

Non-Governmental Accreditation Body Working Group
December 22, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 1:30 pm CDT on December 22, 2014. 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	√
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.	√

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

2. Technology table

Jerry provided a rough draft of prep method technologies for members' review. Members suggested that we add the prep technologies to the analytical technologies table that Jerry provided and also include a line for "other" in case something additional is needed. We should also make Jerry's table

consistent with LAMS. Several spelling errors were noted for correction. Carol will make the changes and corrections and Jerry will give the prep spreadsheet to Dan Hickman for review.

3. Completeness checklist

Members recommended that this program use the NEFAP completeness checklist as a model for the NGAB program. Carol will modify the NEFAP checklist for committee review at the next meeting. It was agreed that the Lead Evaluator should have input into what is needed for the technical checklist, but it probably will not be much different from the NELAP technical completeness checklist.

4. RFP for evaluator training

Jerry reported that only one response was received to the RFP for evaluator training. Marlene Moore submitted the proposal and will be awarded the contract for training at the Crystal City meeting. It was agreed that the training should be limited to 15 people. The training will be announced on the website, but if more than 15 people try to register, we will need to develop a rationale to choose participants. Potential participants include current NELAP ABs, NEFAP ABs and other 3rd party assessor bodies.

The committee will also need to develop an RFP for the Lead Evaluator. The LE will need to take the training, but can always take it later as a webcast. Questions were posed about whether the trainer could also submit a proposal to be the LE and whether the LE could be a member of the TNRC. There may be a conflict of interest with that arrangement and it will need further discussion.

5. Roll out plan

The roll out plan for NGAB accreditation will be presented in Crystal City at 10:30 on Tuesday morning on February 3, 2015. Carol will develop a draft plan with dates after talking with Ilona about lessons learned from the NEFAP roll out.

6. Next Meeting

The next meeting will be January 12, 2015, at 10:30 am CENTRAL time.

Potential items for discussion at the next meeting include:

- Roll out plan
- RFP for Lead Evaluator
- Modified completeness checklist
- Plans for Crystal City