

Non-Governmental Accreditation Body Working Group  
February 24, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 1:00 PM CST on February 24, 2014. The following members were present:

<b>NAME</b>	<b>Stakeholder Group</b>	<b>PRESENT</b>
Alfredo Sotomayor, Chair	TNI Board member	√
Marlene Moore	NEFAP	<b>Absent</b>
Kristin Brown	NELAP AB	<b>Absent</b>
Jim Todaro	Laboratory	<b>Absent</b>
Cheryl Morton	Non-governmental accreditation body	√
Steve Arms	Chair, TNI Advocacy Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	√

2. Approval of Minutes

Minutes from previous meetings were not considered at this meeting.

3. Review of comments received on draft of the Evaluation SOP

Alfredo indicated that in addition to the comments received during the formal session in Louisville to discuss the draft SOP, he has also received comments from Randy Querry, A2LA, and Cathy Westerman, VA DGS, a NELAP AB.

He also has received comments questioning the composition of the TNRC. The commenter wanted to know if the TNRC would be composed of all TNI Board members or others with no representation from the Board. There was concern about potential conflicts of interest. After discussion, the working group felt that the current language in the draft SOP was adequate. There may or not be a Board member on this committee and there are opportunities to address

conflicts of interest already built in to the process. TNI's vision is for this Committee to be the most qualified for the job.

The following comments from the Louisville session were then considered:

- Section 4.0: revisit definition of "evaluation coordinator" after modifications to Section 5.0 and EC qualification and duties-AGREE
- Section 4.0: Use the 3 part definition of finding-AGREE. Make corresponding changes to SOP where "findings" terminology used.
- Section 4.0: Add definition of "observation"- AGREE
- Section 4.0: Add definition of "evaluation team" – AGREE
- Section 5.0 and throughout: Replace term "familiar with" with "knowledgeable and have experience with" – AGREE
- Section 5.1: composition of TNRC. See above. Leave as currently drafted.
- Section 5.2: Review decision rules in light of recusal of one member. Comment goes under 6.14. Take under advisement for now.
- Section 5.3.4: Needs to be clarified. Who is responsible for carrying out the TNRC decision? Who notifies the Board? See Section 5.5.
- Section 5.4: QA is not defined in current SOP and is not part of EC duties. Need to revise EC qualifications to include. Use NELAP SOP language.
- Section 5.6: Qualifications of ET. Clarify that team collectively has these qualifications-AGREE
- Section 6.1: three year vs. four year evaluation cycle. Leave as written for now. Pursue discussion with EPA Office of Water.
- Section 6.4.2: Replace "precede" with "proceed" and be specific about what "on time" means, whether 30 or 45 days. AGREE
- Section 6.6.1.3: The AB may not be able to provide a lab accredited to the TNI-standard. Specifically state that DoD or DOECAP standard would be acceptable-AGREE
- Section 6.9: Add "as determined by the LE" to the end of the paragraph-AGREE
- Section 6.11: Clarify which findings need to be explicitly addressed with corrective actions-AGREE
- Section 6.12: All non-conformities should be addressed before initial recognition is granted-AGREE
- Section 8.0: Confidentiality not adequately addressed-TABLE FOR NOW

#### 4. Next steps

Additional comments will be considered at the next meeting of the NGAB working group.

Remaining tasks include:

- Completion of appendices
- Finance Committee needs to develop a budget for the program to determine fees

- Appoint the TNRC (need to be thinking about good candidates)
- Develop training course as described in 5.1.5
- Announce roll out of program at summer meeting

#### 5. Next Meeting

The next meeting will be Thursday, March 13, 2014, at 10:30 Central.