# 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 Gumpper/Brooke Connnors

# 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

➢ Determine Training Needs and establish Training Evaluation Workgroup (David Caldwell – leader).

➢ 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

TAC Committee Chair

(602) 616-1945

escobab@azdhs.gov