2007 Highlights
Technical Assistance Committee

THE NELAC INSTITUTE
Newport Beach, CA
January 2008
TAC Charter

Objectives:

- Develop tools and templates to assist laboratories and accreditation bodies with implementing accreditation programs.
- Ensure that training programs relevant to the needs of the stakeholder community are provided.
- Ensure that laboratory assessors have a forum to discuss common issues.
- Develop a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs.
- Provide a voice and solution strategies for small organizations.
- Provide a peer review mechanism for documents as needed and/or requested.
Committee Members

- Barbara A. Escobar (AZ DHS)
- David Caldwell (Oklahoma DEQ)
- Jack Farrell (Analytical Excellence, Inc.)
- Bill Hall (New Hampshire DES)
- Betsy Kent (Reedy Creek Improvement District)
- Kristen Russell (ACZ Laboratories Inc.)

Recent New Additions:
  - John Applewhite (St. John’s River Management District)
  - Maurice Downer (Florida DHS)
  - Leslie Wentland (St. George RFRW Laboratory)
  - Carol Schrenkel (Lionville Laboratory, Inc.)
  - Brooke Connors (USGS)
Technical SOP Template

John Gumppper/Brooke Connors
Administrative SOP Template

Betsy Kent
Admin SOP Format

- Designed for QA and Administrative SOPs
- Flexible
  - Use what is convenient for the procedure being described
  - At the discretion of the author
- Must be clearly organized
- Written so that any member of the laboratory staff may use and understand it.
Admin Required Elements

- **Title Page**
  - Identify the process or procedure in the SOP name.
  - Reference number
  - Page numbering system (e.g., Page X of Y) to include ID of end of document
  - Approving authority
    - (e.g., NELAC (2003) 5.4.3.2.3)
    - May include a signature block

- **Purpose**
  - A brief paragraph

- **Applicability**
  - List the procedures, systems, and personnel that are governed

- **Summary**
  - A brief outline/summary (in paragraph form) of the procedure or system
  - Exclude technical information

- **Procedure**
  - May be labeled in any logical fashion
  - Intent is to guide the reader through the procedure
Other Sections for Admin SOP

- Any other necessary sections
  - Definitions
  - QA and QC
  - Logbook descriptions
  - Special safety or waste handling procedures
  - Flow charts, tables, diagrams, etc.

- Forms
  - Example forms may be modified without formal revision of the SOP
    - Some labs find it helpful to mandate that forms included in the SOP be regarded as examples unless the SOP states that the form is required/controlled
  - Required forms must be modified only with formal revision of the SOP
Assessment Forum Outcome

Jack Farrell
Mentoring Session
Outcome

Betsy Kent
Future TAC Projects

Current Proposed Projects

- Concentration on web access training or assessment forum presentations for regional conferences and workshops.
- Review of the On-site Assessment Assessors Curricula and Guidance Document for comment.
- Develop a state by state guide to state accreditation bodies to include state contacts, fee information, scope, etc.
- Proposed standard application re-evaluated.
- SOPs or Guidance Documents to be developed in 2008.

Planning for the Next Forum in Washington, DC
Successful Discussions

- Mentoring Sessions
  Cover topics that relate to both laboratories and AAs.
  Separated mentoring session combined since topics interested both stakeholders.

- Assessment Forum
  A half day Assessor’s Forum was changed to a full day based on comments/interest and Assessment Forum changed to include all stakeholders interested.

  Presentations get posted on the TNI website shortly after the meetings
Training Needs Identified

☑ Several topics were proposed based on audience surveys. The following are some examples that included in the laboratory forums as either presentations or training topics:

- Manual Integration
- Calibration Practices
- Data Integrity
- Appropriate Corrective Actions
- Auditing to Essential QC Elements (LCS, MS)
- Auditing to Specific Methods (BOD, ICP)
- NELAP Accreditation Body Fee Structure
  Comparison and Summary
- Panel Discussions for small labs and regulators
Mentoring Plan submittal to NELAP board
Mentoring Plan Components

- The TNI Mentoring Plan with attachments
  - Mentor/Mentee applications
  - Mentoring Agreement template
  - Mentoring Evaluation Forms
  - Template letters of acceptance and rejection
  - Template closure/termination letter

- Mentor/Mentee training syllabus

- Planning Guidance Document
Technical SOP Template submittal to NELAP Board
Administrative SOP Template completed for review for submittal to NELAP Board
TNI Consultant List
Disclaimer and Info
Template Submitted to
NELAP Board

October 2008 listing
proposed
Consultant List

- Any TNI Organizational Member ($250.00) that provides training or other assistance to laboratories seeking accreditation may choose to have their organization listed in the Accreditation Help Center area of the TNI website.
- This listing will be limited to contact information and a website URL, if available.
- TNI disclaimer will be included.
For More Information

Contact: Barbara A. Escobar

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