

## Summary of Accreditation Body Committee Meeting October 16, 2007

### 1. Roll Call and Introductions

Committee chair Jeff Flowers called the meeting to order at 12:00 PM on October 16, 2007. Members present included: Dan Dickinson, Lynn Bradley, and Linda Geddes.

### 2. Minutes

Minutes were presented. Lynn Bradley moved to accept and Linda Geddes seconded. Approval was unanimous by voice vote.

### 3. Discussion

Lynn Bradley reported on TNI events.

She has been asked to serve as the Accreditation Coordinator for TNI under the NFSTC contract. She reports her duties will include;

- Review applications for completeness
- Review reports from accreditation teams (will not write reports)
- To recommend team composition
- Meet with NELAP Board
- Meet with Regional EPA Coordinators

Lynn states that there must be a policy for dispute resolution process prior to January 2008.

The AB committee then discussed the following:

- a. What the format of this policy should be.
  - 1-obtain SOP for SOPs from the Policy Committee, 2-obtain the SOP from LASC for Standards Interpretation and use this format.
  
- b. Who adjudicates for the previous NELAC Director?
  - The NELAP Board was suggested.
  - It was pointed out the 17011 refers to “independent persons” to address appeals.
  - Based on the above discussion, the ABC concluded that a functional solution for adjudication could be obtained by having the NELAP Board appoint an independent Accreditation Body Review Board (ABRB)
  
- c. What should the content of this SOP contain?
  - Who would use this SOP?
  - AB’s for consistent standard interpretation.
  - For adoption of standards.
  - Disagreement arises between one AB and others.
  - State to state implementation disputes
  - State to NELAP Board dispute

- d. Where should the ABC obtain the language for this task?  
Dan Hickman has provided to the ABC Chair and copy of the original NELAC Chapter 6 dispute resolution language.

The ABC then concluded that our discussions centered on 3 tasks:

- 1-who uses it,
- 2-how do they get the process done, and
- 3-what board appointed by whom accomplishes the resolution.

#### 4. Next Steps

Chair to send NELAP language to ABC

Chair to obtain the SOP format from LASC Chair to draft the appeals process/dispute resolution document for next meeting discussion.

ABC to produce SOP prio to dead line.