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| <b>Policy TITLE:</b> | <b>Accreditation Process Policy for Field Sampling and Measurement Organizations</b> |
| <b>Policy NO.:</b>   | <b>5-100</b>   |
| <b>REVISION NO:</b>  | <b>0.1</b>   |
| <b>Program</b>       | <b>NEFAP</b>   |

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| <b>Committee Approved Date:</b>              | 8-25-08 |
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## 1.0 PURPOSE

The following policy is intended to guide Field Sampling and Measurement Organizations (FSMO) and Accreditation Bodies (AB) through the accreditation process using a systematic method that assures a uniform approach for entities seeking or granting accreditation. Specific requirements that are essential to the accreditation process are identified for each type of organization. The requirements direct FSMOs and ABs to procedures that each will use in the accreditation process.

## 2.0 SCOPE

This policy applies to all FSMOs that are seeking accreditation for field sampling and measurement activities using Volume I of The NELAC Institute (TNI) Sampling and Measurement Organizations Standards or ISO/IEC 17025 based consensus standard for FSMOs that are equivalent to the TNI standard and accepted by the accreditation body. This policy also applies to Accreditation Bodies who will be assessing and evaluating FSMO applicants for compliance with the specifications of Volume II of the TNI Sampling and Measurement Organizations Standards.

## 3.0 FSMO ACCREDITATION POLICY

3.1 Accreditation Application. FSMOs seeking accreditation submit initial applications to a recognized independent or governmental FSMO accreditation body. The applicant defines a requested scope of accreditation. The sampling and measurement techniques within that scope are identified in the applicant's quality system manual.

Multiple Facility FSMOs may submit applications for satellite offices operating under the same quality system umbrella. A satellite office operating under a different Quality System shall apply as single facility organization.

3.1.1 The applicant specifies sampling and measurement categories in the application.

- 3.1.2 The quality system manual addresses all sampling and field measurement technologies, which have been requested for accreditation.
- 3.1.3 Applications include documentation supporting accreditation of the specific sampling and field measurement technologies requested.
  - 3.1.3.1 Detailed standard operating procedures for each sampling and field measurement technology must be provided
  - 3.1.3.2 Satisfactory proficiency test data for each field measurement technology is submitted with the application as applicable and available.
  - 3.1.3.3 Demonstration of capability information is required.
  - 3.1.3.4 Documented sensitivity demonstrations are submitted for each field measurement technology.

3.2 Applicant Assessments. The AB assessment team performs an initial review of qualifications documentation prior to the on-site assessment. On-Site assessments are initially conducted at the Organization’s headquarters office where the quality system evaluation is conducted. The implementation assessment of the quality system for field applications is performed at job sites. Assessments of field measurement technologies are performed in field locations only and are conducted by a qualified assessor.

3.3 Granting Accreditation. Accreditation for field sampling and measurement activities is granted on a matrix specific basis in the broad categories of air, solids, water, biologicals and chemical wastes to FSMOs demonstrating an extension of their quality system to the technical sampling and measurement requirements for each specific matrix.

3.3.1 Extending Accreditation. Applications are submitted to ABs for previously unaccredited matrices. The application includes documentation to support accreditation of the new matrix.

3.4 Continued Accreditation. A biennial accreditation renewal follows the procedure used for initial accreditation application. Supporting documentation is not required for renewal unless new sampling or field technology accreditation categories are being added.

3.4.1 Continuing Assessments. ABs conduct biennial follow-up assessments of accredited FSMOs.

3.4.2 Proficiency Test (PT) samples for accredited field measurement technologies are analyzed annually and submitted to the accreditation body.

**Policy Approved Changes**

| Prev. Policy No. | New Policy No. | Date of Change | Description of Change |
|------------------|----------------|----------------|-----------------------|
| n/a              | 5-100 Rev 0.1  | 3-10-12        | Updated format.       |
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