

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 October 18, 2016

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 9:00 am CDT on October 18, 2016. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board Chair	√
Kristin Brown	NELAP AB	√
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	Absent
Steve Arms	Chair, TNI Advocacy Committee	Absent
Dave Speis	Chair, TNI Finance Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	Absent

TNI Non-governmental Accreditation Body Recognition Committee (TNRC):

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	√
Judy Morgan, Chair	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	Absent
Yumi Creason	State Accreditation Body	Absent
Marlene Moore	Other, NEFAP Recognition Comm.	√
Ilona Taunton	Evaluation Coordinator and Lead Evaluator	√

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. Update on evaluations

Ilona reported that she has received the last corrective action report for the 3rd accreditation body. She and the evaluators are on schedule to have responses back in a week. Hurricane Matthew may have caused some delays, but nothing significant. Ilona estimates that recommendation packages will be

ready for TNRC consideration by the last week of October or first week of November. However, she suggested that we wait a week or so before setting up the TNRC meeting. All agreed that the recognitions can be granted when all are ready, and we can have a more formal acknowledgement at the Houston meeting. Alfredo reminded everyone that we will need to follow up the recognitions with a review of the evaluation process for lessons learned and any needed revisions to the evaluation SOP.

3. Reorganization of TNI recognition activities

Prior to the meeting, Alfredo sent a revised organization chart which showed the linkage between the core programs and recognition services. Comments on this proposed organization included:

- We should keep confidentiality in mind as we consider the organizational structure.
- One recognition committee for all programs could be acceptable as long as conflict of interest is minimized.
- Does the recognition committee report to the TNI Board or the committee they serve?
- Should we have the TNRC just make a recommendation back to the program and the program executive committee makes the final decision? In this case, we will have to consider the balance of the executive committee, e.g. producer, recognizer, user community, etc. We also need to give state ABs input into the recognition of NGABs.
- We could consolidate all recognition recommendations under one umbrella.
- On Alfredo's organization chart, we need to re-name NELAP as "Environmental Laboratory Standard"
- For NGABs, the TNRC would make all recommendations to the program executive committees.
- Move Recognition from its current position to a position between the Board and The Core Programs to make it very clear that Recognition was involved in accreditation activities.
- For state ABs, the NELAP accreditation council would continue to make recognitions.
- The LASEC would grant recognitions for NGABs seeking environmental laboratory standard recognition.
- We will need to re-consider balance on the LASEC. Currently, there are no 3rd party accreditors. Judy thinks the LASEC could handle the workload. They would need to revise their charter.
- This approach limits personal liability and makes the process more consistent.
- We will also need to reconsider the composition of the TNRC as we go forward.

4. Next steps

Alfredo will re-work the organization chart to clearly reflect today's discussion. We will need to have the full participation of all members before we go forward with a recommendation to meet the deadline that the TNI Board has set. In order to do that, members agreed that an extra meeting was needed.

5. Next Meeting

A special called meeting of the NGAB working group and TNRC will be held on Tuesday, November 1, at 9:00 am Central time.