

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 October 19, 2015

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 19, 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	√
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	√
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	Absent
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
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 that the TNI Board had voted to accept the recommendations of the investigation team and the Policy Committee on complaint # 23. This means that the NGAB working group will continue to exist until the first group of NGABs is recognized or until this group comes up with a report recommending a long term solution to where the TNRC should reside organizationally. Next steps for

the joint TNRC/NGAB working group include: updating the charter for the NGAB working group, developing the report, completing any needed SOP revisions and deciding on a logo for the recognized NGABs and the labs they accredit. Alfredo will work on a response to the complainant.

3. Status of application processing

Ilona reported that she has all the information needed from all of the applicants. She has finished the completeness reviews and is starting work on technical reviews. She has also received available dates for evaluations from the applicants and will be beginning to assemble the evaluation teams. The group recommended that we have at least two people (one in addition to the lead evaluator) on each team. There will be a cost consideration for the AB if there are more than two.

We will need to revisit the issue of scheduling the observations at the next meeting. One applicant cannot schedule an observation until February and another does not have candidates yet. Do we want to hold the others up if all other applicants are finished and one is not ready?

4. Logos, scopes, certificates

Ilona reported that the issue of logos for the NGABs and the labs they accredit had come up. Jerry and Alfredo reminded everyone that the NELAP AC had stated that the logo used by the NGABs had to be distinguishable from the NELAP logos. After discussion, the group agreed to pursue designing a logo that has the same generic design as the NELAP and NEFAP logos, but has a different color and border. For the NGABs, suggested wording was "TNRC recognized (top) accreditation body (bottom)". For the labs, it would say "Accredited Laboratory (top) TNI Environmental Standard (bottom)". Jerry will pursue this design with Brooke Connor.

5. Next Meeting

The next meeting of the NGAB Working Group and TNRC will be **Monday, November 2 at 9:00 am CENTRAL**. Potential agenda items include:

- Logos for NGAB certificates
- Progress on applications
- Scheduling observation visits
- Update charter
- SOP revisions
- Options document