

Non-Governmental Accreditation Body Working Group  
February 3, 2015

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 8:00 am CDT on February 3, 2015, in Crystal City VA. The following members were present:

**Non-Governmental Accreditation Body (NGAB) Working Group:**

<b>Name</b>	<b>Stakeholder Group</b>	<b>Present</b>
Alfredo Sotomayor, Chair	TNI Board member	✓
Kristin Brown	NELAP AB	✓
Jim Todaro	Laboratory	<b>Absent</b>
Cheryl Morton	Non-governmental accreditation body	✓
Steve Arms	Chair, TNI Advocacy Committee	✓
Dave Speis	Chair, TNI Finance Committee	✓
Carol Batterton	TNI staff support	✓
Jerry Parr	TNI Executive Director	<b>Absent</b>

**TNI Non-governmental Accreditation Body Recognition Committee (TNRC):**

<b>Name</b>	<b>Stakeholder group</b>	<b>Present</b>
Kim Watson	Accredited FSMO, NEFAP EC	✓
Judy Morgan	Laboratory, LASEC Chair	✓
Daniel Lashbrook	Laboratory	✓
Joe Aiello	NJ DEP (State NELAP AB)	<b>Absent</b>
Marlene Moore	Other, NEFAP Recognition Comm.	✓

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. PowerPoint Presentation

Alfredo presented a PowerPoint overview of the activities of the NGAB working group and the TNRC to date along with the proposed next steps. Questions and follow up comments on the presentation included:

- Can staff of NGABs attend the evaluator training webinar that is being planned? Yes.
- How will ILAC recognition and TNI's NGAB requirements be reconciled? This was discussed in the training.
- Is there a process for appeals? Yes, in TNI SOPs.
- What is being done to assure confidentiality? See TNI SOPs
- What is TNI doing to develop the market for NGABs? TNI is promoting the use of NGABs for state labs. Jerry Parr will make sure this is added to the draft strategic plan.
- Have we engaged the EPA drinking water program in this discussion? Yes, and we are aware of the barriers. We look at this as an evolving program and we are just trying to get a structure in place to move forward.

Jerry Parr asked what the logo or seal should look like for recognized NAGBs and labs accredited by NGABs. Suggestions and comments included:

- "TNI recognized accreditation body"
- ILAC signatories would have to use their own symbols plus NELAP or other symbol indicating recognized by TNI
- Is the use of the NELAP logo voluntary for state ABs? Not everyone uses it.
- If the logos are too different, it may create a misunderstanding of "second class" labs and ABs. This would not be an advantage for the labs or ABs.
- Something like the previous NELAP logo that said "Accredited to the NELAC standard" might be good. It should now say "Accredited to the TNI standard".
- Would it be possible for one logo to work for both groups?
- "Accredited to the TNI standard" could work for all TNI accreditation activities.

Alfredo will visit with the NELAP AC on this issue and get their thoughts before moving forward.

### 3. Next Meeting

The next meeting of the NGAB Working Group and NGAB is TBA.

## NGAB Roll Out Task List

Task	Due date	Status
1. Approve Evaluation SOP	3-11-15	
2. Hold evaluator training	2-1-15	Contract awarded
3. Post RFP for Lead Evaluator	2-9-15	
4. Design logo (Brooke?)	4-1-15	
5. Hold assessor training for ABs (or direct to existing webcast on TNI website?)	On website	
6. Create web page for NGABs	Yes	
7. Award contract for LE	3-9-15	
8. Accept applications from ABs	3-2-15 to 4-17-15	
9. Application completeness deadline to be in first class of ABs	30 days	
10. Schedule and conduct onsite evaluations of applicant ABs	Summer 2015	
11. Recommendations for recognition of ABs sent to TNRC	Fall 2015	
12. Grant recognitions	Fall 2015	

