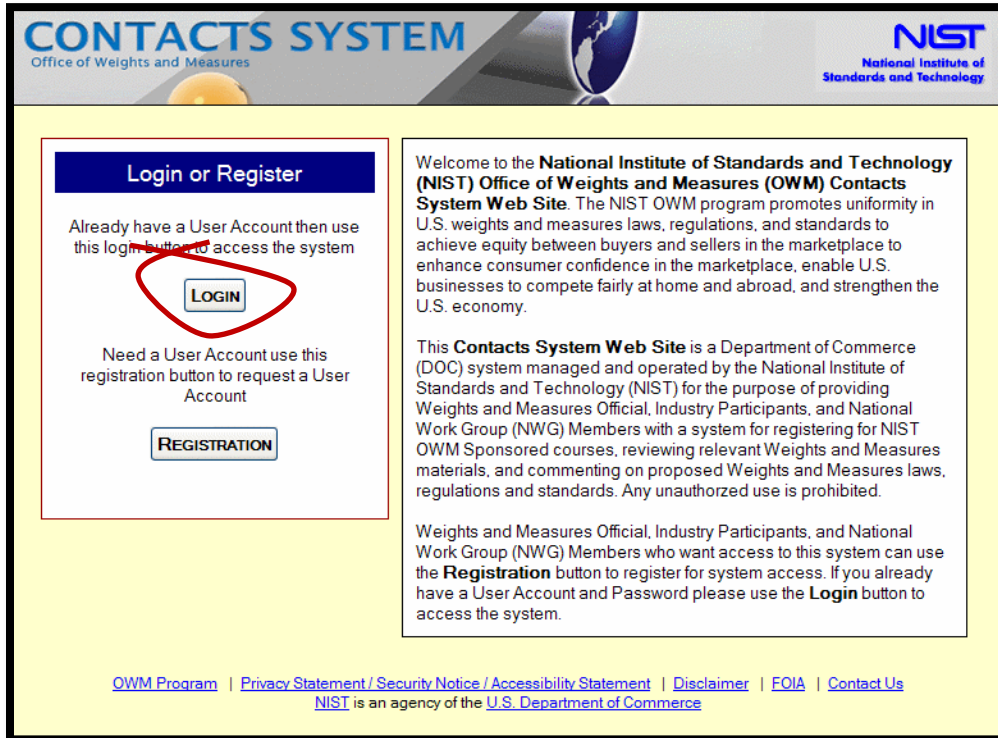


Instructions on How to Request Publications

1. **Log in** to the OWM Contacts System Database with your username and password:
<https://tsapps.nist.gov/WMD/default.aspx>



The screenshot shows the 'CONTACTS SYSTEM' page for the Office of Weights and Measures at NIST. The page has a yellow background and a blue header. On the left, there is a blue box titled 'Login or Register'. Inside this box, the text reads: 'Already have a User Account then use this login button to access the system' with a red circle around the 'LOGIN' button. Below that, it says: 'Need a User Account use this registration button to request a User Account' with a 'REGISTRATION' button. On the right, there is a white box with a black border containing a welcome message and a description of the system. At the bottom, there are several blue links: 'OWM Program', 'Privacy Statement / Security Notice / Accessibility Statement', 'Disclaimer', 'FOIA', and 'Contact Us'. A footer note states 'NIST is an agency of the U.S. Department of Commerce'.

CONTACTS SYSTEM
Office of Weights and Measures

NIST
National Institute of Standards and Technology

Login or Register

Already have a User Account then use this login button to access the system

LOGIN

Need a User Account use this registration button to request a User Account

REGISTRATION

Welcome to the **National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contacts System Web Site**. The NIST OWM program promotes uniformity in U.S. weights and measures laws, regulations, and standards to achieve equity between buyers and sellers in the marketplace to enhance consumer confidence in the marketplace, enable U.S. businesses to compete fairly at home and abroad, and strengthen the U.S. economy.

This **Contacts System Web Site** is a Department of Commerce (DOC) system managed and operated by the National Institute of Standards and Technology (NIST) for the purpose of providing Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members with a system for registering for NIST OWM Sponsored courses, reviewing relevant Weights and Measures materials, and commenting on proposed Weights and Measures laws, regulations and standards. Any unauthorized use is prohibited.

Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members who want access to this system can use the **Registration** button to register for system access. If you already have a User Account and Password please use the **Login** button to access the system.

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Instructions on How to Request Publications

2. Once you log in, select the **My REQUESTS** tab from the top menu. It is the 5th tab from the left.

CONTACTS SYSTEM
Office of Weights and Measures

NIST
National Institute of Standards and Technology

MAIN **MY ACCOUNT** **MY PROFILE** **MY COMMENTS** **MY REQUESTS** **MY TRAINING** **NEWS** **SIGN OUT**

Main

Account Summary

Isabel Chavez
NIST

User Name: inc
User Type: Administrator
Last Update: Nov 7, 2011
Password Change: None

Today is Mon Nov 7, 2011

Welcome

Welcome to the National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contact Management System. This system will allow you to update your login account and your profile (contact information) data plus view your training history, request training, cancel a request for training, comment on a draft document, review your submitted comments, request a document or material, and view a list of items you have requested.

The row of buttons are for navigating throughout this web site. They allow you to:

- **My Account** - update your login account
- **My Profile** - update your contact data including your areas of interest
- **My Comments** - submit comments on draft documents
- **My Requests** - request copies of draft documents, publication, or materials
- **My Training** - view the course offerings and request additional training
- **News** - view the News items
- **Sign Out** - exit the system

Important Message

You are able to submit comments on draft publications such as one of the Handbook 105 series or an OIML document. You can even request training on a variety of weights and measures subjects as listed in the course index. Also, you can request documents and training CD's online and then view the status of your request. Of course, you can still reach us by picking up the phone or sending us an email, but this database puts the information you need at your fingertips and should help us be more responsive to you.
(Posted October 20, 2011)

The **MAIN** button will always return to this page.

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Instructions on How to Request Publications

- Under the **Type** field, use toggle button (down arrow) to select the type of publication in which you are interested.
- From the List of Available Items, select the Request button for that publication.

CONTACTS SYSTEM
Office of Weights and Measures

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MAIN MY ACCOUNT MY PROFILE MY COMMENTS MY REQUESTS MY TRAINING NEWS SIGN OUT

My Requests - Document and Material Requests

Displayed here is a list of your **Pending Requests** that have not yet been shipped plus a list of all the **Available Items** that can be requested. Use the Type dropdown list to narrow the list of Available Items. Select the **View** button to view all your requested items. Use this [Printer Friendly](#) link for a printer friendly window that can be printed.
-- You may need to scroll down for the lists and the buttons. --

this action. your Requested Items.

List of Pending Requests

You do not have any Pending Requests

Selection Criteria

Type:

Display by: Number Name Type

List of Available Items

Action	Number	Item	Type	Available	Updated	F
<input type="button" value="REQUEST"/>	105-1	Specifications and Tolerances for Field Standard Weights	Metrology	9/17/2010	1/28/2011	
<input type="button" value="REQUEST"/>	1136	The United States and The Metric System (A Capsule History)	Metric Program	11/01/2009	2/23/2010	
<input type="button" value="REQUEST"/>	1137	Metric Style Guide (for the News Media)	Metric Program	11/01/2009	2/23/2010	
<input type="button" value="REQUEST"/>	143	Handbook 143 Program Handbook	Metrology	8/26/2010	1/28/2011	
<input type="button" value="REQUEST"/>	304A	A Brief History of Measurement Systems (Color SI Chart)	Metric Program	11/01/2009	2/23/2010	
<input type="button" value="REQUEST"/>	7082	NISTIR 7082 Proficiency Test Policy Plan	Metrology	9/17/2010	1/28/2011	
<input type="button" value="REQUEST"/>	7214	Quality Manual For Proficiency Testing and	Metrology	9/17/2010	1/28/2011	Web

-- All --
Metric Program
Metrology
NIST
OIML

Instructions on How to Request Publications

5. On some publications you might be able to select multiple quantities. For example **Metric Pyramid**. Otherwise, only one copy is distributed.

CONTACTS SYSTEM
Office of Weights and Measures

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MAIN MY ACCOUNT MY PROFILE MY COMMENTS MY REQUESTS MY TRAINING NEWS SIGN OUT

My Requests - Item Request Confirmation

Please review the **Item Request Confirmation** listed here. If correct select the **Submit** button otherwise use the **Cancel** or **Select** buttons.

-- You may need to scroll down for the data and the buttons. --

this action. another Item.

Item Request Confirmation	
Item	Metric Pyramid
Number	LC 1140
Type	Metric Program
Advisor	Elizabeth Gentry
Available	Nov 1, 2009
Last Updated	Feb 23, 2010

Quantity *

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6. Electronic copies: Some publications are not available in hardcopy format, but are available in electronic format (e.g., PDF, DOC, DOCX). For these publications, you will be sent the electronic file or an OWM website URL where the file can be downloaded.
7. Once the publication has been selected, click on **Submit**. Your request has now been submitted.
8. Your publication request will be processed by an OWM staff member responsible for the publication. When your request has been approved, you will receive an acknowledgement email.
9. You can also request publications by using the following:
 - OWM
Phone: 301-975-4004
Email: owm@nist.gov
 - Linda Crown, Publications
Phone: 301-975-3998
Email: linda.crown@nist.gov
 - OWM Publication Website: <http://www.nist.gov/pml/wmd/pubs/index.cfm>