

# Laboratory Accreditation Systems Executive Committee Charter

September 23, 2022

## Mission

Manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories by supporting the NELAP Accreditation Bodies (ABs) and non-governmental ABs (NGABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard, enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards.

## Composition of the Committee

1. This is a balanced committee, with members representing each core TNI program.
2. Members serve staggered three-year terms.
3. Ex Officio members include TNI's Small Laboratory Advocate as well as the TNI Executive Director.
4. Associate members are allowed.

## Objectives

1. Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.

Goal: Provide timely and thorough review and feedback to NELAP AC on TNI standards, policies and SOPs as needed or requested.

- **Success Measures:**

- Acceptance of final document without revision combined with implementation of document without need for interpretation or other consideration.
- Review time does not exceed established timeline for the activity.

Goal: Ensure that laboratory assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum). Organize each Assessment Forum to address subjects that are current to the stakeholder community, hot topics or topics recommended by attendees.

- **Success Measure:**

- Attendance at or above average for the conference size. Overall ratings of 3.5 or greater out of a scale of 5.0.

Goal: Ensure that laboratory representatives and other stakeholders have an organized session at every TNI conference to discuss common issues (Mentor Session). Ensure that these Mentor Sessions are organized to provide expanded and detailed information on issues that are key to successful implementation.

- **Success Measure:**

- Attendance at or above average for the conference size. Overall ratings of 3.5 or greater out of a scale of 5.0.

2. Work with the Consensus Standard Development Program Executive Committee to ensure that new or revised accreditation standards developed for this program are suitable for use by

reviewing standards and by considering AB and laboratory needs early in the development process.

Goal: Utilize and maintain SOP 3-106 to ensure that suitability is being assessed in accordance with the needs of the ABs and accredited labs.

- **Success Measure:** Documents are successfully accepted as recommended.

Goal: Perform reviews in a timely manner to allow for conformance to the timelines established in SOP 3-106, 2-100, and 3-103.

- **Success Measure:** Review time does not exceed established timeline for the activity.

3. Manage the Standards Interpretation Request (SIR) process to ensure that all SIRs meeting the requirements of SOP 3-105 are successfully addressed. Engage the assistance of Expert and Executive Committees as appropriate for standards interpretations, guidance documents and related tools. Manage development of Implementation Guidance (IG) in accordance with SOP 3-114, as needed. A standing subcommittee manages interactions with Expert Committees and IG preparers and provides draft final documents to LASEC for SIR and Implementation Guidance decisions that will move those products to the next step.

Goal: Subcommittee delivers draft final products (SIR responses and IGs) to LASEC for consideration at its next meeting.

- **Success Measures:**
  - Determine validity of Standards Interpretation Requests within 5 business days from submittal, using criteria in SOP 3-105.
  - Successfully resolve SIRs via written process so that 75% of interpretations result in a favorable AC vote.
  - Timing of SIR completion meets the requirements in SOP 3-105.

4. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

- **Success Measure:**
  - Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

#### **Available Resources:**

- Volunteer committee members
- TNI web site for on-line storage, maintenance and archiving of SOPs, Policies, SIRs and related documents
- Existing national and international consensus-based standards
- Virtual meeting platform
- Program Administrator support
- Other TNI Committees
- Participating organizations and other entities as the committee sees fit, that pertain to our mission

#### **Anticipated Meeting Schedule:**

- Virtual meetings: regular schedule to be published on the TNI website
- In-person meetings: as needed at TNI conferences

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Approved by the Board of Directors – June 14, 2023