

Non-Governmental Accreditation Body Working Group
December 9, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 1:30 pm CDT on December 9, 2014. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board member	√
Kristin Brown	NELAP AB	√
Jim Todaro	Laboratory	Absent
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	Absent

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

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

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

2. RFP for evaluator training

Carol reported that the RFP for evaluator training has been posted and responses are due next week. Several have already been received.

3. Evaluation SOP

The Evaluation SOP has not yet been approved by the TNI board. Alfredo indicated that Jerry may be waiting for the Board to approve the bylaws changes before he schedules it for Board review and approval.

4. Fees

Dave Speis reviewed the final fee proposal (attached) and indicated that he would get with Jerry about putting this on board agenda for Wednesday. In response to a question, Dave indicated that the LE could assign another evaluator to do the onsite observation if the LE is not technically qualified.

5. Technology table

The committee reviewed the Technology Table that Jerry had forwarded for use with the application form. Members requested that in line 78, "please specify" should be added after "Other".

It was also noted that the table did not include prep technologies and these should be added under "other" as well. NJ and PA have lists of these on their websites and we can borrow from there. It was also noted that this technology table is not consistent with LAMS and it needs to be modified to be consistent with LAMS. Members suggested that the technologies could be downloaded from LAMS.

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.

5. Application form

Members reviewed the revised application form and provided the following comments:

- Revise the numbering beginning at # 9
- # 10 should be revised to say "TNI NGAB symbol"
- We will need to write a contract for recognized NGABs to sign for use of the symbol
- We need to design a logo
- Remove/revise footer on each page of the application

6. Other

Members noted that we need to create a "roll out" plan. The plan should start the program roll out after the Crystal City meeting. We should stage the roll out so that the first class of NGABs are all recognized at the same time. The goal should be to have all NGABs recognized at the same time. Suggested steps in the plan included (not in order):

- Accept applications
- Application completeness deadline
- Recognition award date
- Develop a contract for the LE

- Design the logo
- Create a separate space on the website for the program to include a list of accredited NGABs with appropriate caveats

6. Next Meeting

The next meeting will be December 22, at 1:30 PM CENTRAL time.

Potential items for discussion at the next meeting include:

- Revised technology table
- Application completeness checklist
- Responses to training RFP
- Roll out plan