



Policy TITLE:	Changes to AB Operations
Policy NO.:	3-101
REVISION NO:	
Program	National Environmental Laboratory Accreditation Program

LAS Executive Committee Approved Date:	6/10/13
NELAP AC Approved Date:	7/26/13
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1.0 PURPOSE AND APPLICABILITY

This policy establishes the basic obligation of NELAP Accreditation Bodies (ABs) to notify the NELAP Accreditation Council (AC) of significant changes and describes the appropriate responses of the AC to those changes.

This policy applies to the NELAP AC and the NELAP ABs that comprise it.

2.0 RELATED DOCUMENTS

TNI SOP 3-102, Evaluation of Accreditation Bodies

3.0 DEFINITIONS

All definitions are incorporated by reference to maintain consistency within the TNI organization.

- 3.1 NELAP Accreditation Body as defined in Vol 2, Mod 1, and Vol 2, Mod 2
- 3.2 NELAP Accreditation Council as defined in the TNI Bylaws 2010, as amended
- 3.3 NELAP Evaluation Team as defined in the NELAP Evaluation of Accreditation Bodies SOP 3-102

4.0 BASIC OBLIGATION OF EACH NELAP AB

Each NELAP AB shall notify both the Chair of the NELAP AC and its Program Administrator (PA) of any change in the AB's environmental laboratory accreditation program areas, as listed below. In the case of the AB represented by the Chair, the Vice Chair and PA shall be notified. This notification shall be made within thirty (30) days of the change.

Changes to NELAP AB Operations

Items 1 through 3 require that the AB provide evidence that the requirements of Volume 2 of the Standard continue to be met.

- 1) the authority to accredit laboratories as stated in the statutes, regulations and promulgating instructions establishing and governing the AB's environmental laboratory accreditation program and the AB's ability to carry out that program's responsibilities, including its inspection and enforcement authorities;
- 2) the organizational structure including the location of the AB program within a larger organization, managerial personnel, individuals holding signature authority for certificates of accreditation, and substantial changes to its resources such that audits, proficiency testing review and other evaluative functions cannot be performed within the time frames defined in Volume 2 of the Standard. The AB must also report changes in personnel resources such that the AB cannot meet the requirements of Volume 2 of the Standard for the AB's scope of accreditation;
- 3) the rules, regulations and policies as well as enforcement and inspection authorities of the AB, excluding individual standard operating procedures or guidance documents for laboratories;
- 4) the mailing address and office location, home page on the Internet (URL address) telephone and facsimile numbers and electronic mail address;
- 5) the analytical disciplines (fields of accreditation) for which the AB offers accreditation;
- 6) the contractual arrangements, including but not limited to conflict-of-interest policies and personnel qualifications applicable to laboratory accreditation functions contracted out by the AB

5.0 RESPONSE OF THE NELAP AC

The Chair of the NELAP AC may request or direct the PA to request further documentation, consultation with the AB's most recent evaluation team or a new evaluation including an on-site visit to verify that changes in the AB's NELAP-recognized environmental laboratory accreditation program do not place that program out of compliance with the current standard. At minimum, the notification should be noted in the next meeting minutes. Changes to the physical or electronic addresses of the organization will not warrant re-evaluation, nor will most staffing changes. Changes to statutes, regulations or use of contracting to perform accreditation functions will likely require more detailed examination to determine impacts on the program's ability to perform in accordance with the Standard.

Policy Approved Changes

Prev. Policy No.	New Policy No.	Date of Change	Description of Change