

**Minutes of the**  
**INTERIM STEERING COMMITTEE (ISC) MEETING**  
**for the**  
**DOE Accreditation Committee (AC)**  
**Argonne National Laboratory**  
February 4, 1998

## IN ATTENDANCE

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**ISC Members** Ken Harrison (PNNL)  
Larry King (SNL/A)  
Amy Meyer (Fernald)  
Mark Minter (DOE-SL/AGRA)  
Bob Oldham (NBL/DOE-CH)  
Karl N. Pool (WMH/DOE-RL)  
Sal Scarpitta (BNL) for: Leonard Newman (BNL)  
Bob Wayland (SNL/A)

**Absent:**

Richard Baehr (SNL/A)  
Ernest Garner (NIST)  
Jeff Irwin (DOE/KAO)  
Gary LaBruyere (INEEL)  
Richard Pettit (SNL/A)  
Don Ragland (SNL/A)  
Tracy Simpson (LLNL)

**Recorder:**

Amy Voeks (NBL/DOE-CH)

# ORDER OF BUSINESS

## Overview

### Objectives of the ISC meeting

This meeting of the ISC for the DOE AC consisted of the following four objectives:

	<b>Objective</b>	<b>Go To Page:</b>
1.	Review of the status of the National Cooperation for Laboratory Accreditation (NACLA).	4
2.	Review proposed first draft of the charter for the DOE AC and prepare second draft.	5
3.	Develop plans for the first annual meeting of the AC.	6
4.	Elect a Secretariat for the ISC.	8

### Attachments to these minutes

The ISC produced three documents (copies attached) for distribution to all ISC members and interested parties:

- \* A Proposed Agenda for the first annual AC meeting,
- \* A list of Action Items for the ISC, and
- \* The second draft of a proposed Charter for the AC.

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Summary of Action Items	12
Draft Charter	13

## Review Status of NACLA

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### **NACLA activities**

Bob Wayland (SNL/A), speaking for Dick Pettit (SNL/A), announced that NACLA:

- \* will meet at NIST in Gaithersburg, MD, on April 16, 1998, and
- \* officially begin operation of the U.S. laboratory accreditation system.

Dick Pettit will represent DOE at that meeting.

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### **Three NACLA documents reviewed**

The ISC reviewed three NACLA documents brought by B. Wayland. The three documents were:

- \* Target Date Established to Launch the Unified U.S. laboratory Accreditation System;
  - \* The NACLA Quality Manual (dated: Nov. 3, 1997);
  - \* The NACLA Recognition Procedure, *Draft 7*, (dated: 12/11/97)
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### **Discussion**

The ISC discussed NACLA extensively. The topics of discussion centered upon:

- \* what NACLA is,
  - \* what benefits it provides DOE and non-governmental organizations,
  - \* concerns about cooperation among the different groups, especially NELAC, and
  - \* the required annual fee from DOE of \$1000.00 to cover the membership of all DOE accreditation laboratories in NACLA.
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### **Action Items**

(See also: "Summary of ISC Action Items," page 12)

1. Amy Meyer will contact Mike Carter (NELAC) to discuss cooperation.

## Proposed AC Charter

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**Review/revisi  
on of first  
draft**

The ISC reviewed Draft One of the AC Charter.

The ISC drafted changes and produced Draft Two of the AC Charter.

Draft Two of the AC Charter will be presented to the full AC membership at the first annual meeting.

Draft Two is attached to these Minutes.

## Planning for First Annual AC Meeting

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<b>Location/time</b>	<p>The first annual meeting of the DOE Accreditation Committee will be held</p> <ul style="list-style-type: none"><li>* at the National Institute of Standards &amp; Technology (NIST), Gaithersburg, MD,</li><li>* on September 14 &amp; 15, 1998.</li></ul>
<b>Overview of meeting agenda</b>	<p>The first annual meeting of the AC will consist of the following general agenda:</p> <ul style="list-style-type: none"><li>* Monday, September 14, 1998: Meeting of the ISC (only)</li><li>* Tuesday, September 15, 1998: First day of annual meeting for full AC membership (all day agenda)</li><li>* Wednesday, September 16, 1998: Second day of annual meeting for full AC membership (one-half day agenda)</li></ul>
<b>Overview of Meeting Objectives</b>	<p>The ISC discussed the first annual meeting and determined that its purpose should be to:</p> <ol style="list-style-type: none"><li>1. Identify DOE laboratory accreditation issues,</li><li>2. Identify how to facilitate resolution of DOE laboratory accreditation issues, and</li><li>3. Educate and enhance awareness of DOE laboratory accreditation issues.</li></ol>

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# Proposed Agenda for First Annual AC Meeting

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## Proposed Agenda

The ISC prepared a proposed agenda for the first annual AC meeting.

(See Attachments: "Proposed Agenda for the First Annual Meeting of the DOE Accreditation Committee," page 10)

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## Action Items

The ISC identified the following areas that required action by ISC members and assigned responsibility, where possible, for their completion:

1. Organizational and logistical needs (Sal Scarpitta, assisted by Bob Wayland)
  2. Identification of:
    - \* focus areas for the meeting,
    - \* accreditation programs, and
    - \* DOE personnel that need to be involved.(Entire ISC membership)
  3. Meeting announcements (Scarpitta, Wayland). One of the announcements will contain:
    - \* A copy of the proposed Charter,
    - \* A statement of the rationale for the proposed Charter, and
    - \* Requests for questions from the membership, to be submitted prior to the annual meeting.
  4. Contact with Belinda Collins at NIST for meeting arrangements (Wayland).
  5. Solicit slides.
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## Selection of ISC Secretariat

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**Secretariat:  
Sal Scarpitta  
(BNL)**

Sal Scarpitta (BNL) volunteered to serve as Secretariat for the ISC.  
Because of his prior experience, Bob Wayland volunteered to assist Scarpitta.

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**Meeting  
adjourned**

The second meeting of the ISC adjourned at ????????, February 4, 1998.

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ATTACHMENTS TO MINUTES  
OF THE THE ISC MEETING  
OF THE DOE ACCREDITATION COMMITTEE  
CONDUCTED AT ANL (2/4/98)

**“PROPOSED AGENDA  
FOR THE FIRST ANNUAL MEETING  
OF THE DOE ACCREDITATION COMMITTEE”**

**DAY ONE**

- 7:30 a.m. Registration
- 8:00 a.m. Welcome (15 min)  
A number of individuals will welcome attendees.
- 8:15 a.m. Summary of Sandia workshop and ISC meeting events/issues (15 min + 15 min for questions). Topics to include:
- advantages and disadvantages of DOE laboratory accreditation
  - simplification of accreditation
  - coordination of buy-in
  - how to implement accreditation
  - education re: accreditation
- 8:45 a.m. Provide simplified structure of NIST, NACLA, and other “lesser” organizations (20 min + 15 min for questions). Topics to include:
- Current status and relationships among groups
  - the “nuts and bolts” of the AC’s facilitation regarding accreditation issues  
Belinda Collins to convey how the AC will implement communication goals regarding its role as an umbrella for information exchange
- 9:20 a.m. Benefits of the AC (30-45 min)
- Persons from a variety of previously identified analytical areas or disciplines will speak on possible benefits of these accreditation efforts. It will be especially important to hear from people like Mike Carter, who have “done it already and know the benefits.” Dick Pettit will be asked to speak.
- (Break???)
- 10:30 a.m. Present proposed AC Charter (30+ min)
- B. Wayland will present the proposed charter in sections, using viewgraphs. He will address any questions from the membership tht were submitted prior to the meeting.
- (Lunch)
- 12:30 p.m. (no later than)  
Breakout sessions (15 min for prep + 2 hrs, including break, for sessions)

Sessions will be conducted by three approximately equal-sized groups on the following three topics:

1. Information exchange/communication
2. Accreditation issues
3. How to facilitate implementation (from the AC's perspective)

Each group will include a facilitator. A fourth facilitator will roam among the groups to ensure consistency and adherence to the assigned tasks.

2:45 p.m. Group Reports (15 min)

A spokesperson for each group will report on the group's breakout session results.

3:00 p.m. Distillation/Condensation (90 min)

Sal will distill/condense comments in regards to future efforts.

At the close of Day One activities, the ISC will meet to focus information and identify specific topics and working groups in preparation for Day Two.

## **DAY TWO**

Summary of Day One

Present a summary of Day One events and define working groups. Ask for volunteers for each group, balancing group size, if necessary. Specify deliverables and set schedules for them for each group.

Breakout Sessions (2 hrs, including break)

Three defined working groups meet to work on deliverables.

Summary of Breakout Sessions (45 min)

A spokesperson for each of the three groups will report on the group's breakout session results.

Wrap-up (15-30 min)

## “SUMMARY OF ACTION ITEMS”

<b>No.</b>	<b>Action</b>	<b>Responsible</b>
1	Contact Mike Carter (NELAC) to discuss cooperation	A. Meyer
2	Contact Mike Carter to speak at first annual meeting	A. Meyer
3	Prepare slides of proposed Charter	B. Wayland
4	Organize and plan logistical needs for first annual AC meeting: Meeting announcements: One to include proposed Charter, Charter rationale, and requests for Charter questions from AC membership.	S. Scarpitta, assisted by B. Wayland
5	Identify for the first annual meeting: * focus areas, * accreditation programs, and * DOE personnel that need to be involved.	All (Results to S. Scarpitta)
6	Contact Belinda Collins at NIST for meeting arrangements	B. Wayland

**SECOND DRAFT**  
**FEBRUARY 4, 1998**

**CHARTER For The  
LABORATORY ACCREDITATION COMMITTEE  
Of The DEPARTMENT OF ENERGY**

**PURPOSE**

The purpose of the Laboratory Accreditation Committee is to be a Topical Committee that promotes the integrity and uniformity of laboratory accreditation and Accreditation Programs for DOE laboratories by:

Identifying and facilitating resolution of laboratory accreditation issues for DOE,

Sharing laboratory accreditation information, resources, and practices, and

Enhancing the role and awareness of laboratory accreditation in all DOE Programs and Projects.

**VALUE STATEMENT**

The Laboratory Accreditation Committee will promote the use and/or development of laboratory accreditation and Laboratory Accreditation Programs. The Committee will strive to improve the quality and cost-effectiveness of laboratory accreditation services by providing a network for information sharing for DOE.

**OBJECTIVES**

Function as the DOE focal point for laboratory accreditation issues and laboratory accreditation standards.

Serve as an advisory group for the development and review of DOE Laboratory Accreditation directives.

Interface with non-DOE laboratories.

Maintain a partnership with the National Institute of Standards and Technology, the agency charged with coordination of laboratory accreditation activities, by Public Law PL 104-113.

Promote DOE-wide “best” laboratory accreditation practices that are responsive to programmatic needs and objectives.

Promote the idea that laboratory accreditation issues be considered early in program development.

### **MEMBERSHIP**

Membership in the DOE Laboratory Accreditation Committee is open to all DOE and DOE Contractors and their subcontractors.

### **STEERING COMMITTEE**

The DOE Laboratory Accreditation Committee will be governed by an elected Steering Committee consisting of up to eleven members. A secretariat will be selected to coordinate the Steering committee activities.

### **SPONSORSHIP**

The DOE Laboratory Accreditation Committee, formed in August 1997, is a standing topical standards committee sponsored by the DOE Technical Standards Program. The following principles will govern the operation:

Openness: Participation in the committee standards development process will be open to all persons who are directly and materially affected by the activity in question.

Balance of Interests: Any standards development activities undertaken by the committee will be comprised of representatives of all categories of interest that relate to the subject matter.

Due Process: The committee will ensure that any individual or organization within DOE who believes that an action or inaction of the committee causes unreasonable hardship or potential harm is provided the opportunity to have a fair hearing of their concerns.

Reporting: The Steering Committee will report on Laboratory Accreditation Committee activities to the DOE Technical Standards Program Office on a regular basis.

### **MEETINGS**

The DOE Laboratory Accreditation Committee normally meets once a year. The meeting will normally be hosted by a DOE Facility.

This Charter was adopted by the DOE Laboratory Accreditation Committee on

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Approved by DOE Technical Standards Program Office

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Richard J. Serbu, TSP Manager