

Non-Governmental Accreditation Body Working Group  
April 22, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on April 22, 2013. The following members were present:

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

2. Approval of Minutes

Steve Arms moved approval of minutes from the April 8, 2013, meeting. Cheryl Morton seconded. All present voted in favor.

3. Recognition Process Spreadsheet

The working group continued review of the Recognition Process Spreadsheet. Alfredo suggested that we complete this spreadsheet and then merge it with the comparison document that Jerry Parr created. Discussion on each topic is listed below:

**Maintenance of Recognition**

- Add “terms of recognition” to the list of issues to resolve. The renewal cycle is different for NELAP (3yrs) and NEFAP (4 yrs). This may be an issue for ABs who want recognition in both programs. ILAC recognition is 4 years. The 3 year term in NELAP comes from the

drinking water program (codified in Part 142). It may be difficult to harmonize NEFAP and NELAP renewal terms.

- The 1999 NELAC standard used to have a 2 year renewal cycle, with 2 years being a paper audit and 4 years being a complete onsite. We could consider an annual renewal cycle with an onsite every 4 years. This would require a change in the standard.
- We should determine if it is necessary to maintain a renewal cycle consistent with the drinking water program. This may be difficult to change because some EPA Regions recognize NELAP and some don't. We could meet with EPA DW program and discuss options. We should emphasize to EPA that we are willing to evaluate the ABs ability to accredit laboratories. With current budgetary constraints, this might be a good time to approach DW program.
- Change the term "coordination" to "communication". We will need to establish a mechanism to maintain consistency between the state ABs and the NGABs. At the Denver meeting, it was proposed that the NGAB have a council and invite the NELAP ABs who are able to participate. Any inconsistencies among NGABs could be handled during the recognition process.

#### **Document Repository**

- This will be needed and should follow the TNI policy for document storage and retention.

#### **Standards Interpretation**

- Need to make sure that NGABs are aware of the standards interpretation process although they may not want to be involved to the extent that the NELAP AC is involved.
- There should be some avenue for involvement of NGABs if they want to be involved.
- TNI could establish a committee with the NELAP AC and recognized NAGBs to provide comments and handle decision making for some interpretations.

#### **Complaint Resolution**

- NGABs do have processes for complaint resolution. The general TNI complaint resolution process should also be available to them and to anyone having concerns with any particular NGAB.

#### **Accrediting PTPs, Labs, and FMOs**

- NGABs may be able to accredit all three and although those activities are not incompatible, the PTP accreditation process may need some separation from the other two activities.

#### **Bundling Accreditations**

- We should explore ways of consolidating the evaluation processes for efficiency.

#### **Availability of Records of Accreditees**

- NGABs may have to establish procedures, by agreements with clients, to provide accreditation records requested by other ABs and government agencies.

#### **Sponsorship Conflicts**

- TNI includes language in all sponsorship agreements addressing this. This does not appear to be an obstacle.

#### 4. Next Steps

Alfredo asked members to think about best practices for drafting the NGAB accreditation documents.

Alfredo will update the NGAB Skeleton spreadsheet to reflect the Task Force discussions.

Jerry will continue incorporating NEFAP and NELAP elements to the skeleton spreadsheet.

#### 6. Next Meeting

The next meeting will be Monday, May 13, at 10:00 am CDT.

The NELAC Institute  
Non-Government Accreditation Body Task Force  
April 22, 2013

- 10:00 Welcome
- 10:05 Approval of Minutes
- 10:10 Continued Discussion of Recognition Process (Spreadsheet)
- 10:30 Who, How, When, Where: Drafting Documents
- 11:00 Review of Side by Side Evaluation SOP Document
- 11:20 Next Steps/Future Assignments
- 11:25 Adjourn