

Non-Governmental Accreditation Body Working Group
April 1, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on April 24, 2014. The following members were present:

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

2. Approval of Minutes

Alfredo asked members to review the minutes of the previous meeting and send changes or additions to Carol.

3. Review of remaining tasks

The group discussed the process for appointment of members to the TNRC. It was agreed that the TNI Board should begin this process so that members could participate in some of the remaining tasks. Under the current TNI operating procedures, Steve Arms chairs the Nominating Committee. It currently consists of 3 people, Steve, Lara Phelps, and Aurora Shields. Steve suggested that two additional people with experience from NEFAP be added.

At the May TNI Board call, Jerry will request that the Board appoint a special ad hoc Nominating Committee to come up with a slate of candidates for the TNRC. The call for nominations will be posted on the TNI website. Jerry suggested that a variation of the nominating SOP for the TNI Board would be appropriate for this process. Jerry volunteered to create a draft to submit to the Policy Committee and TNI Board. Work group members agreed that a goal for the composition of the TNRC would be 1 TNI Board member, 1 lab representative, 1 NELAP AB, 1 member of the NEFAP executive committee, and 1 "other". The term will be 3 years.

The Finance Committee will be responsible for developing a budget for this program and determining fees for applicant ABs. The work group agreed that the Finance Committee should assume that the lead evaluator is a contractor and factor in that cost. If NELAP ABs want to participate on the evaluation team, the applicant AB will pay the travel costs. Teams will need to be large enough to cover all required skills. Most will probably be at least 3 members.

Training on the SOP needs to be developed by a contractor. In the past, TNI has paid the developer of the course and trainer, and training was free to attendees. The current NELAP evaluator training is 10 hours with a test at the end. Jerry noted that it is good to offer the course live the first time and then consider whether to offer online.

Note: Add to the SOP that the Evaluation Coordinator (EC) must take the course. Also add EC travel costs to the budget.

4. Unresolved issues and needed SOPs and appendices

Jerry will draft the Nominating SOP for the TNRC. Carol will have a draft timeline appendix and appendix for opening and closing meetings at the next meeting.

Regarding unresolved issues, the working group decided:

- The definition of evaluation coordinator was adequate for now.
- Section 5.2: Review decision rules in light of recusal of one member. Comment goes under 6.14. Take under advisement for now. **Leave as is. No change for now.**
- Section 6.1: Three year vs. four year evaluation cycle. Leave as written for now. Pursue discussion with EPA Office of Water. **No change.**
- 6.6.1.7 RQ4 Assessors may not be present at the NGAB headquarters. It may be prudent to include a clause that the LE makes arrangements with the NGAB in advance of the on-site so that interviews via telephone can be scheduled. (Interviews may not be valuable since records will be reviewed and an on-site assessment will be evaluated.) After extensive discussion, the working group decided to present this as an unresolved issue. **Present for discussion at summer meeting.**
- Section 8.0: Confidentiality not adequately addressed. **No change.**

5. Next Meeting

The next meeting will be Thursday, May 8, 2014, at 10:00 Central.