1. Roll Call and Introductions

Committee chair Jeff Flowers called the meeting to order at 12:00 PM on October 16, 2007. Members present included: Dan Dickinson, Lynn Bradley, and Linda Geddes.

2. Minutes

Minutes were presented. Lynn Bradley moved to accept and Linda Geddes seconded. Approval was unanimous by voice vote.

3. Discussion

Lynn Bradley reported on TNI events. She has been asked to serve as the Accreditation Coordinator for TNI under the NFSTC contract. She reports her duties will include;
- Review applications for completeness
- Review reports from accreditation teams (will not write reports)
- To recommend team composition
- Meet with NELAP Board
- Meet with Regional EPA Coordinators

Lynn states that there must be a policy for dispute resolution process prior to January 2008.

The AB committee then discussed the following:

a. What the format of this policy should be.
   - 1-obtain SOP for SOPs from the Policy Committee, 2-obtain the SOP from LASC for Standards Interpretation and use this format.

b. Who adjudicates for the previous NELAC Director?
   - The NELAP Board was suggested.
   - It was pointed out the 17011 refers to “independent persons” to address appeals.
   - Based on the above discussion, the ABC concluded that a functional solution for adjudication could be obtained by having the NELAP Board appoint an independent Accreditation Body Review Board (ABRB)

c. What should the content of this SOP contain?
   - Who would use this SOP?
   - AB’s for consistent standard interpretation.
   - For adoption of standards.
   - Disagreement arises between one AB and others.
   - State to state implementation disputes
   - State to NELAP Board dispute
d. Where should the ABC obtain the language for this task?
   Dan Hickman has provided to the ABC Chair and copy of the original NELAC
   Chapter 6 dispute resolution language.

   The ABC then concluded that our discussions centered on 3 tasks:
   1-who uses it,
   2-how do they get the process done, and
   3-what board appointed by whom accomplishes the resolution.

4. Next Steps

   Chair to send NELAP language to ABC

   Chair to obtain the SOP format from LASC Chair to draft the appeals process/dispute
   resolution document for next meeting discussion.

   ABC to produce SOP prio to dead line.