

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**March 28, 2017 1:30 pm**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Minutes of February 28, 2017, were approved. Attendance is recorded in Attachment A.

2) Consideration of New Member

Voting was completed for the two new members proposed at the February meeting, with 7 of 11 members voting and all voted yes to accept Harold and Nick as full members.

With her resignation from LASEC, Karen Costa (EPA R3) arranged for Sumy Cherukara to replace her as the EPA representative on the committee. Sumy joined TNI and formally applied for membership in LASEC. With Carl moving to accept her and Harold seconding, approval was unanimous. Her name has also been provided to the Chair of TNI's Board of Directors for formal appointment to membership of LASEC.

3) Updates

Assessment Forum and Mentor Session – Dorothy had said that it would be late March before she would be able to begin working on sessions for the August conference in Washington, DC. Nick confirmed that they were scheduled to talk after the committee meeting.

SIRs – the SIR subcommittee met immediately prior to the full committee meeting. Four new SIR responses were reviewed and approved for posting to the AC voting site. Four “old” responses will be removed from the voting site due to having too many “against” votes – three of these will be returned to the appropriate expert committee for another attempt while the fourth will be closed out with a note to the submitter that it cannot be processed as a SIR because it is obviously a dispute with an AB, and the AB in question has stated that the issue was resolved with a correction to the relevant FoPT table.

4) The Standards Modules

Chemistry (V1M4) -- The Chemistry Committee has completed its technical edits to V1M4 and has provided the required notifications to begin revising the portions of that module that require greater revision. The Chair and Program Administrator have requested some form of acknowledgement from both LASEC and the NELAP AC that the technical edits made are acceptable. Since the formal approval mechanism from the LASEC Standards Review SOP 3-106 is not usable here, Judy led a brief discussion of the edits made and, hearing no adverse comments, proposed to respond to Chemistry that LASEC has no adverse comment, and thus no objections to the edits.

One LASEC member requested an additional week to review the revised V1M4, and agreed that if no adverse comment was made, the edited module could be considered acceptable to him.

PT for ABs (V2M2) – The NELAP AC accepted LASEC's recommendation concerning the edited PT module, V1M1. The PT module of Volume 2 has been edited to match the

edits made to V1M1, and presented to LASEC for approval. Again, Judy discussed the edits made to V2M2. Carl moved and David seconded to approve a formal recommendation to the NELAP AC that it accept the edited V2M2. (See Attachment C, below.) Approval was unanimous. NOTE: this recommendation will be presented to the NELAP AC at its April 3 meeting.

#### 5) Charter Update

Judy provided excellent revisions to the draft committee charter, in the new format. She provided improved success measures and, by adding goals under the individual objectives, she was able to consolidate the number of individual objectives, as well. Carl offered explicit gratitude for her efforts to make the document meaningful.

A few edits were made during committee discussion. Participants decided to omit reference to LASEC involvement with TNI's Educational Delivery System. This was a holdover from when the Technical Advisory Committee was merged with LASEC, and the Educational Delivery System is now a staff-managed function that uses contracted trainers and training materials as well as trainings provided by the various expert committees in both live and webinar/webcast events. Participants decided to retain the objective about the Small Laboratory Advocacy Group, but to ask that TNI's Board consider whether or not this function should remain with LASEC, and if so, to provide guidance about how to proceed.

The revised draft Charter is in Attachment D, below. It will be presented for final approval at the April 25 meeting.

#### 6) Combined Policy for Documenting Prep Methods and Selecting Methods for Assessment

At the LASEC session at conference, consensus was that the documentation of prep methods can be combined with the method selection policy since these are complementary activities. Judy presented a combined draft for review at this meeting (See Attachment E.) There were no adverse comments to the revised and greatly simplified draft policy, except that additional tables of technologies for other fields of testing (micro, rad, etc.) should be added and that those tables might be better put into appendices or attachments to the policy document. A document with these expanded tables will be presented at the next meeting.

#### 7) Next Meeting

The next scheduled teleconference meeting will be Tuesday, April 25, 2017, at 1:30 pm. Teleconference information and an agenda will be sent ahead of time.

Action Items are included in Attachment B.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE**

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	3 years, 12/18	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown, Vice Chair	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	No
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	3 years, 12/19		EPA R2	Other	Yes
6	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
7	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	No
8	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
9	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	Yes
10	Harold Longbaugh	<a href="mailto:harold.longbaugh@houstontx.gov">harold.longbaugh@houstontx.gov</a>	3 years, 12/19		Houston Lab	Lab	Yes
11	Dorothy Love	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	No
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	3 years, 12/17		Wm Ray Consultants	Other	yes
14	Nick Straccione	<a href="mailto:nicholas.straccione@sgs.com">nicholas.straccione@sgs.com</a>	3 years, 12/19	Assmt Forum	SGS	Lab	Yes
	Ex Officio						
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@pa.gov">aaalger@pa.gov</a>			PA DEP	NELAP AB	No
	Gale Warren	<a href="mailto:gqw01@health.state.ny.us">gqw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes

**Attachment B****Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
61	Review final modules of 2016 Standard	Individual committee members per 6/28 minutes	Conclusion of full V1 review on hold pending resolution of AC issues with V1M4 & V1M1	Working to resolve concerns that led to AC rejection of individual module recommendations to accept
62	Request status update on reviews		Completed for the 2016 Standard. LASEC will remain involved with revision of V1M4 but its role in the 2016 standard is now complete. March 28, 2017	All 2016 modules with or without technical edits have now been recommended to the NELAP AC with the exception of the Chemistry module (V1M4) which requires formal revision. V1M4's technical edits met with no objections from LASEC.
64	Update SOP 3-106 with "lessons learned" once the 2016 standard is in place	LASEC	"parking lot issue" -- open	Particularly, add review of committee decisions about non-persuasive comments and examine timing of multiple reviews in light of SOP 2-100 restrictions
66	Gather info requirements for mobile labs from NELAP AC	Lynn	April 2017	Request from Dan Hickman and IT committee
67	Share previous evaluations of Assessment Forum and Mentor Sessions with Dorothy et al	Judy, Lynn	March 2017	Sent to Dorothy March 10
68	Conference call with SLAG	Judy, Lynn	Spring 2017	Change of plans – LASEC will ask TNI's Board to consider whether and how SLAG should remain as an

				LASEC responsibility, during Board (and Policy Committee) review of the updated charter
69	Prepare draft of combined “prep method” and “on-site assessment” policies	Judy, Mitzi?	March 2017	Draft consolidated policy (method selection for assessment plus assessment of prep methods) provided to LASEC for review on March 28, 2017
70	Review draft Charter and send comments to Judy and Lynn	ALL members	April 2017	Revised charter reviewed March 28 and final edits made. Document will be presented for final approval at April meeting

Attachment C

**Recommendation of LASEC to NELAP AC**

**TNI Standard V2M2, Proficiency Testing, now includes technical clarifications to match the final version of V1M1 (PT for labs) as approved by the NELAP AC on January 23, 2017. This revision has been approved by PT Expert Committee on February 3, 2017, meeting, and the changes were approved as “only editorial” by CSDEC on February 27, 2017. The revised V2M2 was submitted to LASEC on February 3, 2017, for review and formulation of revised recommendation to the NELAP AC.**

**APPROVED BY LASEC March 28, 2017**

The LASEC has reviewed the re-edited Proficiency Testing Module V2M2 as revised and approved by the PT Expert Committee at its February 3, 2017, meeting and recommends that the NELAP AC find the revised edits in the accompanying version. All edits to V2M2 were made to match the editorial revisions to V1M1 that addressed the AC’s objections and additional comments from the NELAP AC. Those V1M1 revisions were approved by the NELAP AC as of January 23, 2017.

The editorial revisions to V2M2 follow:

AB definition

*The definition of Accreditation Body has been deleted.*

Successful PT

The “note” in V2M2, §4.1.5 (c) was revised to replace “real” with “routine” as was done when the note was copied into V1M1. The revised note reads:

*“Note: “Acceptable” PT study scores from a PT Provider do not automatically result in a successful evaluation of a PT study by an AB. For example, failure to report an analytical method or reporting of an incorrect method, failure to provide the PT Provider with a release of results to the AB before the close of the study, failure to report results to the PT Provider before the closing date, failure to handle PT study samples in the same manner as **routine** environmental samples, etc. may be cause for an unsuccessful evaluation by an AB.”*

PT Provider

Throughout sections 4 and 5, PTP was replaced with “PT Provider” for clarity.

## Laboratory Accreditation Systems Executive Committee

2017 Charter

(Revised: **Draft March 2017**)

### 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. Ex Officio members include TNI's Small Laboratory Advocate as well as the TNI Executive Director.
4. 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 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. Provide a voice and solution strategies for small organizations' issues and concerns (small laboratories, especially)

Goal: To maintain an active liaison with the Small Laboratory Advocacy Group (SLAG) through active involvement of TNI's Small Laboratory Advocate

- **Success Measure:** ????????

6. 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 (specify default option from Decision Making SOP 1-102)**

- **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.



<b>Policy TITLE:</b>	<b>Minimum Requirements for Test Method Selection for Assessments</b>
<b>Policy NO.:</b>	<b>3-XXX</b>
<b>REVISION NO:</b>	<b>0</b>
<b>Program</b>	<b>NELAP</b>

<b>LASEC Approved Date:</b>	
<b>NELAP AC Approved Date:</b>	
<b>Policy Committee Reviewed Date:</b>	
<b>TNI Board of Directors Endorsed Date:</b>	
<b>POL Effective Date:</b>	

**Comments received in discussion at conference:**

Need a definition of representative sampling – “difficult to define, when every lab’s scope of accreditation is different. Should it be one method per technology, and is a “by technology” approach even appropriate? And, if a technology is covered within the drinking water methods, is it still necessary to assess methods for another matrix, since each matrix has unique characteristics?” and also “if a lab has separate workstations and staff for “prep” versus determinative portions of the analysis, does that shift what needs to be assessed? It’s also important that all analysts be included in the overall assessment, not just a spot-check or selected individuals.”

And, if the “prep” part of the methods are different, should they be considered separately? This overlaps with the other policy under development about how to document the assessment of prep methods.

that additional fields of testing needed to be added to the initial draft being reviewed, such as microbiology, radiochemistry, asbestos analysis and WET testing.

Additional comments were that the policy should be implemented through development of SOPs by the individual ABs, and a concern was expressed about how the non-governmental ABs (to be recognized to accredit to the TNI standard) would be impacted by the eventually adopted policy.

Should some percentage of the staff be interviewed? Clearly the size of the lab would be relevant to the overall number of methods being assessed. There was general agreement that requiring method assessments for surveillance assessments should not be part of the policy, since a surveillance assessment can be performed for any of a variety of reasons. Another commenter noted that the methods selected should be different at each assessment

## I. PURPOSE AND APPLICABILITY

Each recognized NELAP Accreditation Body (AB) understands that confidence in its accreditation decisions needs to be instilled in many affected parties, inclusive of laboratory clients, officials making environmental protection and public health decisions, users of analytical data, the laboratory community seeking competent subcontractors, NELAP AC members granting secondary accreditations, and The NELAP Institute. The principle of recognition is also a fundamental concept in a national environmental laboratory accreditation program.

This policy establishes the minimum requirement and the procedure NELAP ABs will use to select the number and type of test methods to include in assessments and how to identify and document the review of preparatory methods during the NELAP accreditation process. In some cases TNI AB's itemize preparatory methods on the scope of accreditation, along with the determinative methods, while in other cases, the preparatory methods are not identified individually or at all on the scope of accreditation. This policy provides a framework for selection, assessment, and documentation of all types of methods. The policy is intended to provide assurance for all parties to the NELAP Mutual Recognition Policy 3-100 and all other stakeholders to be assured that equivalent practices for the selection and assessment of test methods is followed by all NELAP ABs

This policy does not establish procedure requirements for test method review by NELAP ABs. Minimum requirements and guidelines for test method review are specified in SOP XXXX. This policy applies to the assessment of all NELAP fields of accreditation, regardless of regulatory program.

## II. SUMMARY

The policy establishes the responsibilities of NELAP ABs for the review and representation of test and preparation methods during on-site assessments for purposes of NELAP accreditation.

## III. DEFINITIONS – need to identify items belonging in this section

All definitions are incorporated by reference to maintain consistency within the TNI organization.

Field of Proficiency Testing (FoPT) as defined in Vol 1 Mod 1 and Vol 3

NELAP Accreditation Body as defined in Vol 2, Mod 1, and Vol 2, Mod 2

NELAP Accreditation Council as defined in the TNI Bylaws 2010, as amended

Standard as defined in Vol. 1 Mod. 2

Conformity Assessment Body as defined in Vol.2 Mod. 3

Primary Accreditation Body as defined in Vol. 2 Mod. 2

Secondary Accreditation Body as defined in Vol. 2 Mod. 2

~~Secondary Accreditation Body as defined in Vol. 2 Mod. 2~~

#### IV. RESPONSIBILITIES OF A NELAP ACCREDITATION BODY FOR INITIAL ASSESSMENT AND REASSESSMENTS

##### Determinative Methods Specific to Drinking Water

The EPA OGWDW expects NELAP ABs to assess each drinking water test method for which the laboratory holds or seeks NELAP accreditation with each on-site assessment. Therefore, all NELAP ABs shall comply with this EPA expectation and assess each drinking water test method during each initial assessment and each subsequent reassessment.

##### Determinative Methods for Fields of Accreditation Non-specific to Drinking Water

Ideally, the NELAP AB would assess each test method associated with each field of accreditation for which the laboratory seeks NELAP accreditation. However this recommendation may be impractical based on size and complexity of the laboratory scope of accreditation. For the initial assessment and reassessment of the laboratory for non-drinking water fields of accreditation the NELAP AB shall review a representative number of test methods to assess competency associated with each field of accreditation for which the laboratory seeks or maintains NELAP accreditation.

With representative sampling the NELAP AB shall select a subset of tests methods to assess that accurately reflects the non-drinking water scope of accreditation. Subsequent audits should focus on different methods than the previous.

The approach to establish the methods to audit must cover the technologies and matrices in question. Recognized technologies and matrices are established via the PT Program Executive Committee on the FOPT tables. Within a given technology, consideration must be given to class of compound, requirement for sample pretreatment or preparation, differences in types of detection systems, and sample matrices. For example: assessment of GC/ECD for an extractable class of compounds would not be a sufficient review for GC/PID for volatile organic compounds.

Where multiple matrices are accredited, such as water and soil/solids, review the technology for each one. Methods that are assessed for the drinking water program should include related methods in the same technology where other matrices are analyzed.

Method defined parameters that do not conform to a listed technology, must be audited individually. Examples are: 1664, BOD, TCLP.

In order to provide coverage of staff various people must be interviewed. Attempt to interview about 10% of the trained staff across the laboratory. All staff involved in every portion of a method procedure should be interviewed. This includes sample pretreatment and/or preparation, sample analysis, data processing, and final review.

### Preparatory Techniques

ABs are expected to document and describe that sample preparation and related methods are assessed during the site visit, in a way that can be displayed explicitly, documented or otherwise accommodated in the scopes of accreditation or in the on-site assessment reports issued to environmental testing laboratories. It must be clear that preparation methods were reviewed and approved, whether considered “accredited” or not, so long as that technique is transparent and explicit about the preparation steps addressed.

Accreditation scopes are currently represented in three main ways: 1) All combinations of preparation, cleanup, and analytical methods, by analyte and matrix are included 2) Scope lists matrix, methods, and analytes, but lists preparation methods and cleanup methods individually and those are not linked to any specific determinative methods, matrix and analyte 3) Accreditation scope lists only matrix, the determinative analytical method(s), and analytes, with prep methods reviewed as described in the assessment report.

The AB shall confirm, during laboratory assessments, that the method and analyte listed on the accreditation scope meets some defined method validation and performance criteria for sensitivity, accuracy, precision, and selectivity. When a laboratory intends to seek secondary accreditation from an AB that accredits preparation methods, where the primary AB does not, the laboratory must inform the assessment team during the site assessment that this circumstance exists.

Preparatory techniques exist within some analytical methods and as stand alone for use with multiple types of analyses. It is expected that the on-site assessment report from the Primary TNI AB will clearly list those preparation and cleanup techniques that were observed to ensure conformance with the TNI Mutual Recognition Standards. Typical techniques are listed in the tables below and should reference determinative method(s) and, where appropriate, each applicable matrix and chemical class of analytes. The evidence used to assess those preparatory methods should be clearly identified; which may require that the laboratory SOPs be detailed enough to inform the Primary AB of the criteria that the laboratory uses to choose a particular preparation method (versus analyze the sample directly) and to clean up an extract (if cleanups are not the norm for all samples).

<b>Organic Preparation Techniques</b>	SVOC/ BNA	SVOC/ PAH	Pest (OCI)	Pest (OPh)	PCB	TRPH	Herbs	PCDD/ PCDF
<b>Aqueous Matrices</b>								
Liquid-Liquid Extraction - Sep funnel	X	X	X	X	X	X	X	X
Continuous Liquid-Liquid	X	X	X	X	X	X	X	X
SPE	X	X	X	X	X	X	X	X
Micro-extraction	X	X	X	X	X	X		

<b>Solid Matrices</b>								
Microwave Extraction	X	X	X	X	X	X	X	X
Sonication	X	X	X	X	X	X	X	X
Soxhlet	X	X	X	X	X	X	X	X
Automated Soxhlet	X	X	X	X	X	X	X	X
Pressurized Fluid Extraction	X	X	X	X	X	X	X	X
Super Critical Fluid Extraction		X		X	X	X		
Waste Dilution	X	X	X	X	X	X	X	X
<b>Extracts</b>								
Alumina	X							
Alumina Column						X		
Florisol	X	X	X	X	X	X	X	X
Silica Gel	X	X	X		X			
Gel Permeation Cleanup	X	X	X	X	X	X	X	X
Acid-Base Partition Cleanup	X	X	X				X	
Sulfur Cleanup			X	X				
Sulfuric Acid/ Permanganate Cleanup					X			

<b>Inorganic Preparation Techniques</b>	<b>Matrices</b>
TCLP (organic/inorganic)	Liquid, solids, wastes
SPLP (organic/inorganic)	Liquid, solids, wastes
Multiple Extraction Procedure	Liquid, solids, wastes
Alkaline Digestion for Hexavalent Cr	Solids
Microwave assisted digestion (Metals)	Solids
Microwave assisted digestion of Siliceous and Organic Matrices (Metals)	Solids
Dissolution Procedure for Oils, Grease, Waxes (Metals)	Oils, greases, waxes
Acid Digestion of Oils (Metals)	Oils, tars, paints, petroleum, etc.
Mercury fractionation by microwave	Solids
Hot Plate Digestion of Metals	Liquids
Hot Block Digestion of Metals	Liquids

## V. RESPONSIBILITIES OF A NELAP ACCREDITATION BODY DURING SURVEILLANCE ASSESSMENTS AND EXTRAORDINARY ASSESSMENTS.

According to Section 6.13 V2M3, NELAP ABs shall have procedures and plans in place for carrying out surveillance on-site assessments and surveillance activities. The surveillance on-site assessments and surveillance activities are to be performed by the NELAP AB between the initial assessment and the reassessment and between each reassessment thereafter.

If the NELAP AB performs surveillance on-site assessments then the AB shall include reviews of representative technology as part of the on-site assessment.

According to Section 3.7 V2M3, NELAP ABs shall perform extraordinary assessments when there is a complaint against the laboratory, changes in laboratory ownership, key personnel, scope of accreditation or other matters that may affect the ability of the laboratory to fulfill accreditation requirements.

If the NELAP AB performs an extraordinary assessment effort due to a complaint about the laboratory's compliance for a test method then the NELAP AB must review the test method as part of the assessment. If the extraordinary assessment is performed in order to add to the laboratory's scope of accreditation; then the NELAP AB shall follow the same guidelines set in this policy for initial assessment.

VI. REFERENCES

TNI 2009 Environmental Laboratory Sector Standard, Volume 2, Modules 1 and 3

VII. DISPUTES

Disputes between or among NELAP accreditation bodies relating to this policy shall be resolved according to the appropriate TNI policy or procedure.

VIII. EFFECTIVE DATE

This policy becomes effective on, and remains in effect until amended or revoked by the TNI NELAP Accreditation Council.

Policy Approved Changes- **Need to update when revision is complete.**

Prev. Policy No.	New Policy No.	Date of Change	Description of Change
n/a	3-XXX	6/20/15	Policy paragraphs approved by LAB Expert Committee edited and formatted into appropriate template for Policy documents, for transmission to LASEC for further review and recommendation to the NELAP AC