

Non-Governmental Accreditation Body Working Group  
 TNI Non-Governmental Accreditation Body Recognition Committee  
 November 2, 2015

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 November 2, 2015. 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 (Geneva Bowman)	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	✓

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

<b>Name</b>	<b>Stakeholder group</b>	<b>Present</b>
Kim Watson	Accredited FSMO, NEFAP EC	<b>Absent</b>
Judy Morgan	Laboratory, LASEC Chair	✓
Daniel Lashbrook	Laboratory	✓
Vacancy	State Accreditation Body	
Marlene Moore	Other, NEFAP Recognition Comm.	<b>Absent</b>
Ilona Taunton	Evaluation Coordinator	✓

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

2. Logos

Alfredo asked members to review the logos prepared by Brooke Connor and circulated before the meeting. There were no comments and all members agreed to go forward the logos for recognized NGABs and NGAB accredited labs as presented.

### 3. Charter

Carol presented the revised charter which indicated that the NGAB working group had been tasked with preparing a concept paper showing options for organization placement of the TNRC. Timelines had also been revised to more accurately reflect the current status. Alfredo suggested adding an additional bullet under key milestones indicating that the working group would be disbanded when the first group of NGABs is recognized or at the time the concept paper was delivered to the TNI Board of Directors, whichever is later. Carol will make these revisions and forward to the Board.

### 4. SOP revisions

The evaluation SOP and needed changes were discussed. Areas for revision include:

- Check SOP language for conflicts between duties of the EC and LE, in light of the fact that the same person is doing both jobs.
- Include a provision for granting requests for extensions if requested by the LE. If LE and EC are the same person, this request should go to the TNRC.
- Include a requirement that the NGAB applicant for recognition should include a completed technical checklist with the application.
- Do a word search for “program” and replace with a more appropriate word.

Carol will draft these changes and send for review prior to the next meeting. The goal is to have the revised SOP finalized at the next meeting and sent to the TNI Board for approval at their December meeting.

### 5. Status of replacement for Joe Aiello

The TNI Board still has to approve the replacement for Joe Aiello. We will try to put this on the upcoming Board agenda, November 4. **Note:** The Board approved Yumi Creason from the Pennsylvania DEP to replace Joe Aiello.

### 6. Options concept paper

The group brainstormed the various options for placement of the TNRC within TNI’s current organizational structure. Options included:

- Leave the TNRC in its current location, reporting to the Board. This may not be practical in the long run, and TNI would have to assign administrative support.
- Attach the TNRC to the LASEC, but separate from the NELAP AC. Members felt this was a logical choice because it is where other laboratory accreditation activities reside, and it would be easy to provide administrative support.
- Combine all recognition/accreditation activities into one program. This would be a big structural change for TNI.
- Use the structure suggested in Marlene’s email – regulated and non-regulated accreditation. Non-regulated accreditation would be NEFAP, lab NGABs, and PTPAs. This option could help streamline the recognition process for third party accreditors who want recognition in more than one program. The group felt this was an interesting, but significant organizational change for TNI. Nevertheless, it should be presented to the TNI Board for consideration, not as a

solution to the current organizational discussion, but as a long term idea for TNI organization.  
**Note:** this concept was proposed to the TNI Board on November 4, and the Board suggested that it be included for discussion at the next strategic planning meeting.

Members suggested that the TNRC remain in its current location until after the first group of NGABs is recognized and then move to the new structure. Carol will begin drafting the concept paper showing the various options discussed along with pros and cons.

#### 7. Applications

Ilona reported that she is putting together the evaluation teams. She has had several volunteers, but needs more. Some people who want to volunteer need the webcast training, and so it should be set up soon.

#### 5. Next Meeting

The next meeting of the NGAB Working Group and TNRC will be **Thursday, November 19 at 9:00 am CENTRAL**. Potential agenda items include:

Progress on applications  
SOP revisions  
Options document