

## NELAP Accreditation Council Charter

### Mission

The NELAP Accreditation Council (AC) has final authority for implementation of the program for the accreditation of environmental laboratories within the National Environmental Laboratory Accreditation Program. The NELAP AC facilitates a national program through mutual recognition.

### Composition of the Committee

1. The NELAP Accreditation Council consists of one individual appointed by each recognized Accreditation Body (AB,) with an alternate if desired, and one Ex-Officio member representing EPA.
2. The nature of the committee's operations makes it inappropriate to allow associate members.
3. Balance of stakeholders is not appropriate for the AC.

### Objectives

1. Review and approval of existing and prospective ABs to become or remain NELAP-recognized.

#### Success Measures:

- Periodically evaluates all NELAP-recognized ABs to ensure their conformance to the requirements established by this organization.
- Evaluate applicant ABs with equivalent processes to those of current ABs.

2. Coordinate with the Laboratory Accreditation Systems and Proficiency Testing Program Executive Committees for program management activities:
  - i. LASEC -- Inclusion of new standards into the NELAP program, interpretations and clarification of the TNI Environmental Laboratory Sector standards and adopt policies and procedures prepared for use within the AC
  - ii. PTPEC -- Adopt relevant acceptance limits for proficiency testing developed by the PT Executive Committee.

#### Success Measures:

- Continued smooth operation of the program.

3. Implement a national program for the uniform and consistent accreditation of environmental laboratories.

#### Success Measures:

- Participant ABs actively work towards consistency of program operations, resolving inconsistencies as they are identified.

4. Work Plan: the AC will create or review its Work Plan on at least an annual basis and as part of any internal audit process.

#### • Success Measure

- Work plans are presented to the TNI Board for review on at least an annual basis.

### Decision Making

- Decisions of the NELAP AC are made by following the NELAP Voting SOP 3-101.

### Available Resources:

- Appointed AB representatives

- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

**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

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Approved by the TNI Board of Directors on January 11, 2017