

Laboratory Accreditation Systems Executive Committee Charter

Mission

Manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories by supporting the NELAP Accreditation Bodies (ABs) and non-governmental ABs (NGABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard, enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards.

Composition of the Committee

1. This is a balanced committee, with members representing each core TNI program.
2. Members serve staggered three-year terms.
3. A number of associate members are active participants.

Objectives

1. Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.

Goal: Provide timely review and feedback to NELAP AC on TNI standards, policies and SOPs as needed or requested.

- **Success Measure:** Acceptance of final document without revision combined with implementation of document without need for interpretation or other consideration.

Goal: Ensure that laboratory assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum). Organize Assessment Forums to address subjects that are current to the stakeholder community, hot topics or topics recommended by attendees.

- **Success Measure:** Attendance at or above average for the conference size. Overall ratings of 3.5/5.0 or greater.

Goal: Oversee a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs. Ensure that Mentor Sessions are organized at every TNI conference to provide expanded and detailed information on issues that are key to successful implementation.

- **Success Measure:** Attendance at or above average for the conference size. Overall ratings of 3.5/5.0 or greater.

2. Work with the Consensus Standard Development Program Executive Committee to ensure that new or revised accreditation standards developed for this program are suitable for use by review of standards and by consideration of AB and laboratory needs early in the development process.

Goal: Utilize and maintain SOP 3-106 as the guidance document to ensure that suitability is being assessed in accordance with the needs of the ABs and accredited labs.

- **Success Measure:** Documents are successfully accepted as recommended.

Goal: Perform reviews in a timely manner to allow for conformance to the timelines established in SOP 3-106, 2-100, and 3-103.

- **Success Measure:** Review time does not exceed established timeline for the activity.
3. Receive recognition recommendations from the TNI Non-governmental Accreditation Body Recognition Committee (TNRC) and, as warranted, decide and issue certificates to NGABs, recognizing their competence to accredit to the TNI ELS Standard.
- Goal: Upon receiving evaluation recommendations from TNRC, ensure that all TNI requirements for recognition are met, make timely decisions relevant to recognition of NGABs.
- **Success Measure:** Notification of approval within 10 days of the TNRC recommendation acceptance.
4. Manage the Standards Interpretation Request (SIR) process to ensure that all SIRs meeting the requirements of SOP 3-105 are successfully addressed. Engage the assistance of Expert and Executive Committees as appropriate for standards interpretations, guidance documents and related tools. Develop Standards Interpretation Guidance as needed.
- Goal: Utilize a subcommittee to discuss, handle, and process SIR's. This committee has delegated authority to act on behalf of LASEC for SIR decisions and will provide an overview to the full committee prior to submittal to the AC.
- **Success Measure:** Determine validity of Standards Interpretation Requests within 5 business days from submittal, using criteria in SOP 3-105.
 - **Success Measure:** Successfully resolve SIR via written process so that the majority of interpretations result in a favorable AC vote upon initial submittal.
5. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
- **Success Measure:** Work plan design and any subsequent revisions are approved by the TNI Board.

Decision Making

- Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- TNI web site for on-line storage, maintenance and archiving of SOPs, Policies, SIRs and related documents
- Existing national and international consensus-based standards
- Teleconference and A/V services
- Program Administrator support
- Other TNI Committees (Expert and Support) for changes to the modules
- Participating organizations and other entities as the committee sees fit, that pertain to our mission

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.

Program Administrator: Lynn Bradley

Approved by the TNI Board of Directors on May 10, 2017