

**Accreditation Body Expert Committee
Teleconference Minutes (Draft)
July 21, 2009**

1. Attendance

Joseph Aiello	Present
Dan Dickinson	Present
Jane Wilson	Absent
Jeff Flowers	Excused
Linda Geddes	Present
Lynn Bradley	Present
Sharon Mertens	Present
Steve Arms	Present
Steve Stubbs	Present

2. Minutes from Meeting June 16, 2009

Approved without changes.

Action: Joe Aiello will forward to webmaster to post on TNI Website.

3. Accreditation Body Checklists

Lynn Bradley and Jerry Parr have posted checklists on the TNI Website on the ABC page.

Action: Lynn Bradley will explore with Jerry Parr additional options for cross referencing access to checklists at other locations on the TNI website.

4. Associate/Affiliate NELAP Board Memberships

No further information. More discussions may occur at the San Antonio conference.

Action: Joe Aiello will contact Ann Marie Allen prior to the San Antonio conference to ask more questions. Members of the ABC will request participation from Ms. Allen at the conference if she attends. Joe Aiello has not yet discussed with ELAB and should do so prior to the ABC's September teleconference.

5. NELAP Assessor Training

Steve Stubbs continues to seek information from Texas A&M since it's the ABC's understanding that the university is offering a successful training program for wastewater plant operators and water purveyor staff.

Action: Steve Stubbs will obtain more detail about the Texas A&M program for use as the ABC decides on any future plans.

6. AB Evaluation SOP

Sharon Mertens and Lynn Bradley completed a draft of the AB Evaluation SOP and distributed it to members of the ABC. The draft revises the SOP to make it more consistent with the TNI Standard. During the teleconference Sharon Meters summarized the changes made to the SOP.

Action: ABC members should read the revised SOP prior to the San Antonio conference and be ready to discuss their comments and suggestions at the ABCs working meeting. Additionally, Dan Dickinson will contact the LASC prior to the San Antonio conference to let its members know that the ABC will be discussing the revised SOP at its San Antonio working meeting.

7. San Antonio ABC Working Meeting

The ABC will have a working meeting at the San Antonio conference.

Action: Sharon Mertens volunteered to coordinate logistics and to lead the meeting. Apparently, at some great cost to Joe Aiello for covering Sharon's spirit expenses at some future conference (probably Chicago). Which Joe happily and quickly agreed to.

8. Volume 2 AB Requirements – Section 7.7.1

During the LASC's review of the TNI Standards, Section 7.7.1 was identified as needing policy/guidance for NELAP to define the terms on-site reassessment and surveillance on-site assessment. Several ABC members think that the terms are purposefully being used interchangeably, and there is no need at this point to try and establish a definition for each of them.

Action: Hold to discuss at the San Antonio working meeting.

9. Volume 2 AB Requirements – Section 7.7.3

During the LASC's review of the TNI Standards, Section 7.7.3 was identified as needing policy/guidance for NELAP to establish timelines. Several ABC members think that the timelines given in Section 7.7.3, the standard given in Section 7.7.5 (which gives that AB shall define strict time limits for corrective actions to be implemented) and those provided in the On-Site Assessment Standards to complete on-site assessments are sufficient. Other ABC members feel that policy/guidance is necessary to help assure that there are consistent activities among Recognized Abs.

Action: Hold to discuss at the San Antonio working meeting.

10. Next ABC Teleconference

Date: September 15, 2009

Dial-in Number: 1-270-696-2525

Participant Access Code: 77621#

11. Meeting Adjourned at 1:00