

Non-Governmental Accreditation Body Working Group
June 3, 2015

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:00 am CDT on June 3, 2015. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

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

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

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	√
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
Joe Aiello	NJ DEP (State NELAP AB)	Absent
Marlene Moore	Other, NEFAP Recognition Comm.	Absent

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

2. Chicago meeting plans

Alfredo asked for suggestions for the agenda at the Chicago meeting. After discussion, members agreed to the following agenda:

- Plans for appointing a lead evaluator for NGAB evaluations
- Steps to final implementation

Alfredo also noted that the NGAB/TNRC meeting in Chicago was scheduled for 1:00-5:00 pm on Wednesday afternoon, July 15. Members didn't think the meeting would last that long, so Jerry suggested shortening it to 3:30-5:00 pm the same day. All agreed.

3. Lead Evaluator

There were no responses to the RFP for a lead evaluator (LE) for NGAB evaluations. Alfredo reported that a small group had considered options and recommends that the LE role be assumed by TNI staff. Jerry recommended that Ilona Taunton be appointed to the LE role for NGABs. The members also suggested that the LE and evaluation coordinator (EC) roles be combined for the initial round since we believe there will only be small number of applicants. It was noted that we may need to have peer support for oversight and spot checks. Jerry noted that the TNI QMP can provide a process to address any problems that might come up.

Judy Morgan moved to approve Ilona as the LE/EC, Daniel Lashbrook seconded the motion. Kim Watson, Judy, and Daniel voted in favor. Alfredo asked that the other members of the TNRC not present be allowed to vote by email.

Note: An email request for vote was sent to Marlene Moore and Joe Aiello. Marlene abstained and no response was ever received from Joe (He may still be on sick leave).

Motion passed.

4. Next steps for implementation

In order for Ilona to begin serving in the role of LE/EC, she will need to take the NGAB evaluator training. Jerry would also like for her to observe the Virginia NELAP evaluation which is scheduled for July 27-29.

Alfredo proposed that the NGAB program could then begin accepting applications by August 1. The original timeline allowed a 45 day window for NGABs to submit applications so that the first round of applicants could all be recognized at once. Using this timeline, TNI might be able to recognize the first round of applicants at the winter meeting in Oklahoma City.

5. Logo

Alfredo reported that in his discussions with the NELAP AC it was clear that a single logo for all labs accredited to the TNI standard will not work. We will need to design a different logo for labs accredited by NGABs. The logo will be similar, but different. Jerry is working with Brooke on this.

6. Next Meeting

The next meeting of the NGAB Working Group and NGAB will be Wednesday, July 15, in Chicago unless an additional meeting needs to be scheduled prior to that time.