

**Accreditation Body Expert Committee
Teleconference Minutes
December 15, 2009**

1 Attendance

Joseph Aiello	Present
Dan Dickinson	Present
Jane Wilson	Absent
Jeff Flowers	Present
Lynn Bradley	Present
Sharon Mertens	Present
Steve Arms	Present
Steve Stubbs	Excused

2 Minutes from August 2009 San Antonio and November ABC Meetings

The ABC approved the minutes of the August 2009 and November 2009 meetings.

Action: Joseph Aiello will forward both sets of minutes to the TNI Webmaster for posting on the TNI Website.

3 ABC Membership

The addition of the following three individuals as members to the ABC was confirmed by Steve Arms and Jerry Parr: Kevin Kubik (USEPA), Rebecca Pierrot (ALS Env Lab) and Bethany Piper (PA DEP). These members will begin their terms effective January 1, 2010. The ABC is of the opinion that all three have terms of three years. The ABC also discussed the remaining terms of current members and could not agree as to number of years left on each ABC member's term. Further information is needed.

Action: Sharon Mertens will research her records to determine if she has the information available.

4 Secondary Accreditation

The requirement that Recognized Accreditation Bodies accept Primary Accreditation for the purpose of granting Secondary Accreditation was discussed. It was felt by all ABC members that it is important for the NELAP to have a written and fully acceptable policy for Recognized ABs to follow. A limited discussion also was held as to the recent activities of the NELAP Board for establishing a documented policy. ABC members also felt that, if appropriate, the committee could offer its resources to activities involved in developing a policy. Also, the ABC mostly thought that it was most appropriate for it to wait to see the result of the NELAP Board's activities on this matter.

Action: Jeff Flowers will discuss future ABC activities with the LASC Chair. Steve Arms will discuss at the next NELAP Board's meeting that this matter is discussed.

5 ABC Committee Charter

The most current version of the ABCs charter was discussed. Further minor changes are needed before the charter can be considered final.

Action: Joe Aiello will make additional changes to the draft and circulate before the next meeting.

6 NELAP Assessor Training

Steve Stubbs continues to work to seek information from Texas A&M since it's the ABC's understanding that the university is offering a successful training program for wastewater plant operators and water purveyor staff.

Action: Steve Stubbs will obtain more detail about the Texas A&M program for use as the ABC decides on any future plans.

7 Evaluation of Accreditation Bodies SOP

The draft Evaluation of Accreditation Bodies SOP was briefly discussed. The ABC decided that the draft was ready for limited distribution for comment.

Action: Sharon Mertens will forward the draft to Carol Batterton with a request for her to distribute to AB evaluators and NELAP ABs.

8 Next ABC Teleconference

Date: January 19, 2010

Dial-in Number: 1-270-696-2525

Participant Access Code: 77621#