Form 3: RMAP Associate Membership Application

# RMAP Membership Policy Summary:

1. States (plus USDA, USVI, PR, DC, LA County) are the only **Official Regional Measurement Assurance Program (RMAP) Members** based on the historical charters of the RMAP groups and are covered under the Handbook 143 Recognition program of OWM. RMAP groups are independently operated and are NOT operated by NIST, Weights and Measures Associations, or the National Conference on Weights and Measures (NCWM).
	1. NIST provides regular training/agenda for training as a requirement of Handbook 143 for laboratory Recognition and NIST coordinates the PT Program through the RMAPs.
	2. States generally host the annual training events. Associate Members may host the annual training if approved by the RMAP members.
	3. Weights and Measures Associations (Southern, Northeast, Central, Western) have agreed to co-host RMAP training events by assisting with registration, collecting registration fees, and managing contracts with hotel/site locations for training events, through working with NCWM and regional Weights and Measures registration systems.
2. Non-State **Associate Membership** in RMAPs:
	1. Other memberships (Fed labs; Industry labs…) must be voted on and approved by State voting members as Associate Members within each RMAP. The applicant laboratory should have a RMAP member sponsor the laboratory for associate membership. It is *helpful* to have the HOST or the State in which the laboratory is based invite/sponsor the proposed member to their first meeting with the group; and
	2. Annual attendance is required to continue being an RMAP member and to participate in PTs.
3. **Everyone** (all members, including states) **must complete the applicable NIST training** *prior to participation in a PT or meet OWM approval requirements* (see published policies in "NISTIR 7082" "Proficiency Test Policy Plan")
	1. Exceptions to completing all training requirements prior to participation in a PT “may” be approved by OWM if/when
		1. A metrologist is on staff who has completed all the training AND is onsite to oversee all RMAP PTs AND ensure that standards and processes are followed to protect the standards; AND
		2. Evidence of On-the-Job Training (OJT) for the applicable measurements is submitted to OWM (or has previously been submitted and is on file for that staff member who has not completed NIST Training). See Form 2 as applicable.

NOTE 1: Non-state laboratories participation in training and/or PTs may be limited or rescinded by NIST and the RMAP members based on any of the following: lack of regular attendance, failure to complete training in the case of staff leaving/retiring, ongoing PT failures, or mishandling of PT standards. Completion of training and demonstrated corrective action is required to re-approve participation.

NOTE 2: Participation in RMAP training and associated PTs and PT results may ONLY be used by the participants and their accreditation bodies for training records, PT records, and competency evaluations related to accreditation and may *not* be used for advertising and/or marketing purposes.

# Agreement of RMAP Membership:

1. *{Enter Name of Laboratory}* laboratory agrees to the following:
	1. Be approved as an Associate member by *{Enter RMAP Group};*
	2. Have *at least one* staff member annually attend *{Enter RMAP Group}* regional training;
	3. Follow instructions and procedures as specified in PT plans; and
	4. Complete the following OWM training as needed {and provide certificates/evidence when not OWM training – see Form 2}:
		1. Fundamentals of Metrology
		2. Mass (Echelon II and III)
		3. Advanced Mass (Echelon I)
		4. Volume
		5. Measurement Area in which OWM does not provide training {evidence of other applicable training, e.g., thermometry}

# **Associate Laboratory Representative:**

(Printed name, affiliation signature, date):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Laboratory Staff:

List below names of laboratory staff who have completed NIST Training and/or OJT in the measurement Areas (this table is also completed for Approved Signatories by State labs as part of the OWM Annual Recognition program).

| List all personnel who are proposed to participate in Proficiency Testing, their training or OJT status, and note if they are approved signatories. Additional records for objective evidence required for any staff not completing applicable OWM training seminars (See Form 2; Update Form 2 for Staff Changes).  |
| --- |
| Scope/Staff | {Enter Name} | {Enter Name} | {Enter Name} | {Enter Name} | {Enter Name} |
| Mass Echelon I |  |  |  |  |  |
| Mass Echelon II |  |  |  |  |  |
| Mass Echelon III |  |  |  |  |  |
| Mass Echelon IIIWeight Carts |  |  |  |  |  |
| Mass Echelon III Wheelload Weighers |  |  |  |  |  |
| Mass Echelon III Railroad Test Cars |  |  |  |  |  |
| Volume Echelon I Gravimetric |  |  |  |  |  |
| Volume Echelon I SVP |  |  |  |  |  |
| Volume Echelon II Volume Transfer |  |  |  |  |  |
| Volume Echelon II LPG |  |  |  |  |  |
| Length |  |  |  |  |  |
| Thermometry |  |  |  |  |  |
| FrequencyTuning Forks |  |  |  |  |  |
| Stopwatches |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |

# Host/Sponsor Approval:

State Laboratory Representative

(Printed name, affiliation, signature, date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OWM Approval for PT Participation:

OWM Program Staff

 (Printed name, signature, date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_