

MINUTES

FIRST ANNUAL MEETING Of the DOE Topical Committee On Accreditation

September 23 & 24, 1998

National Institute of Standards & Technology
(NIST)
Gaithersburg, MD

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First Annual Meeting DOE Accreditation Committee (AC)

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Wednesday, Sept. 23rd

PROCEEDINGS: Preliminary Agenda

[See Appendix A: "Meeting Agenda"]

7:15—8:45 A.M.

Purpose of this meeting The DOE Accreditation Committee (DAC) met to address issues/needs/deliverables in three areas identified at the Accreditation Workshop in Albuquerque and by the Interim Steering Committee (ISC) at the Argonne meeting in February, 1998:

- Communications
- Accreditation-Related Activities within DOE
- Interfacing with External Accreditation Activities (e.g. NACLA, NELAP)

Check-in by registrants and walk-ins [See Appendix B: "Contact List of Registrants"]

Opening remarks Bob Wayland, Sandia National Laboratories/Albuquerque (SNL/A)

Welcoming addresses

- For Sponsor: RICK SERBU — Manager of the DOE Technical Standards Program Office (DOE/TSPO)
- For Host: JIM CIGLER — Chief, Nat'l Voluntary Laboratory Accreditation Program (NVLAP) of NIST.

Background for Committee Meeting Bob Wayland reviewed the:

- DOE Accreditation Workshop at Sandia National Laboratories in Albuquerque, NM,
- Events leading up to the First Annual Meeting, and
- Development of the DAC Charter.

[Viewgraphs for this presentation available upon request. Contact: dragla@sandia.gov]

Wednesday, Sept. 23rd

PROCEEDINGS: Main Agenda

8:45 —9:30 A.M. (Guest Speakers)

Guest Speakers Five persons spoke on the following subjects:

NAME	ORG.	SUBJECT
*Jim Cigler	NIST	Update on Accreditation Activities in the U.S.
*Lea Ekman	NAMP (National Analytical Management Program)	NAMP
*Dick Pettit	SNL/A	National Cooperation for Laboratory Accreditation (NACLA)
Jack Read	DOE/HQ	DOE Accreditation Issues Raised by IG Audit of the DOE's Commercial Laboratory Quality Assurance Evaluation Program
*Bob Oldham	New Brunswick Laboratory (NBL)	Safeguards Measurement Accreditation

* [Viewgraphs for this presentation available upon request. Contact: dragla@sandia.gov]

10:20 — 11:30 A.M. (Panel Discussion)

Panel participants

The guest speakers and Gary LaBruyere (INEEL) participated in an open discussion about accreditation activities, national and international. The panel consisted of:

1. Lea Ekman (LE)
 2. Bob Oldham (BO)
 3. Dick Pettit (DP)
 4. Jim Cigler (JC)
 5. Jack Read (JR)
 6. Gary LaBruyere (GL), of Idaho National Environmental and Engineering Laboratory (INEEL)
-

Panel discussion

The following table is the text of the panel discussion:

QUESTION/COMMENT	TO/BY	ANSWER/RESPONSE
1. (Ques) How do you see the role of NACLA in dealing with Federal Agencies?	DP	NACLA is the 'user' and needs Federal Agency interaction. NACLA must show competency and credibility. NACLA must be open, sharing and participatory. Jim Cigler said NACLA is a new MODEL as compared to other bodies.
2. (Ques) How do we secure ISO48 and 25 quickly?	Panel	Both must be purchased thru ANSI for about \$25.00. ISO 25 is also reprinted (in part) in back of NVLAP document.
3. (Ques) DOE is stove-piped. What is driving DOE (i.e., a directive) to participate in NACLA?	BO	There is no directive yet. However, there is PL104-13.
4. (Comm) The accreditation process seems to be going in many different directions. A standardized system is needed.	Panel	(Resp) [Contractor's Supply Quality Information Group (SQIG) homepage handout submitted to these proceedings.]
5. (Comm) PL-104-13 has verbiage that seems to have found a home in DOE. The TSP embraced and has built upon it. Conformity assessment is also in the PL statement. It doesn't seem to have interest in DOE yet.	Audience	(Resp by Panel) This is grass-roots way of bringing conformity assessment in DOE. Dick Black must get involved. We have a chance to participate and move the process before it becomes a directive. (Resp by BO) We have a chance to participate and move the process before it becomes a directive. (Response by JC). A consensus position must be presented to DOE Headquarters.

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10:20 — 11:30 A.M. (Panel Discussion), Continued

6. (Ques) DOELAP is working toward BioAssay Accreditation. What other Accreditation Programs does DOE Support.	Panel	(Ans by JC). Only two. The two agencies are DOELAP and NRC, which are separate agencies.
7. How will all members of this panel interact together and how will end user know whom to contact to become accredited.	Panel	<p>(Ans by DP) Ans. DP. The ideal is to find an accrediting body that will satisfy your needs (i.e. NACLA recognized). Then you are accredited. We are a long way from this. You may require several bodies to meet the NACLA need. DOE is looking at MO and ME contracts (in EH area) that require participation in NACLA.</p> <p>(Ans by BO) Getting one body to accredit a lab will be difficult. The goal should be to meet ISO-25 guides.</p>
8. (Ques) NACLA implementation requires volunteers for assessment. Who monitors this? Comment : Then NACLA is executor of Accrediting bodies.	Panel DP JC	<p>(ANS by DP) The US needs a coordinated program. We all need to participate in NACLA process. NACLA would look at all accreditation bodies.</p> <p>(Resp by DP) Yes.</p> <p>(Resp by JC) A NACLA recognition document is available.</p>
9. (Comm) A concern was raised about ISO Standards and EPA Requirements. Programs are looking for connection and requirements.	Panel	<p>(Ans by LE) Conformity will occur among regulators based on ISO Guide.</p> <p>(Resp by Ray Bath [EML], member of audience) ANSI E4 (Environmental Quality Systems) will become a guidance document (by DOE Order 5360.1) in near future.</p>
10. (Ques) We will work toward a web page production in the breakout session. How best can we incorporate the Health Physics system?	GB	(Ans) Varying formats of text present a problem. Need "list" server (rad-safe). A chat-room is another alternative. It must be censored and monitored to prevent misrepresentation of info. See recent Scientific American Issue for a discussion of these concerns.
11.(Ques) Can you define the NACLA fee structure for us?	DP	Each location within DOE will pay, depending on budget. We need money; but, more importantly, we need support by participating organizations.
12. (Ques) Will NVLAP and NELAC be working together for Lab Accreditation with oversight bodies? (Ques by BO) Are there any other bodies, besides current (2) that have obtained international recognition?	Panel JC	<p>(Ans by JC) NVLAP is working with EPA Water and NIST. NVLAP also provides water samples for chemical calibration. NVLAP is also working with NELAC. There are 150 accreditors across the country. NVLAP has 18 programs that it offers.</p> <p>(Ans) NO. One will be soon : ICBO.</p>
13 (Ques) DOE seems to be taking the role of adopting another accrediting body. Is NAMP doing the same thing?	LE	No. NAMP is applying to become an accrediting body through NVLAP, second to EPA, which is the primary accrediting body.

PROCEEDINGS: Main Agenda (cont.)

GOAL: IDENTIFY/PRIORITIZE ACCREDITATION DELIVERABLES

1:00 — 1:10 P.M. (Overview of Issues)

Overview of issues	Bob Wayland reviewed the responses to the Accreditation Questionnaire sent to all registrants. [See Appendix D: "Questionnaire Results"]
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1:10 — 4:45 P.M. Breakout Sessions and Reports

**Overview of 1st
Breakout
Session (B/O)**

Bob Wayland explained that the purpose of this breakout session was *"To identify tasks/goals relative to the three areas of accreditation issues/needs as identified by the ISC at the Argonne meeting in February 1998:*

- Communications
- Accreditation-Related Activities Within DOE
- Interfacing with External Accreditation Activities (e.g. NACLA, NELAP)

The DOE Accreditation Committee (DAC) was divided into three groups. Each group was instructed to:

- Produce a list of three to five prioritized tasks/issues in each identified topic.
 - Produce a spokesperson to present group findings to the DAC.
-

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COMMUNICATIONS Breakout Session: Goals Identified

Group One

Spokesperson: Karl Pool, Waste Management Hanford (WMH)

Group One identified and prioritized two goals for Communications:

1st Establish an internet page that presents the output of the Working Groups responsible for goals within the other two accreditation areas:

- Accreditation-Related Activities within DOE
- Interfacing with External Accreditation Activities (e.g. NACLA, NELAP)

2nd Establish a mechanism for sending email notices on accreditation activities.

Group Two

Spokesperson: Mark Minter, DOE/Albuquerque (DOE/A)

Group Two identified and prioritized three goals for Communications:

1st Identify technical areas and points of contact.

2nd Identify accrediting bodies.

3rd Identify reasons to be accredited.

Group Three

Spokesperson: Gary LaBruyere (INEEL)

Group Three identified and prioritized two goals for Communications:

1st Establish electronic communications (internet, list-server, hot-line)

2nd Participation

ACCREDITATION-RELATED ACTIVITIES WITHIN DOE

Breakout Session: Goals Identified

Group One

Spokesperson: Karl Pool, Waste Management Hanford (WMH)

Group One identified and prioritized one goal for Accreditation-Related Activities within DOE:

- 1st Develop a "road map" of accreditation bodies that indicates their scope and requirements.
-

Group Two

Spokesperson: Mark Minter, DOE/Albuquerque (DOE/A)

Group Two identified and prioritized three goals for Accreditation-Related Activities within DOE:

- 1st Establish a mechanism to obtain high-level and facility-level buy-in.
 - 2nd Coordination of accreditation activities
 - 3rd Prioritize accreditation types (cost vs. benefit)
-

Group Three

Spokesperson: Gary LaBruyere (INEEL)

Group Three identified and prioritized three goals for Accreditation-Related Activities within DOE:

- 1st What should be accredited on behalf of DOE?
 - 2nd What is currently accredited by, or on behalf of, DOE?
 - 3rd Schedule of implementation, funding
-

INTERFACING WITH EXTERNAL ACCREDITATION ACTIVITIES (E.G. NACLA, NELAP) Breakout Session: Goals Identified

Group One

Spokesperson: Karl Pool, Waste Management Hanford (WMH)

Group One identified and prioritized two goals for Interfacing with External Accreditation Activities (e.g. NACLA, NELAP):

- 1st Establish reciprocity agreements, considering such things as testing levels and criteria.
 - 2nd Establish a "road map" of accreditation bodies.
-

Group Two

Spokesperson: Mark Minter, DOE/Albuquerque (DOE/A)

Group Two identified and prioritized three goals for Interfacing with External Accreditation Activities (e.g. NACLA, NVLAP):

- 1st Interface with NACLA (single interface or by technical area).
 - 2nd Identify NAMP equivalent technical focus groups.
 - 3rd Establish a clearinghouse for coordination of product development and external regulations.
-

Group Three

Spokesperson: Gary LaBruyere (INEEL)

Group Three identified and prioritized four goals for Interfacing with External Accreditation Activities (e.g. NACLA, NELAP):

- 1st Acceptance by regulators/clients/
 - 2nd Reciprocity among international accreditation organizations
 - 3rd Maximize efficiency of process (control costs, adequate resources, phased/graded approach).
 - 4th Who is in charge (pecking order)?
-

SELECTION BY DAC OF THREE ACCREDITATION GOALS TO PURSUE

Three accreditation goals

The entire DAC met after the first Breakout Session to review/discuss the prioritized goals established by each Group.

The DAC distilled and condensed the Groups' findings and produced three goals, one for each of the identified areas of accreditation needs/issues.

The following table lists the three goals that will be pursued by Working Groups (WG), as determined by the DAC:

Accreditation Issue/Need	Goal
Communications	Establish a WG to develop a DOE Accreditation internet site. The WG will concentrate on: <ul style="list-style-type: none"> • Promoting interest in accreditation, • Determining what to communicate, and • Determining an audience(s) for the site.
Accreditation-Related Activities within DOE	Establish a WG to develop a strategic vision statement and plan for accreditation within DOE. The WG will consider: <ul style="list-style-type: none"> • The baselines of accreditation (what accreditation activities are ongoing within DOE) • Where DOE should be with respect to accreditation, and • Development of a plan to get to DOE accreditation goal.
Interfacing with External Accreditation Activities (e.g. NACLA, NELAP)	Establish a WG to develop a plan for interacting with NACLA that considers: <ul style="list-style-type: none"> • Establishment of accreditation reciprocity, • Acceptance of regulators/clients, • How to encourage acceptance of NACLA within DOE programs, and • Establishing an interface between DOE and NACLA on technical issues.

Thursday, Sept. 24th

PROCEEDINGS: MAIN AGENDA (cont.)

**GOAL: ASCERTAIN DELIVERABLES THAT ADDRESS THE
ESTABLISHED AC GOALS**

8:15 — 10:45 Breakout Sessions and Reports

Overview

Bob Wayland explained the procedures for this Breakout Session.

A designated Working Group (WG) would pursue each of the three goals established by the AC on the previous day.

Each WG would be required to produce:

- *A list of specific action items with timelines that address each WG's established goal, and*
- *A Chairperson to lead the WG.*

Wayland explained that the Chairperson of each WG would serve as an ex-Officio member of the Accreditation Steering Committee.

The AC members would choose a WG of his/her choice on which to serve.

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8:15 — 10:45 Breakout Sessions and Reports, Continued

WG DELIVERABLES: Communications

Goal Establish an internet site (by the next AC meeting) for the DOE Topical Committee on Accreditation that:

- Promotes interest in DOE accreditation,
- Communicates DOE accreditation information, and
- Targets an audience(s) for DOE

Election of chairperson The Communications WG selected Rick Blancq (DOE/RL) to be the WG Chairperson and to serve as an ex-officio member of the AC Steering Committee.

Deliverables breakdown The Communications WG met in Breakout Session and established action items with timelines for meeting the WG's goal.

The following table lists the Action Items and the person(s) responsible for their completion (underlined names indicate primary responsibility).

[For the Action Items in expanded detail, including timelines, please go to Appendix E: "Action Item Matrices"]

Action Item	Responsible
Designate a Web Master (WM) for the internet site.	The WG selected Rick Blancq (DOE/RL) to be Web Master.
Obtain site host and site development services	Bob Wayland (SNL/A) Norm Schwartz (DOE/HQ)
Develop lists for: <ul style="list-style-type: none"> • Membership • Mailing • Accreditation Point of Contact at facilities 	Don Ragland (SNL/A) Karl Pool (WMH)
Gather existing information for site content	<u>Rick Blancq</u> Don Ragland Bob Wayland (SNL/A) Peter Olsen (PNNL)
Newsletter and Current Events	Don Ragland
Solicit Working Groups	<u>Rick Blancq</u>

WG DELIVERABLES: Accreditation-Related Activities within DOE

Goal Develop a Strategic Plan for Coordination of Accreditation Issues.

Election of chairperson This WG selected Ken Harrison (PNNL) to be the WG Chairperson

Deliverables breakdown The WG met in Breakout Session and established action items with timelines for meeting the WG's goal.

The following table lists the Action Items and the person(s) responsible for their completion (underlined names indicate primary responsibility).

[For the Action Items in expanded detail, including timelines, please go to Appendix E: "Action Item Matrices"]

Action Item	Responsible
ESTABLISH A BASELINE OF ALL THE ACCREDITATIONS THAT DOE FACILITIES, LABORATORIES, CONTRACTORS, ETC, MUST HAVE IN ORDER TO PERFORM WORK WITHIN THE DOE COMPLEX.	
Draft baseline survey to all DOE facilities labs, contractors, etc.	Larry Hatcher (Bechtel)
Coordinate Distribution List for Survey	Ken Harrison(PNNL)
Initial Distribution List	Larry King (SNL/A)
Final Survey	Larry Hatcher
Review Survey Results	Lea Ekman (NAMP) Tuijauna Mitchell-Hall (LLNL) Doug Carlson (DOE/ID) Ray Lagomarsino (DOE/EML)
Summarize Outstanding Activities and Working Group Participant List	Mark Minter (DOE/AL)

WG DELIVERABLES: Interfacing with External Accreditation Activities

Goal Develop a plan for interaction with the National Cooperation for Laboratory Accreditation (NACLA).

Election of chairperson This WG selected Dick Pettit (SNL/A) to be the WG's Chairperson

Deliverables breakdown The WG met in Breakout Session and established action items with timelines for meeting the WG's goal.

The following table lists the Action Items and the person(s) responsible for their completion.

[For the Action Items in expanded detail, including timelines, please go to Appendix E: "Action Item Matrices"]

Action Item	Responsible
Draft a "Position Statement."	Jim Bowman (LMES/ORNL)
Obtain DOE employee as a member of NACLA Federal Liaison Committee	Ray Bath (DOE/EML)
Encourage DOE organizations to join NACLA	Gary LaBruyere (INEEL)
Establish technical interface mechanism with NACLA.	Dick Pettit (SNL/A) Steve Halter (Allied/KC)

10:45 — 11:00 a.m.

VOTE TO ADOPT OFFICIAL AC CHARTER & INTRODUCTION OF PROPOSED AC BY LAWS

Draft two of official charter

Draft No. Two of the proposed DAC Charter was presented for adoption.

In response to suggested changes from Norm Schwartz (DOE/HQ), the following changes were made to the OBJECTIVES of Draft Two:

1. *Add:* Function as the coordinating activity for accreditation standards for the DOE/TSPO.
3. *Add:* Interface with non-DOE standards developing bodies on activities that impact DOE environment, safety, and health directives requiring accreditation support.
7. *Insert:* Establish and maintain liaison with other DOE topical committees having mutual interests.

The above changes were approved for Draft Two of the DAC charter, which became Draft Three.

Draft three of official charter

Draft No. Three of the proposed DAC Charter was presented for adoption.

The DAC voted unanimously to accept Draft Three as the Official Charter of the DOE Topical Committee on Accreditation [See Appendix F: "Official Charter"], to be forwarded to DOE/TSPO for approval.

Proposed by-laws

The ISC presented the first draft of proposed by laws for consideration by the DAC.

The DAC was given 30 days in which to review the draft and to submit comments to the ISC.

The ISC will review the comments and any proposed changes to the by laws at its next regular meeting and prepare a second draft, to be presented to the DAC at its next regular meeting.

11:00 — 11:30 a.m.

WRAP-UP & ADJOURNMENT OF AC MEETING

Second Annual Meeting B. Wayland called for volunteers from the DAC for a facility to host the Second Annual Meeting.

None of the attendees was able to commit to the request at the time.

The matter was tabled for consideration by the ISC at its next regular meeting.

Adjournment The First Annual Meeting of the DOE on Accreditation Committee was adjourned at approximately 11:30 a.m. on September 24, 1998.

APPENDIX

APPENDIX A
DOE ACCREDITATION COMMITTEE: 1ST ANNUAL MEETING

AGENDA

Wednesday, Sept. 23

GOAL: To identify issues/needs for the Accreditation Committee to address in the areas of:

- 1. Communications**
- 2. Accreditation-Related Activities within DOE**
- 3. Interface with External Accreditation Activities (e.g. NACLA, NELAP, etc)**

TIME	AGENDA ITEM	RESPONSIBLE
7:15 — 8:00	CHECK-IN FOR PARTICIPANTS AND REGISTRATION FOR WALK-INS	ISC Member
8:00 — 8:10	OPENING REMARKS and INTRODUCTION OF HOST & SPONSOR	Bob Wayland
8:10 — 8:20	WELCOME by SPONSOR: DOE/TSPO	Rick Serbu
8:20 — 8:30	WELCOME by HOST: NIST	Jim Cigler
8:30 — 8:45	<ul style="list-style-type: none"> ▪ REVIEW OF ACCREDITATION COMMITTEE BACKGROUND & CHARTER DEVELOPMENT. ▪ INTRODUCTION OF SPEAKERS 	Bob Wayland Sal Scarpitta
SPEAKERS 8:45 — 9:00	"Update on Accreditation activities in the U.S."	Jim Cigler (NIST)
9:00 — 9:15	"National Analytical Management Program "	Lea Ekman (NAMP)
9:15 — 9:30	"National Cooperation on Laboratory Accreditation"	Dick Pettit (NACLA)
9:30 — 9:45	BREAK	
9:45 — 10:50	COMMENT	Bob Wayland
9:50 — 10:05	"DOE Accreditation Issues Raised by Audit of the DOE's Commercial Laboratory Quality Assurance Evaluation Program"	Jack Read (DOE/HQ)
10:05 — 10:20	"Safeguards Measurement Accreditation"	Bob Oldham (NBL)
10:20 — 11:30	PANEL DISCUSSION ON DOE ACCREDITATION ISSUES & ACTIVITIES OPENING REMARKS: Gary LaBruyere (INEEL) <ul style="list-style-type: none"> ▪ Jim Cigler (NIST) ▪ Dick Pettit (SNL/A) ▪ Lea Ekman (NAMP) ▪ Gary LaBruyere (INEEL) ▪ Jacques Read (DOE/HQ) ▪ Bob Oldham (DOE/NBL) 	Bob Wayland
11:30 — 1:00	LUNCH BREAK	Don Ragland

(Continued next page)

AGENDA (cont.)

TIME	AGENDA ITEM	RESPONSIBLE
1:00 — 1:10	OVERVIEW OF DOE ACCREDITATION ISSUES IN RESPONSE TO QUESTIONNAIRE	Bob Wayland
1:10 — 1:20	EXPLANATION OF BREAKOUT SESSIONS: "TO IDENTIFY GOALS RELATIVE TO THE THREE TOPICS IDENTIFIED AT THE SANDIA WORKSHOP" <ul style="list-style-type: none"> ▪ Produce Prioritized needs/issues in each identified topic ▪ Produce a spokesperson to present findings to the Committee 	Bob Wayland or Sal Scarpitta
1:20 — 3:00	BREAKOUT SESSIONS and BREAK	Facilitators
3:00 — 3:45	BREAKOUT SESSION REPORTS BY SPOKESPERSONS	Sal Scarpitta
3:45 — 4:45	DISTILLATION/CONDENSATION OF PRIORITIZED NEEDS/ISSUES: "TO PRODUCE COMMITTEE GOALS WITHIN THE THREE AREAS IDENTIFIED AT THE SANDIA WORKSHOP."	Sal Scarpitta

Thursday, Sept. 24

GOAL: Develop Working Groups to produce action items that address the issues/needs identified by the Committee.

TIME	AGENDA ITEM	RESPONSIBLE
8:00 — 8:15	REVIEW OF FIRST DAY ACTIVITIES	Sal Scarpitta
8:15 — 8:20	EXPLANATION OF BREAKOUT SESSIONS BY WORKING GROUPS: "TO ASCERTAIN DELIVERABLES THAT ADDRESS THE IDENTIFIED COMMITTEE GOALS" <ul style="list-style-type: none"> ▪ Produce a list of specific action items with timelines ▪ Elect a chairperson to lead the working group 	Bob Wayland
8:20 — 10:15	BREAKOUT SESSIONS & BREAK	Facilitators
10:15 — 10:45	BREAKOUT SESSION REPORTS BY CHAIRPERSONS	Sal Scarpitta
10:45 — 10:50	INSTRUCTIONS FOR WORKING GROUP AND INTERIM STEERING COMMITTEE INTERFACE	Scarpitta
10:45 — 11:00	DISCUSSION AND FLOOR VOTE TO ADOPT OFFICIAL COMMITTEE CHARTER <ul style="list-style-type: none"> - Introduction of By Laws 	Wayland
11:00 — 11:30	<ul style="list-style-type: none"> - SUMMARY OF MEETING - ESTABLISH SECOND ANNUAL MEETING 	ISC member Bob Wayland
11:30	ADJOURN	
1:00	OPTIONAL NIST TOURS	(NIST)

APPENDIX B

DOE ACCREDITATION MEETING (Sept 23&24, 1998— Gaithersburg, MD)

"Contact List of Registrants"

	LAST NAME	FIRST	SITE/LOCATIO	TELEPHONE	E-MAIL
1.	Adams	Beverly	LMES/Y-12	423-241-0176	bua@ornl.gov
2.	Bath	Raymond	DOE/EML	212-620-3637	bath@eml.doe.gov
3.	Blancq	Rick	DOE/RL	509-372-3340	merrick_p_rick_blancq@rl.gov
4.	Bowman	Jim	LMES	423-574-2558	jbo@ornl.gov
5.	Brickencamp	Carroll	NIST	301-975-4291	carroll.brickenkamp@nist.gov
6.	Brovsky	Ed	RFETS	303-966-2883	edward.brovsky@rfets.gov
7.	Cannon	Forrest	LMES/Y-12	423-574-4413	cannonfa@ornl.gov
8.	Carlson	Douglas	DOE/ID	208-526-2143	carlsord@id.doe.gov
9.	Cigler	James	NIST	301-975-4171	james.cigler@nist.gov
10.	Crabtree	James	DOE/HQ	301-903-6008	james.crabtree@hq.doe.gov
11.	Ekman	Lea	NAMP	208-526-0570	ekmanla@id.doe.gov
12.	Garner	Ernest	NIST	301-975-2007	ernest.garner@nist.gov
13.	Gillespie	Barbara	PNNL	509-376-5802	barbara.gillespie@pnl.gov
14.	Halter	Steven	ALLIED/FM&T	816-997-4666	shalter@kcp.com
15.	Hamilton	Maureen	WSCF	505-373-7167	mksamilt@ix.netcom.com
16.	Harrison	Kenneth	PNNL	509-372-4973	ke.harrison@pnl.gov
17.	Hatcher	Larry	Bechtel Nevada	702-295-7109	hatchelw@nv.doe.gov
18.	King	Larry	SNLA	505-845-3023	wlking@sandia.gov
19.	LaBruyere	Gary	INEEL	208-526-5081	xag@inel.gov
20.	Lagomarsino	Ray	DOE/EML	212-620-3662	rjl@eml.doe.gov
21.	Malcolm	Steven	PANTEX	806-477-4485	smalcolm@pantex.com
22.	Minteer	Mark	DOE/AL	505-299-5201	minteer@aol.com
23.	Mitchell-Hall	Tuijauna	LLNL	925-424-4469	mitchellhall1@llnl.gov
24.	O'Connell	Peter	DOE/HQ	301-903-5641	peter.o'connell@eh.doe.gov
25.	Oldham	Robert	DOE/NBL	630-252-2466	robert.oldham@ch.doe.gov
26.	Olsen	Peter	PNNL	509-372-6021	peter.olsen@pnl.gov
27.	Pettit	Richard	SNLA	505-844-6242	rbpetti@sandia.gov
28.	Polochko	Michael	SRS	803-725-3559	michael.polochko@srs.gov
29.	Pool	Karl	WMH	509-372-2557	karl_n_pool@rl.gov
30.	Ragland	Don	SNLA	505.846.9623	dragla@sandia.gov
31.	Read	Jacques	DOE/HQ	301-903-2535	jacques.read@eh.doe.gov
32.	Reda	Ibrahim	NREL	303-275-3806	ibrahim_reda@nrel.gov
33.	Robinson	Richard	LANL	505-667-7682	rdrobinson@lanl.gov
34.	Scarpitta	Dr. Sal	BNL	516-344-3630	scarpitt@mail.sep.bnl.gov
35.	Schwartz	Morton	DOE/HQ	301-903-2996	norm.schwartz@eh.doe.gov
36.	Shah	Rohit	LLNL	925-423-7348	rshah@llnl.gov
37.	Stacey	Claude	Bechtel	509-372-9208	claudestacey@rl.gov
38.	Tandon	Lav	LANL	505-665-5458	tandon@lanl.gov
39.	Taylor	Donald	TNU	505-345-3461	
40.	Wayland	Bob	SNL/A	505-845-9771	jrwayla@sandia.gov
41.	Welch	Larissa	ORNL/Y-12	423-576-3099	l1w@ornl.gov
42.	West	Anton	SNLL	925-294-2079	ajwest@sandia.gov

APPENDIX C
"Results of Questionnaire"

The following table illustrates the percentage of responses for each question

	QUESTION	RESPONSE	%
1.	Would you like an Overview of the accreditation process?	Yes. No.	20 2
2.	The Accreditation Committee should:	<ul style="list-style-type: none"> • Be an information resource • Have an internet page • Assist in establishing accreditation standards across the DOE-Complex • Be a clearing house for DOE accreditation issues • None of the above 	21 17 18 16 0
3.	Please indicate the topic in which you are most interested?	<ul style="list-style-type: none"> • Information exchange/communication • Accreditation issues • How to facilitate implementation 	20 16 15
4.	Should we form Working Groups to accomplish specific goals?	Yes. No.	17 5
5.	What should be the Accreditation Committee's role with NACLA?	<ul style="list-style-type: none"> • A resource for the DOE representative • Act as a point of contact for input into NACLA • Recommend actions to NACLA • All of the above • None of the above 	6 5 2 21 0

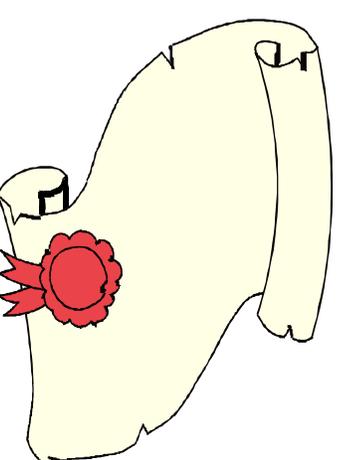
APPENDIX D
Detailed Working Group Action Item Matrices

DOE ACCREDITATION COMMITTEE
1ST Annual Meeting — NIST, Sept. 23-24, 1998
Action Matrix

Working Group: COMMUNICATIONS
(CHAIR: R. BLANCO)

Task/Deliverable — Establish a web page that:

- (1) Promotes interest in DOE accreditation,
- (2) Communicates DOE Accreditation information, and
- (3) Targets an audience(s) for DOE.



	Needed Actions	Assigned Responsibility	Interfaces/Support	Needed Resources	Due Dates/ Milestones	Barriers / Questions/ Comments, etc.
1.(a)	Establish a Web master/Editor	WG	N/a	N/a	Done	WG elected Rick Blanco (DOE/RL) to be Web Master.
1. (b)	Obtain Host and Development services	Bob Wayland (SNLA) and Norm Schwartz (DOE/HQ)	TSP0 (R. Serbu)	OSTI	10/30/98	Budget
2.	Establish Lists: <ul style="list-style-type: none"> • Membership • Mailing • Points of Contact 	Don Ragland (SNLA) and Karl Pool (W/MH)	SNL Hanford	Databases	3/15/99	Metrology Meeting in March 1999
3.(a)	Gather existing information for web site content	R. Blanco D. Ragland B. Wayland P. Olsen	NIST, DOELAP, NVLAP, NACLA, NAMP, A2LA, EPA	Standards Forum	1 st cut due three months after web site host established.	Poll committee Need conceptual structure (skeleton)
3.(b)	Devise Newsletter and gather current Events	D. Ragland	NIST, DOELAP, NVLAP, NACLA, NAMP, A2LA, EPA		1 st cut due three months after web site host established.	Poll Committee
3.©	Solicit Working Groups	R. Blanco	Committee Working Groups, NIST, DOELAP, NVLAP, NACLA, NAMP, A2LA, EPA		1 st cut due three months after web site host established.	Poll Committee

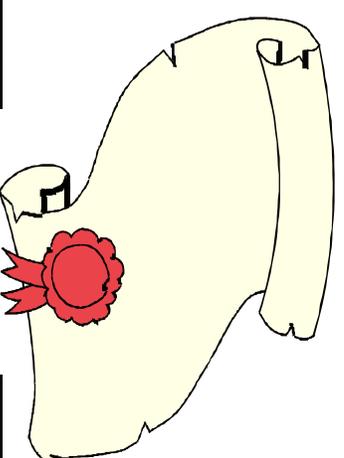
DOE ACCREDITATION COMMITTEE

1ST Annual Meeting — NIST, Sept. 23-24, 1998

Action Matrix

Working Group: ACCREDITATION-RELATED ACTIVITIES WITHIN DOE
(CHAIR: Ken Harrison)

Task/Deliverable: Develop a Strategic plan for coordination of accreditation issues

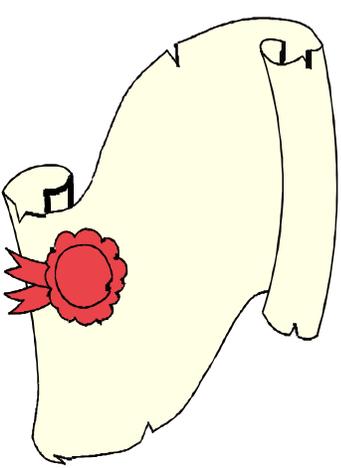


	Needed Actions	Assigned Responsibility	Interfaces/Support	Needed Resources	Due Dates/ Milestones	Barriers / Questions/ Comments, etc.
ESTABLISH A BASELINE OF ALL THE ACCREDITATIONS THAT DOE FACILITIES, LABORATORIES, CONTRACTORS, ETC, MUST HAVE IN ORDER TO PERFORM WORK WITHIN THE DOE COMPLEX.						
1.	Draft baseline survey to all DOE facilities & labs	Larry Hatcher		Input from Working Group members	Initial draft due in 30 days (10/25/98)	
2.	Coordinate distribution lists for survey	Ken Harrison			Initial draft due in 30 days (10/25/98)	
3.	Initial distribution list Distribution list suggestions	Larry King Working Group			Initial draft due in 30 days (10/25/98)	
4.	Final Survey	From entire committee Larry Hatcher		Committee members Survey participants	30 days (Oct 25, '98) <ul style="list-style-type: none"> • Draft 30 days (Oct 25, '98) • Comments 45 days (Nov 10, '98) • Final draft and comments 60 days (Nov 25, '98) • Final Survey out 60 days (Nov 25, '98) 	(Submit to K. Harrison)
5.	Review survey results	Lea Ekman (NAMMP) Tuijauna Mitchell-Hall (LLNL) Dour Carlson (DOE/ID)	None	Survey responses	(proposed) Mar 20, '99	
6.	Summarize outstanding activities and working group participant lists	Mark Minter	None	None	30 days (Oct 25, '98)	

DOE ACCREDITATION COMMITTEE

1ST Annual Meeting — NIST, Sept. 23-24, 1998

Action Matrix

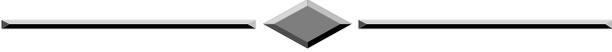


Working Group: INTERFACE WITH EXTERNAL ACCREDITATION ACTIVITIES
 (CHAIR: Dick Pettit)

Task/Deliverable: Devise a Plan for Interaction with NACLA.

	Needed Actions	Assigned Responsibility	Interfaces/Support	Needed Resources	Due Dates/ Milestones	Barriers / Questions
1.	Draft a Position Statement on NACLA support from DOE	Jim Bowman (LMES/ORNL)	Dick Pettit (NACLA rep. For DOE)	NACLA information	Mid-December, 1998 (for draft/comments)	Content: <ul style="list-style-type: none"> • Strongly recommend use of NACLA • Establish reciprocity • Promote NACLA
2.	Obtain a DOE employee as member of NACLA Federal Liaison Committee	Ray Bath (DOE/EML)	Secretariat of the Committee	Rick Serbu (TSPO) Dick Pettit (SNLA) Jack Read (DOE/HQ)	Mid-Dec. 1998	Stove pipe, division of responsibilities within DOE
3.	Encourage DOE organizations to join NACLA	Gary LaBruyere (INEEL)	NACLA Working Group Chairpersons	DOE Accred. Committee Working Group members	Mid-Jan. 1999	<ul style="list-style-type: none"> • Membership/Cost assignment recommendations/Promote • TSP membership in NACLA
4.	Establish technical interface mechanism with NACLA.	Dick Pettit (SNLA) Steve Halter (Allied/KC)	Committee Working Groups NACLA Info to TSP web page; DOE Info. To NACLA Committees	DOE Accreditation Committee Working Group members and chairs	Mid-Dec. 1998	Team experts/resources/support/information exchange

APPENDIX E
CHARTER
for the
DEPARTMENT OF ENERGY
ACCREDITATION COMMITTEE



PURPOSE

The purpose of the DOE 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 for DOE a network for information sharing.

OBJECTIVES

1. Function as the DOE focal point for laboratory accreditation issues and laboratory accreditation standards and as the coordinating activity for accreditation standards for the DOE/TSPO.
2. Serve as an advisory group for the development and review of DOE Accreditation directives.
3. Interface with non-DOE standards developing bodies on activities that impact DOE environment, safety, and health directives requiring accreditation support.

4. Maintain a partnership with the National Institute of Standards and Technology, the agency charged by Public Law PL 104-113 with coordination of laboratory accreditation activities.
5. Promote DOE-wide “best” laboratory accreditation practices that are responsive to programmatic needs and objectives.
6. Promote the idea that laboratory accreditation issues are considered early in program development.
7. Establish and maintain liaison with other DOE topical committees having mutual interests.

MEMBERSHIP

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

STEERING COMMITTEE

The DOE 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 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.

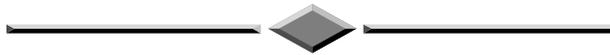
Reporting: The Steering Committee will report on DOE Accreditation Committee activities to the DOE Technical Standards Program Office on a regular basis.

MEETINGS

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

SUNSET REVIEW CLAUSE

An evaluation will be made by December 31, 2001, regarding the continued usefulness of the DOE Accreditation Committee. With the concurrence of the DOE Technical Standards Program Office, the charter may be renewed for an additional three (3) or four (4) year period.



This Charter was adopted by the DOE Accreditation Committee on September 24, 1998.

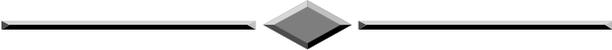
Approved by DOE Technical Standards Program Office

_____ (date) _____

Richard J. Serbu, TSP Manager

APPENDIX F

(PROPOSED) BY LAWS for the DEPARTMENT OF ENERGY ACCREDITATION COMMITTEE



NAME

This DOE Accreditation Committee (Committee) was formed in August 1997, under the name of DOE Accreditation Committee, at a DOE Accreditation Workshop held at Sandia National Laboratories in Albuquerque, New Mexico.

OBJECTIVE

The Committee will promote a coordinated accreditation program for DOE; provide a network for sharing information and resources; and encourage high-quality, cost-effective accreditation services for DOE Programs.

MEETINGS

The Committee normally meets once a year. The meeting will normally be hosted by a DOE facility. Robert's Rules of Order shall be followed, unless voted otherwise by the Committee.

MEMBERSHIP

Membership in the DOE Accreditation Committee is open to all DOE personnel and DOE contractor personnel concerned with the acceptance and uniformity of test data. Ex-officio members will be appointed as needed.

RESPONSIBILITIES

The DOE Accreditation Committee, under the leadership of the Steering Committee, shall assist DOE organizations and DOE contractors to continually improve their accreditation operations by:

- Maintaining an awareness of the state-of-the-art in accreditation;
- Assessing the impact that new DOE program requirements, changes to government national and international specifications and standards (e.g., ISO Guide 25), technology developments, and National Institute of Standards and Technology measurement policies and practices may have on existing and future DOE accreditation programs, personnel, and facilities;
- Striving for high quality and cost-effective uniformity of operating methods and equipment consistent with technical requirements of the individual DOE facilities;
- Establishing a standard of excellence for all DOE Accreditation laboratories through a sharing of information and data networking;
- Implementing DOE accreditation programs, such as measurement intercomparison programs, accreditation cost reduction, sharing of supplier approvals, and benchmarking; and
- Reporting to the DOE Technical Standards Program at least annually on important committee activities .

STEERING COMMITTEE

Composition

The Steering Committee (committee) shall consist of a maximum of ten elected members plus the chairperson of each active Working Group.

Governance

The DOE Accreditation Committee shall be governed by the Steering Committee which shall have general charge of the committee. A quorum shall consist of at least one-half (1/2) of the active members. A passing vote shall consist of at least two-thirds (2/3) of the Steering Committee members present.

Secretariat

A secretariat shall be selected by the committee to coordinate the committee's activities.

Duties of the Steering Committee

The Steering Committee shall:

- Provide direction and guidance, and govern the DOE Accreditation Committee;
- Determine meeting dates and locations;

- Establish the Accreditation Committee agenda;
- Serve as point of contact for DOE accreditation issues; and
- Ensure that the following principles govern the operation of the DOE Accreditation Committee:
 1. Openness: Participation in committee standards development process shall be open to all persons who are directly and materially affected by the activity in question.
 2. Balance of Interests: Any standards development activities undertaken by the committee shall be comprised of representatives of all categories of interest that relate to the subject matter.
 3. Due Process: The committee shall 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 its concerns.
 4. Reporting: The committee shall report on an annual basis to the DOE Technical Standards Program Office on Accreditation Committee activities.

Duties of the Secretariat

The Secretariat shall:

- Maintain minutes of all Committee and Steering Committee meetings and distribute copies of the minutes where appropriate within one month of a meeting, and maintain an archive copy of all minutes.
- Maintain a record of attendance for all Committee and Steering Committee meetings;
- Maintain an archival file of all Committee and Steering Committee meetings, including any handouts and/or attachments, and copies of all records of attendance.
- Distribute where appropriate copies of handouts and/or attachments produced at Committee and Steering Committee meetings, to be identified as such in the minutes.
- Assist the Steering Committee in maintaining a current record of members and their respective addresses.
- Be responsible for maintaining on file the current and past versions of the Committee Charter and the Committee Bylaws.

Election of Steering Committee Member

The Steering Committee members shall be elected by the general membership of the Accreditation Committee at the annual meeting of the Accreditation Committee. Each shall serve a term of two (2) years, except for one-half (1/2) of the initially elected Steering Committee members, who will be randomly selected to serve a term of only one (1) year. There is no limit on the number of terms a member can serve.

Qualification of Steering Committee Member

The Steering Committee members shall be DOE Accreditation Committee members.

Vacancies on the Steering Committee

If a vacancy occurs on the Steering Committee, the committee shall continue operating without a replacement until a replacement can be elected by the general membership at the next meeting of the Accreditation Committee.

Subcommittees and Working Groups

Subcommittees and working groups can be formed by the Steering Committee to address relevant issues on DOE accreditation. The subcommittees and working groups shall report to the Steering Committee. Each subcommittee and working group shall appoint a chairperson to oversee activities.

