



Technical Assistance Committee

**THE NELAC INSTITUTE
ASSESSMENT FORUM
CAMBRIDGE, MA
August 2007**



AGENDA

1. Present Committee Members
2. Accreditation Body Fee Presentation
3. Discussion of the FAQs SOP
4. Mentoring Session Outcomes
 - A. Corrective actions and prevention of repeat findings
 - B. TNI Mentoring plan proposal
 - C. Proposed Topics for Next Forum
5. Assessment Forum Outcome: Proposed Topics for Next Forum
6. Current Project to complete: Administrative SOP Template
7. Future Projects to tackle:
 - A. A list of Laboratory Contractors to post on the Webpage.
 - B. Determine Training Needs

! REMINDER

TAC Committee Meetings

Scheduled for every second Monday of the month at 12 ET





Committee Members

- Barbara A. Escobar (AZ DHS, non-ELAP)
- James Broderick (New York City DEP)
- David Caldwell (Oklahoma DEQ)
- Jack Farrell (Analytical Excellence, Inc.)
- Ray Frederici (TestAmerica)
- Bill Hall (New Hampshire ELAP)
- Betsy Kent (Reedy Creek Improvement Dist)
- Kristen Russell (ACZ Laboratories Inc)
- Susan Johns (NFST)



NELAP Accreditation Body: Fee Structures Comparison





FAQs SOP Discussion



Mentoring Session Outcomes

- A. Corrective Actions and Prevention of Repeat Findings
- B. TNI Mentoring Plan Proposal
- C. Proposed Topics for Next Forum





Assessment Forum Outcome



Administrative SOP Template





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.



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

- 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



Future TAC Projects

- List of Laboratory Contractors to Post on the Webpage
- Determine Training Needs





For More Information

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