

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 September 17, 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 September 17, 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	Absent
Daniel Lashbrook	Laboratory	Absent
Vacancy	State Accreditation Body	
Marlene Moore	Other, NEFAP Recognition Comm.	Absent
Ilona Taunton	Evaluation Coordinator	√

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

2. Complaint update

Alfredo reported on the status of the complaint that was filed concerning the NGAB recognition effort. The complainant alleged that TNI is operating outside the boundaries of the TNI bylaws and that in effect TNI has created a new core program. The complainant also asked that the NGAB working group be disbanded and that TNI take their recommendations under consideration. If accepted, TNI should create

a balanced committee to run the new core program. Alfredo reported that the Policy committee had assigned the complaint to a subcommittee to investigate. The team has made recommendations to Policy which will be considered at their next meeting. After Policy reviews and accepts the recommendations, the complainant will be notified of the outcome.

3. Application update

Ilona reported that three applications have been received for consideration during the first round. These applications are from A2LA, ANAB, and Perry Johnson. Ilona set up folders in Drop Box for the applicants to submit their materials. On first glance, it appears that each applicant has submitted all required materials, but the official administrative review has not been done. Ilona will be consulting with Marlene on the composition of the evaluation teams, based who completed the training. Ilona noted that each step of the process will have to go without complications for the all of the recognitions to be announced at the January meeting.

4. Questions from Marlene

- There were a few questions that were raised since the EC and the LE are now the same person - Some decisions will now be done by this one person rather than two people - Please take a look at the SOP 7-100(draft) and review it with this in mind so we can be sure to move forward in a way the committee wants us to proceed.

The committee agreed that the entire Evaluation SOP will need to be reviewed after this first round of application to see what worked and what didn't work and make the appropriate revisions.

- If a delay occurs in the process can the EC/LE alone approve this delay without penalty to the NGAB? Or must this decision be made by the TNRC or the NGAB committee?

The committee believes that the TNRC is the appropriate authority to approve delays or other issues when there is a conflict between the role of the EC and LE under the current version of the SOP.

- Does the NGAB have to complete the NELAP checklist as part of the submittal? It is not really clear and I have had a question from an NGAB that is preparing the application. Were the NGAB's sent a copy of the NELAP checklist to complete?

The SOP does not specifically require the applicant to fill out the Technical Checklist although it is strongly encouraged. Ilona noted that the checklist is included with the application and all the other documents on the website under TNI Board/NGAB. During the training, people left with the understanding that it did need to be completed. When the SOP is updated, this should be clearly added.

5. Candidate to fill Joe Aiello's vacancy

Alfredo reported that Yumi Creason from the Pennsylvania DEP has been proposed as the state accreditation body candidate to fill Joe Aiello's vacancy. This recommendation will be forwarded to the TNI Board for consideration and approval at the October Board meeting.

6. Logo

As previously discussed, the NELAP AC has stated that a single logo for all labs accredited to the TNI standard will not work. We will need to design a different, but similar, logo for labs accredited by NGABs. Jerry has some ideas and will work with Brooke Conner to finalize this.

7. Next Meeting

The next meeting of the NGAB Working Group and TNRC will be **Tuesday, October 6 at 1:30 pm**. Agenda items will include:

Resolution of the complaint

Logo for NGAB certificates

Progress on applications

Timeline for disbanding the NGAB working group