

Summary of Accreditation Body Committee Meeting September 16, 2008

1. Roll Call and Introductions

Committee chair Jeff Flowers called the meeting to order at 12:00 PM on September 16, 2008. Members and guests present are listed in Attachment A.

2. Minutes

Minutes were deferred.

3. Reports

The proposed agenda was read and is enclosed in Attachment B.

The chair reported that Mike Miller had decided to be an affiliate member of the ABC since he is a current member of the field activities committee.

Lynn Bradley reported that as Evaluation Coordinator for the current round of AB evaluations she was aware that Paul Ellison had edited the existing check list and that there are several check lists available for a starting point to work from.

4. Discussion

- The Accreditation Body committee discussed the agenda items found in Attachment B.
- Ed Askew has requested the committee consider changing the meeting day/time of the monthly conference call as he is teaching during the current time slot. The committee discussed the item and decided not to change the meeting day/time at this time.
- The committee then reviewed the agenda items. The committee concluded its discussion by recognizing that the checklists will need to logically follow the program design. The program definition needs to have been made before a checklist can be formed. The following groupings of tasks were identified:
 - State Survey to determine the current needs of the non recognized Accreditation Bodies
 - Guidance Documents/SOP's to aid in implementation

- New Recognition System: to broaden TNI scope to non recognized Accreditation Bodies

5. Next Steps

- Jeff Flowers to coordinate getting the survey from Judy Morgan
- Jeff Flowers to send the 17-point spread sheet to committee and for re-posting
- Steve Arms to work from 17-point sheet for guidance on identifying needed items for implementation that need to be addressed
- Joe Aiello to develop discussion points to frame discussion on New Affiliate Accreditation Program definition

Attachment A

Member	Affiliation	Contact Information
Lynn Bradley	USEPA OEI Quality Staff	202-565-2575 bradley.lynn@epa.gov
Sharon Mertens	Milwaukee Metropolitan Sewage Dist.	414-277-6384 smertens@mmsd.com
Jeff Flowers, Chair	Flowers Chemical Laboratories, Inc.	407-339-5984 x219 jeff@flowerslabs.com
Linda Geddes	MWH Laboratories	626-386-1163 linda.geddes@mwhglobal.com
Steve Stubbs	Texas Comm. On Environmental Quality	sstubbs@tceq.state.tx.us
Steve Arms	Florida Department of Health	904-791-1502 steve_arms@doh.state.fl.us
Jane Wilson	Program Administrator TNI	Wilson@nsf.org
Dan Dickinson	New York Department of Health	dmd15@health.state.ny.us
Joe Aiello	New Jersey Department of Environmental Protection	joseph.aiello@dep.state.nj.us

Attachment B

Agenda for ABC 9.16.08

Meeting Time / Day change?

Check List work

Guidance Document
SOP

New Recognition System
Affiliate
Associate
Allied

State Survey for route to Adoption

New Members