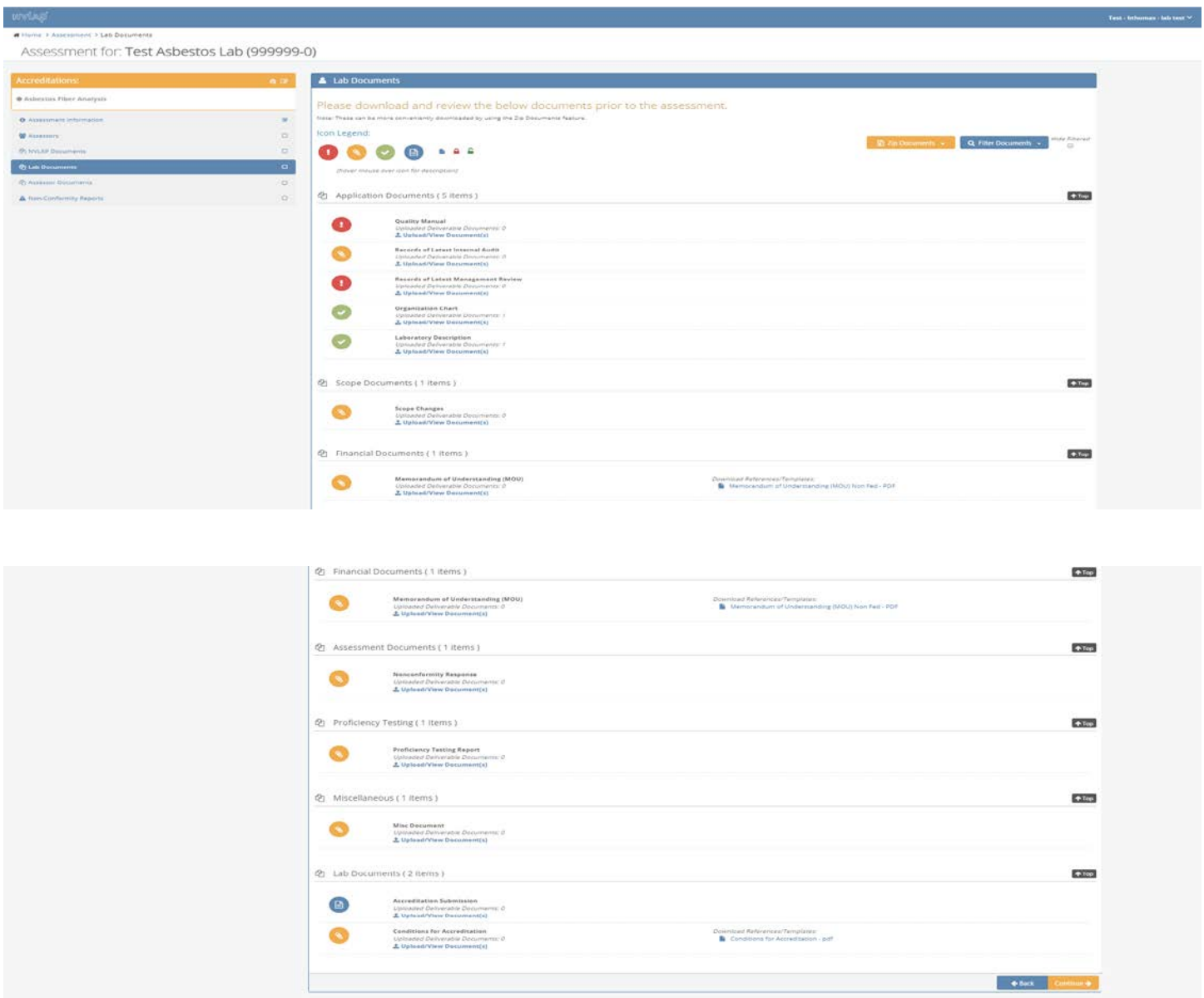
## 2a) Laboratories can view the assessor's biography by selecting View Biography.

This screenshot shows the same 'Assessors' page, but with the biography for Bradley Moore expanded. The biography text reads: 'Biography: Mr. Moore is the NVLAP Program Manager for the Electromagnetic Compatibility and Telecommunications (ECT) Program the Biometrics Testing Program, and the Radiation Detection Instruments (RDI) Program. Mr. Moore joined the staff of NVLAP in February 2007. As a Program Manager, he is involved with many of the aspects of the laboratory accreditation process, which include training and mentoring of the NVLAP assessors to ensure that quality laboratory assessments are continuously performed to ISO/IEC 17025 and to meet international requirements of recognized accreditation bodies. Mr. Moore manages these activities U.S. and international laboratories also to FCC requirements and those of foreign regulatory bodies. From 2001 to 2007, Mr. Moore was a staff member of one of NVLAP's SBA-owner accreditation bodies. His role initially was to oversee the accreditation process for a variety of accreditation programs outside of the calibration field. From 2003 on, his main responsibilities were within the EMC and Automotive EMC laboratory programs. Mr. Moore is currently a member of the Institute of Electrical and Electronics Engineers (IEEE) and ANSI 62 Subcommittee 6: Accreditation. Mr. Moore is an approved ISO/IEC 17025 lead assessor. In 2009 he successfully completed the APAC (ISO/IEC 17011) evaluator training and is now a recognized APAC peer evaluator. Brad also completed the ISO 9001 Lead Auditor training and examination provided by Quality Assurance International (QAI). He also is the creator of NIST Handbook 150-25, Biometrics Testing Program-Specific Accreditation Requirements and NIST Handbook 150-11, ECT Program-Specific Accreditation Requirements. Mr. Moore holds a B.S. degree in Biology from Frostburg State (MD) University (2000).

### 3) NVLAP Documents-Lab is able to view the Accreditation Summary document



### 4) Lab Documents-Same information as found in Lab Documents file under My Accreditations tab.



5) Assessor Documents-this screen shows the information that has been provided as part of the assessment.

Home > Assessment > Assessor Documents

Assessment for: Test Asbestos Lab (999999-0)

Accreditations: Asbestos Fiber Analysis

Assessment Information | Assessors | NVLAP Documents | Lab Documents | **Assessor Documents** | Risk Conformity Reports

### Assessor Documents

Please make sure we have your most relevant up to date documents for your organization.  
These documents can be downloaded for review.

Icon Legend: (hover mouse over icon for description)

Upload Documents | Filter Documents | Hide Filtered

#### Assessment Documents ( 4 items )

- On Site Assessment Package**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)
- On-Site Assessment Summary**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)  
Download Reference/Templates:  
- On-Site Assessment Summary - Word  
- On-Site Assessment Summary (SQ/NEC 17025/2017)
- On-Site Signature Sheet with Narrative**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)  
Download Reference/Templates:  
- On-Site Signature Sheet with Narrative - Word  
- On-Site Signature Sheet with Narrative (SQ/NEC 17025/2017)  
- On-Site Signature Sheet with Narrative-Abbreviated
- Test Method Review Summary (TMS)**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)  
Download Reference/Templates:  
- Test Method Review Summary - Excel

#### Checklist ( 1 items )

- NIST HB 150-13 Asbestos (TEM) Checklist - Word**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)  
Download Reference/Templates:  
- NIST HB 150-13 Asbestos (TEM) Checklist - Word

#### Miscellaneous ( 1 items )

- Misc Document**  
Uploaded Deliverable Documents: 0  
Upload/View Document(s)

Back | Continue

- 6) Non-Conformity Report-The laboratory can see the results and status of the on-site assessment, including the status of any nonconformities cited, by selecting Open Report.

Home > Assessment > Non-Conformity Reports

Assessment for: Test Asbestos Lab (999999-0)

Accreditations: Asbestos Fiber Analysis

Assessment Information

Assessors

NVLAP Documents

Lab Documents

Assessor Documents

Non-Conformity Reports

Non-Conformity Reports

Click Open Report to open the On-Site Assessment Non-Conformity Report.

Reports

Reference Number 1 (19-Dec-17)

Asbestos

Open Non-Conformities: 1

No Closed Non-Conformities

View Report

Back

- 6a)-Lab can view the nonconformity report and provide evidence of resolution to the nonconformity by selecting View/Manage Non-Conformity.

Home > Assessment > Non-Conformity Reports > On-Site Assessment Non-Conformity Report -

Assessment for: Test Asbestos Lab (999999-0)

Accreditations: Asbestos Fiber Analysis

Assessment Information

Assessors

NVLAP Documents

Lab Documents

Assessor Documents

Non-Conformity Reports

On-Site Assessment Non-Conformity Report -

In the Non-Conformities section below, please select the View/Manage Non-Conformity link to enter the response and upload objective evidence for each non-conformity.

Summary

Report Status: Open

Type: On Site

CAB Name: Test Asbestos Lab

CAB Location: 18111 234 Street, 1881 - City, MD 11111

Created: Beth Thomas on 12/19/2017

Updated: Beth Thomas on 05/22/2018

Submitted:

Acknowledged:

Closed:

Dates

Response Due Date:

Notification Date:

Warning Sent Date:

Non-Conformities

Click on "View/Manage Non-Conformity" to view the full non-conformity detail and respond.

Finding: 1 Non-Conformity

View/Manage Non-Conformity

Criteria: NIST HB 150-2.10

Non-Conformity Status Open

Submitted by Beth Thomas on 05/22/2018

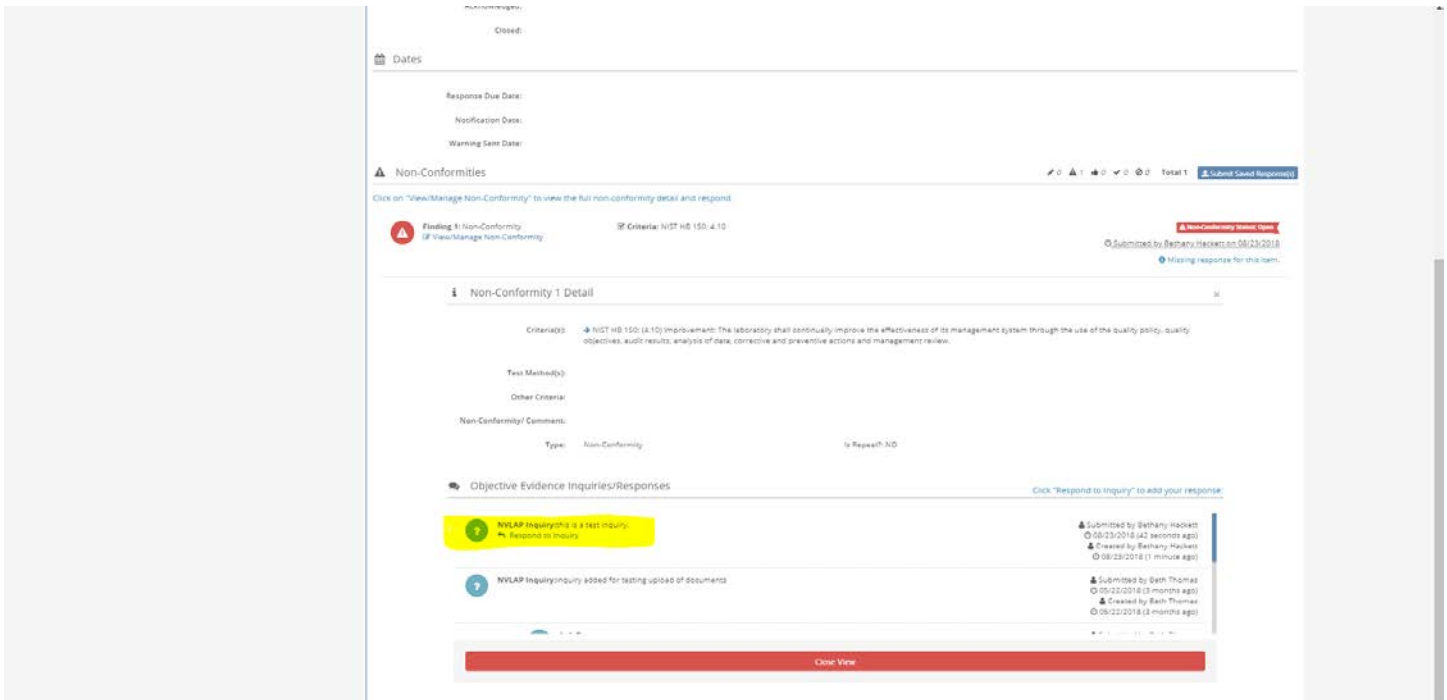
Response submitted for this item.

Acknowledge Non-Conformity Report

Close Report



6b) The lab uses the Non-Conformity Reports section to add evidence of resolution for the nonconformities cited, and any further inquiry for additional information.



6c) By selecting Respond to Inquiry, the laboratory can provide their response, which includes uploading the objective evidence of resolution for each nonconformity cited.

