

Non-Governmental Accreditation Body Working Group  
August 7, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 9:00 am CDT on September 3, 2014. 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	<b>Absent</b>
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	√

**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)	√
Marlene Moore	Other, NEFAP Recognition Comm.	√

2. Introductions

Alfredo welcomed the new members of the TNRC and asked them to introduce themselves and their affiliations. Alfredo briefly reviewed the role of the TNRC and indicated that the TNI Board would be appointing a chair of the TNRC at their next meeting. Dave Speis will also be joining the working group as a representative of the TNI Finance Committee.

### 3. Pending items

Alfredo reviewed the activities of the NGAB working group to date and discussed the pending items.

Evaluation SOP. The Evaluation SOP has been completed and the final draft submitted to the Policy Committee. Policy recommended some minor changes for clarification which Alfredo is working to incorporate into the SOP. Alfredo expects to have this revised copy to the TNRC within a week, and then it will go on to the TNI Board for approval.

Supporting Documents. Additional supporting documents will need to be developed. These include the application form, checklists for completeness review and technical review, and templates for the evaluation report and transmittal letters. He expects that we will use the existing NELAP documents with appropriate modifications as the basis for these documents.

Training. A training course on the Evaluation SOP needs to be developed for the evaluation teams. We should consider using the existing NELAP and/or NEFAP training and modify as needed. We could use evaluators that have already been trained with a mini-training to the new SOP. As many as 20-25 may be already trained as NELAP evaluators, and 8-10 are trained for NEFAP.

Webinars have been used for this training in the past. The webinars were free, but by invitation only. NELAP training was 2 days long and NEFAP was 1 day long. There is a test at the end of each course.

Seal. The TNRC will also need to consider what type of seal signifying accreditation that the NGABs will give labs to distinguish between labs accredited by NGABs versus labs accredited by state NELAP ABs. This item needs further discussion and consideration.

### 3. Budget

Alfredo and Dave Speis indicated that the Finance Committee will be meeting on Thursday to discuss fees for this program. Dave stated that the program will need to be self-supporting and the fees will be commensurate with the level of effort involved in accrediting the NGAB. Items that will need to be considered are:

- Evaluation coordinator – labor
- Travel for evaluation team members (paid for by the NGAB?)
- Possible Contract Lead Evaluator –labor and travel

Dave and Alfredo indicated that there will be an estimate of fees by the next meeting. Members suggested that it would be a good idea if we could have an idea of the potential market for the NGABs in order to help justify the fees.

### 4. Next Steps

At the next meeting, Alfredo stated that we will have a list of pending items in priority order for members to review. We will also have an idea of what the fees will look like.

Dave asked if we could also review the target timeline appendix to see if there is any possibility for shortening timeframes.

Alfredo stated that he would like to have this entire process completed and unveiled at the Crystal City meeting in February. There is a lot of work to be done. He suggested that we attempt to meet every two weeks.

#### 6. Next Meeting

The next meeting will be September 23, 2014, at 10:00 CENTRAL time.