1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:00 am CDT on October 14, 2014. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

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

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

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

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

2. Fees

Dave Speis reported that there had been some minor modification to the fee calculations and the next step is for the board to approve the Finance Committee’s proposal.

3. Application form
Alfredo reported that he, Judy Morgan, and Carol met to develop a draft application form (attached) for the committee to review. Members offered the following comments on the form:

1. Purpose of the application – no change
2. Accreditation body name – no change
3. Accreditation body address – no change
4. Accreditation body telephone, fax, email – no change
5. Environmental Laboratory Accreditation program contact name – no change
6. AB Website with directory of accredited laboratories, if any. Delete text shown and replace with “Submit listing if website link not available”.
7. Hours of operation – no change
9. NEFAP recognition – delete entire section and revise all numbering below.
10. Areas of recognition – change to “fields of Accreditation”. Jerry will send an example table to attach.
11. Additional documentation: changes noted below

   Most recent Internal Audit report
   Most recent Management Review report
   Evaluation Checklist Completed
   Personnel listing, areas of responsibilities, and education and skills for ESMO laboratory accreditation program
   Example Contractual Agreements for subcontracting
   List of contract assessors if not included in Quality Manual
   Assessor qualification descriptions, including contract assessors, for ESMO laboratory accreditation program
   Liability insurance and workman’s compensation insurance coverage
   Please include documentation of additional relevant recognitions

   Requirements: Copy of policy governing the accreditation body use of the symbol including the NEFAP TNI symbol


Carol will make the revisions indicated and send the application form back out for comment.

4. RFP for Evaluator Training

The draft RFP was reviewed. The committee determined that the training needed to be a one day event on Friday if possible at the Crystal City meeting. Note: it was later learned that meeting space was not available on Friday and the training will be held on Sunday. The training will be free, but by invitation only, with a class size limit of 15. We will need the technical checklist to be final before the training.
6. Next Meeting
The next meeting will be December 9, at 1:30 PM CENTRAL time.

Items to be discussed at the next meeting include:
- Revised application form
- Technical checklist
- Status of training RFP