

# **MINUTES**

## **SECOND ANNUAL MEETING Of the DOE Topical Committee on Accreditation**

**September 22 & 23, 1999**

**Idaho National Environmental & Engineering Laboratory  
(INEEL)  
Idaho Falls, ID**

Prepared by:  
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## **Preliminary Agenda — Wednesday, Sept. 22<sup>nd</sup>**

**7:15—8:45 A.M.**

NOTE: See Appendix A, Pg.22: “Meeting Agenda”

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**Purpose of this meeting**

The DOE Accreditation Committee (DAC) met to address the “Coordination of Accreditation Issues” that arose from the proceedings in the first annual meeting.

The issues at the first annual meeting included:

- Communications
  - Accreditation-Related Activities within DOE
  - Interfacing with External Accreditation Activities (e.g. NACLA, NELAP)
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**Check-in by registrants and walk-ins**

See Appendix B, Pg. 23: “List of Registrants”

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**Opening remarks**

Gary LaBruyere, Secretariat, welcomed the attendees and briefly outlined the meeting agenda and logistics.

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**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.

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

## Main Agenda — Wednesday, Sept. 22<sup>nd</sup>

**8:45—10:00 A.M. (Guest Speakers)**

**Guest  
Speakers**

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Five persons spoke on the following subjects:

NAME	ORG.	SUBJECT
Ernest Garner (for J. Cigler)	NIST	“Update on NVLAP Accreditation Activities” (summary below)
Rick Cummings	DOE/ID	“DOELAP Accreditation Activities” (summary below)
Dick Pettit	SNL/A	“NACLA Update” (summary below)
Ken Harrison	PNNL	“Don’t Judge a Book by Its Cover; What Does Accreditation Really Mean?” (summary below)
Harry Moody	INEEL	“Value-Added of Obtaining NVLAP Accreditation” (summary below)

NOTE: Viewgraphs for the complete presentations are available upon request.  
Contact: [dragla@sandia.gov](mailto:dragla@sandia.gov)

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## 8:45—10:00 A.M. (Guest Speakers), Continued

**Speaker:** Garner's presentation was titled: "Update on NVLAP Accreditation Activities"  
**E. Garner**

### Summary:

**REASONS TO BE ACCREDITED** include:

- improved lab operations,
- acceptance of calibration products and measurement data,
- publication of capabilities in NVLAP directory, and
- reduction of second party audits.

**NVLAP'S OPERATIONAL BASIS IS CONSISTENT WITH ISO GUIDES 25 & 58.**

**NVLAP PUBLISHES AN ANNUAL DIRECTORY OF APPROXIMATELY 800 ACCREDITED TESTING LABS & 27 CALIBRATION LABS.**

### INTERNATIONAL ISSUES:

- A testing agreement is in place with the Standards Council of Canada (SCC) and calibration is included through the APLAC recognition process.
- Mutual recognition arrangements exist between the U.S. and several Asian countries through the Asia Pacific Laboratory Accreditation Cooperation (APLAC).
- Mutual recognition between the U.S. and the European Cooperation for Accreditation (EA) is expected in Nov. 1999.

### ISO GUIDE 25

- Undergone many revisions
- Decision was made to produce it as a standard (ISO/IEC 17025)
  - ISO/IEC 17025 to be approved by mid-November 1999
  - ISO/IEC 17025 to be published in early 2000

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## 8:45—10:00 A.M. (Guest Speakers), Continued

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**Speaker: R.  
Cummings**

Cumming's presentation was titled: "DOELAP Accreditation Activities"

### **Summary:**

- DOELAP accredits DOE Worker Radiation Protection Programs at DOE sites in external dosimetry and bioassay
- The DOELAP accreditation process involves five steps:
  1. Application for Accreditation
  2. Performance Testing
  3. Site Assessment/Remedial Actions
  4. Oversight Board Review
  5. Accreditation by DOE / EH-52
- The DOELAP accreditation process involves:
  - External Dosimetry
  - Radiobioassay
  - Direct & Indirect Radiobioassay
- DOE Assessor Qualifications include a three-year training/retraining period, meeting qualification standards, and undergoing supervised participation.

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## 8:45—10:00 A.M. (Guest Speakers), Continued

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**Speaker: D.  
Pettit**

Pettit's presentation was titled: "Status of NACLA"

### **Summary:**

- NACLA was formed because no coordination for laboratory accreditation existed in the U.S and U.S. accreditation bodies were not recognized internationally.
- **NACLA's Goal** is "A test or calibration performed once and accepted worldwide."
- **NACLA's Recognition Process** is based on ISO Guides 58 & 25.
  - Horizontal process (Accreditation bodies)
  - Vertical process (government regulations, laboratories, industry)
  - Results in a list of recognized accreditation bodies with scope.
- The **NACLA Evaluation Process** consists of:
  - Formation of a NACLA Assessment Team (with observers)
  - Review of Quality Documentation
  - On-site Visit (Guide 58)
  - Interviews with Assessors
  - Review of Traceability of Measurements
  - Observation of Laboratory Assessment (Guide 25)
- **Status of NACLA**
  - Second annual general meeting: 4/10/2000 at NIST
  - Formal Federal Agency acceptance of NACLA process is in development
  - First Evaluator Training Class held in March, 1999
  - Joe O'Neil (ACIL) appointed part-time Executive Administrator
  - Membership now at 75, including three DOE laboratories
  - Applications received from four accreditation bodies for recognition
- **Membership**
  - \$1,000 for org's with revenue/budget > \$10M
  - \$200 for org's with revenue/budget <\$10M
- Pettit urged DOE members to:
  - Become involved in NACLA and promote NACLA within all DOE programs
  - Join NACLA Committees
  - Volunteer as Technical Expert or Observer

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## 8:45—10:00 A.M. (Guest Speakers), Continued

**Speaker: K. Harrison** Harrison's presentation was titled: "Don't Judge a Book by Its Cover; What Does Accreditation Really Mean?"

### Summary:

- **Accreditation: What is it?** — “the process by which an agency or organization evaluates and recognizes a program of study or an institution as meeting certain predetermined qualifications or standards, thereby accrediting the laboratory. In the context of the National Environmental Laboratory Accreditation Program (NELAP), this process is a voluntary one. (NELAC)”  
— **Types:** A2LA, NVLAP, NAMAS, ISO-9001
- **Harrison has audited various types of DOE contractor laboratories:**
  - Analytical Lab (Radiochemical)
  - Analytical Lab (Full Service)
  - Testing Lab
  - Calibration Lab (Electronics)
  - Calibration Lab (Pressure, Flow, Mass, Mechanical)
- **Significant Issues Discovered in the Audits:**
  - Inability to meet RFP detection limits at time of pre-award audit
  - Nickel used for balance daily check and no record of balance calibrations
  - Three final test instruments did not have stated uncertainty, accuracy or tolerance limits
  - No documented quality assurance program
  - Staff training was not documented
  - No uncertainty measurement program or techniques when the 4:1 ratio could not be met
  - Calibration reports stated compliance to 4:1 ratio that could not be substantiated
  - There were inadequate or no records of computer software changes and verification activities
  - Temperature of storage cooler containing analytical standards was not checked daily
  - Calibrations of equipment used for analyzing standard gases was not documented and there were no formal procedures
  - No documented evidence that subcontractors were competent to perform analytical and/or calibration services.

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## 8:45—10:00 A.M. (Guest Speakers), Continued

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**Speaker: K.  
Harrison (cont)**

- **Lessons Learned:**
  - There can be several ways to achieve the desired results
  - Most people want to do the right thing
  - Keeping a positive attitude can be a great asset
- **Recommendations:**
  - Calibration Laboratories - During audits, use staff with metrology expertise; focus on critical administrative and technical issues.
  - Test & Calibration Laboratories - Try to select those that are A2LA or NVLAP accredited
  - Perform joint audits with other DOE sites in order to minimize number of audits and provide confidence in shared audit information.
  - Analytical Laboratories - Whenever possible, send a performance evaluation sample before award; use technical staff during evaluations; perform a reverse vertical slice of the processes involving the handling, preparation, and analysis of samples
  - Testing Laboratories - Concentrate on the test of interest

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## 8:45—10:00 A.M. (Guest Speakers), Continued

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**Speaker: H. Moody**

Moody's presentation was titled: "Value-Added of Obtaining NVLAP Accreditation"

### Summary:

- Moody gave a brief history of INEEL's metrology accreditation process.
  - **Why Accreditation for INEEL?**
    - Technical Improvement
      - Direct NIST traceability
      - Highest competence possible
    - Recognition
    - Customer Request
      - Anticipation of ISO 9000 issues
      - Desire to become a leader within the DOE complex
      - Future business
  - **Benefits: Prior to Assessment**
    - Forced INEEL to conduct a complete review of its quality system
    - Illustrated need for independent audit of the quality system
    - Better procedures resulted
    - Better uncertainty analysis resulted
    - Better understood the necessary software & purchased better software
    - Enhanced INEEL traceability process
    - Interactions with other labs (Sandia & Sunnyvale)
  - **Benefits: During Assessment**
    - Excellent, knowledgeable auditors with cooperative attitude:
      - Produced a win-win situation
      - Allowed for working one-on-one in our labs with an expert in metrology disciplines
    - Confidence Building
      - Technicians & engineers discovered they could work at high levels
      - They passed the hardest test of their careers
  - **Benefits: After Assessment**
    - Acceptance of program (external & internal)
    - Raised the overall standard at INEEL, especially with respect to uncertainties, procedures, and understanding software
  - Moody re-emphasized the importance of NVLAP accreditation as a "value added" exercise and as the "right" thing to do for DOE metrology labs.
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## 10:15—11:30 A.M. (Working Group Reports)

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### Accreditation activities external to DOE

Dick Pettit, chairperson, reported on the following Action Items from the 1st annual meeting:

- DOE representative to NACLA Federal Liaison Committee
  - Pettit is currently member of NACLA Board of Directors
  - Robert Loesch (DOE/HQ) will be a candidate for the NACLA Board of Directors in CY00;
  - Loesch has extensive experience with accreditation of Personnel Dosimetry and Radiobioassay in DOELAP ; and is located in Germantown, MD (location of NACLA headquarters).
- DOE organizations encouraged to join NACLA
  - Sent letters to selected DOE org's.
  - Emails sent to all DOE Accreditation Committee members
  - If budget is an issue, an org. can join at the \$200/year level, instead of the \$1,000/year level.
  - “Establish a technical interface mechanism with NACLA”
- Pettit sent email with information on NACLA meetings to DOE AC members.
  - Members are encouraged to join NACLA and become a member of at least one of the NACLA Committees:
    - Proficiency Testing
    - Quality
    - Technical Requirements
    - Recognition
    - International Affairs

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## 10:15—11:30 A.M. (Working Group Reports), Continued

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### Accreditation activities external to DOE (cont.)

NACLA Support Statement:

- Draft “Position Statement” on NACLA Support
  - “The DOE Accreditation Committee supports the NACLA mission and vision. Further, the DOE Accreditation Committee resolves to encourage DOE laboratories and organizations to become users of the NACLA accreditation body recognition process and to join NACLA as a member organization.”
- Pettit asked for discussion and vote on the draft NACLA support statement by the AC.

#### Con:

- “Just another layer of bureaucracy”
- “Current cost of accreditation status is too expensive to achieve. Can NACLA alleviate this situation?”

#### Pro:

- “NACLA is not another layer of accreditation.”
- “NACLA exists as a vehicle to bring U.S. regulators together to compete on the international scene.”

The membership voted to adopt the draft without changes

NOTE: See Appendix C, Pg. 24: “DOE Accreditation Committee Support of NACLA and the NACLA Recognition Process”

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### Accreditation activities within DOE

Ken Harrison, chairperson, reported on the draft survey that his WG is preparing:

- The draft survey includes environmental accreditation activities (NELAC) within DOE.
    - Achieved good working relations with NELAC
  - The draft emphasizes the importance of NACLA as the focal point of DOE accreditation activities.
  - The AC needs to publish an information packet about its activities and advantages in joining.
- 

### Communications

Rick Blanq (DOE/RL), chairperson for this WG, was not present. Don Ragland (SNL/A) reported in his absence:

- Efforts to establish a web page through DOE/TSPO met with much difficulty.
  - Time was spent establishing a different server location.
    - The Primary Standards Lab at SNL/A has volunteered to finance the initial publication of a web page on the SNL external server.
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## 1:00—4:00 P.M. Open Forum on DOE Accreditation Activities

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**Most pressing issues** In Open Forum, the membership discussed issues to address before the next annual meeting. The attendees elected to remain with the original three working groups and reassert efforts to meet those goals:

1. Establishment of an Accreditation web page (Communications)
  2. Accreditation Activities External to DOE
  3. Accreditation Activities Within DOE
- 

**Communications** The membership discussed the issues attendant to producing the web site over the past year and established the following basic framework for the Communications WG to follow:

**Host Server:** The Primary Standards Lab (SNL/A; D. Pettit) volunteered to absorb costs for initially publishing the web site on an external server at Sandia National Laboratories.

**Webmaster(s):** Don Ragland (SNL/A) and Larry King (SNL/A)

**Editors:** Laura Kelly (LANL) and Peggy Gautier (LANL). The editors will be responsible for format and content. They will interface with the Metrology Committee webmaster (Ragland) and use that committee's web site as a guide to initially establish the AC web site.

- Goals:**
1. Publish a basic site by January 2000.
  2. Basic content at date of publication:
    - Membership list
    - Charter/By Laws/Minutes of Meetings
    - Current Events
    - Points of Contact
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## 1:00—4:00 P.M. Open Forum on DOE Accreditation Activities,

Continued

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### Accreditation activities within DOE

Ken Harrison (PNNL), chairperson, reported that this WG had a goal set at the first annual meeting to complete a survey of accreditation activities within DOE. Its purpose was to reveal areas in which DOE accreditation activities could be changed to achieve cost efficiency and effectiveness, especially in relation to U.S. accreditation efforts.

Harrison stated that he had not been given the support he needed the past 12 months to achieve the goals set by the WG at the first annual meeting. He iterated for the membership the need for cooperation and stated:

- “The survey is important. It will require much ‘drudge’ work for a time; but it will provide great value-added.”
- The survey needs a DOE ‘champion’ to help further the survey as a tool for streamlining DOE accreditation activities.
- The survey needs better cooperation from the membership, along with definite timelines and goals for completing it.

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### Accreditation activities within DOE (cont.)

The membership resolved to provide better cooperation in the WG’s efforts and established the following goals for the WG:

- Complete the survey
- Analyze the survey results and build a matrix of redundancies and mutually exclusive requirements within DOE accreditation activities.
- Produce a White Paper of the survey results.
- Decide whether the survey results should be taken beyond the White Paper stage.

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## 1:00—4:00 P.M. Open Forum on DOE Accreditation Activities,

Continued

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### **Review of results of Open Forum**

The membership reviewed the results of the Open Forum.

During the review, the membership refined the goals of the original three Working Groups established at the first annual meeting.

The membership elected to continue those WG's and address action items toward those WG goals in breakout sessions at next day activities.

The membership divided itself into the three working groups to meet during breakout sessions during next day activities.

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## 4:00—5:00 P.M. Discussion/Vote on Committee By Laws

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### **Discussion of draft By Laws**

The membership reviewed the draft By Laws and instituted certain revisions.

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### **Vote on By Laws**

The membership reviewed the revised draft of the AC By Laws and voted to approve that draft as the Official By Laws for the DOE Accreditation Committee (See Appendix D, Pg. 24: “Official By Laws”).

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## Main Agenda — Thursday, Sept. 23<sup>rd</sup>

### 8:00—8:30 Discussion/Vote on Proposed Position Papers Process & Election of First Steering Committee

**Position papers process**                      The committee reviewed the proposed Position Papers Process and inserted certain revisions to the draft.

**Approval of process**                      The committee then voted to approve the draft as the Official Position Papers Process for the DOE Accreditation Committee.

NOTE: See Appendix E, Pg. 28: “Official Position Papers Process”

**Steering Committee elections**                      The membership voted to select the following members as the first Steering Committee of the DOE Accreditation Committee:

NOTE: The Chairpersons for Standing Committees (indicated by the ♦) serve on the Steering Committee for the duration of their respective Standing Committee activities.

	NAME	FIELD	FACILITY	TERM (yrs)	EXPIRES
1.	Adams, Beverly	Metrology Center	LMES	2	2001
2.	Burton, Roger	Metrology Engineer	Allied Signal/KC	1	2000
3.	Gautier, Peggy	Analytical Chem. QA	LANL	2	2001
4.	Harrison, Ken	QA Contracts	PNNL	♦	
5.	Kelly, Laura	Analytical QA	LANL	♦	
6.	King, Larry	Testing	SNL/A	1	2000
7.	Legel, Margaret	QA & Analytical	NBL	2	2001
8.	Pappin, Jeff	MP	INEEL	1	2000
9.	Pettit, Dick	Primary Standards Lab	SNL/A	♦	
10.	Ragland, Don	Technical Standards	SNL/A	1	2000
11.	Snowder, Dale	Calibration	RFETS & Yucca Mtn.	2	2001
12.	Wayland, Bob	Technical Standards Mgr.	SNL/A	1	2000

## 8:30—10:45 Breakout Sessions & Deliverables by Working Groups (WG)

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### Communications WG report

Laura Kelly, chairperson, reported for the Communications WG.

GOAL: Publish an Accreditation Committee internet site by 12/20/99

The following table summarizes the action items from the WG breakout session for this goal:

NOTE: The table is a summary. For the complete breakdown, please see Appendix F, Pg. 31: "Action Items for Communications WG"

ACTION ITEMS	RESPONSIBLE	TIMELINE
Establish host server	Don Ragland (SNL/A) Larry King (SNL/A)	10/31/99
Determine Home Page format/design.	Laura & members Byron: Design logo	10/31 – 11/8 1999
Determine & gather most important content for Home Page	Peggy & Don	10/31/99
Format & publish web site information on internet	Larry & Don	12/17/99: All tasks above completed  w/o 12/1: Review by Working Group  w/o 12/6: Review by Accred Steering Comm.

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## 8:30—10:45 Breakout Sessions & Deliverables by Working Groups (WG), Continued

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### External accreditation activities

Dick Pettit, chairperson, reported for the External Accreditation Activities WG.

GOAL: Interface with External Accreditation Activities

The following table summarizes the action items from the WG breakout session for this goal:

NOTE: The table is a summary. For the complete breakdown, please see Appendix G, Pg. 32: "Action Items for External DOE Activities WG"

ACTION ITEMS	RESPONSIBLE	TIMELINES
Obtain DOE membership in NACLA	Pettit	12/99
Encourage DOE org's to join NACLA	Pettit	11/99
Set up contact with DOE ES&H Commercial Laboratory Evaluation Program (DOELAP)	Pettit	11/99
Obtain short updates from internal & external Accreditation groups	Garner (external) Burton (internal)	12/99

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## 8:30—10:45 Breakout Sessions & Deliverables by Working Groups (WG), Continued

### Internal accreditation activities

Ken Harrison, chairperson, reported for the Internal Accreditation Activities WG.

GOAL: Determine Baseline Drivers that Affect DOE Sites

The following table summarizes the action items from the WG breakout session for this goal:

NOTE: The table is a summary. For the complete breakdown, please see the Appendix H, Pg. 33: "Action Items for Internal DOE Activities WG"

ACTION ITEMS	RESPONSIBLE	TIMELINES
Review existing survey & determine scope. Update as necessary	Group Ken Harrison (PNNL)	10/15/99 10/15/99
Obtain list of contacts Recruit membership; write cover letter	Ken Ken	10/15/99 11/1/99
Send out survey Recruit membership	Ken	11/4/99 10/15/99
Follow-up survey Consolidate information	Group Group	12/5-15/99 2/1/00
Obtain peer review of consolidated effort & draft report	Group	2/14/00 (send out) 3/1/00 (response due)
Final Report; Recommend GAP ANALYSIS	Ken	3/31/00

## 11:00—11:30 a.m. Wrap-Up & Adjournment Of Meeting

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**Third Annual Meeting** In order to accommodate better the annual budgets of members, the attendees voted to conduct annual meetings during the first quarter of each year.

The attendees voted to conduct the third annual meeting in February 2000.

The attendees chose two possible meeting sites:

- NASA in Florida
- DOE/NVOPS in Las Vegas, NV

The selections were based on lower travel and accommodation rates at those locations during the early part of each year.

The Secretariat and Dick Pettit will collaborate on obtaining the best choice of the two sites and publish the pertinent information via the Accreditation/Metrology database, the metrology web site, and appropriate publications.

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**Evaluation of this meeting** The attendees discussed the activities of the second annual meeting and concluded:

- The direction of the meeting was appropriate.
  - The focus of the meeting was adhered to.
  - The attendees expressed concern regarding committee membership numbers.
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**Adjournment** The Second Annual Meeting of the DOE on Accreditation Committee was adjourned at approximately 11:30 a.m. on September 23, 1999.

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# APPENDIX

# APPENDIX A

## AGENDA

2ND Annual Meeting  
DOE Accreditation Committee  
September 22-23, 1999 — Idaho Falls, Idaho

### "COORDINATION OF ACCREDITATION ISSUES"

#### Sept. 22<sup>nd</sup>

8:15 - 8:30	WELCOMING REMARKS by Secretariat	G. Labruyere (INEEL)
8:30 - 8:45	Review of Accreditation Committee Background & Charter and Summary of Working Group Action Items	B. Wayland (SNL/A)
8:45 - 9:00	SPEAKER: "Update on NVLAP Accreditation Activities"	J. Cigler (NIST)
9:00 - 9:15	SPEAKER: "DOELAP Accreditation Activities"	R. Cummings (DOE/ID)
9:15 - 9:30	SPEAKER: "NACLA Update"	D. Pettit (SNL/A)
9:30 - 9:45	SPEAKER: "Don't Judge a Book by Its Cover; What Does Accreditation Really Mean?"	K. Harrison (PNNL)
9:45 - 10:00	SPEAKER: "Value-Added of Obtaining NVLAP Accreditation"	H. Moody (INEEL)
10:00 - 10:15	Morning Break	
10:15 - 11:30	WORKING GROUP REPORTS: — Accreditation-Related Activities within DOE — Interface with External Accreditation Activities ▪ Discussion of proposed NACLA support statement — Communications	K. Harrison D. Pettit  R. Blanq (DOE/RL)
11:30 - 1:00	LUNCH	
1:00 - 2:30	OPEN FORUM: "Identify & Discuss Most Pressing Accreditation Issues" — Membership enrollment in the Accreditation Committee	Gary LaBruyere
2:30 - 3:00	Selection of Two or Three Most Pressing Accreditation Issues to Address in Working Groups / Formation of Working Groups	Gary LaBruyere
3:00 - 3:15	Afternoon Break	
3:15 - 4:00	Review/Refine Action Items Associated with the Selected Accreditation Issues / Form Working Groups	Gary LaBruyere
4:00	DISCUSSION & VOTE ON COMMITTEE BY LAWS	Bob Wayland

#### Sept. 23<sup>rd</sup>

8:00 - 8:30	DISCUSSION/VOTE ON PROPOSED POSITION PAPERS PROCESS	Bob Wayland
	ELECTION OF FIRST STEERING COMMITTEE	Bob Wayland
8:30 - 8:45	REVIEW of First Day Activities	Gary LaBruyere
8:45 - 10:30	BREAKOUT SESSIONS on the Action Items Selected on First Day	All
10:30 - 10:45	Morning break	
10:45 - 11:15	BREAKOUT SESSION REPORTS	Chairpersons
11:15 - 12:00	SUMMARY OF MEETING — Select 3 <sup>rd</sup> Annual Meeting Place and Date — Wrap-up — Adjourn	Gary LaBruyere
1:00 - ?	INEEL Tours: — Standard and Calibration Laboratory — Health Physics Instrument Laboratory.	

## APPENDIX B

### ATTENDEES: INEEL mtg (9/22-23/99)

LAST NAME	FIRST NAME	SITE	TELEPHONE	E-MAIL
Adams	Beverly	ORNL	423-241-0176	bua@ornl.gov
Allred	Jim	INEEL	208-526-2469	wja@inel.gov
Bowman	Jim	ORNL	423-574-2558	jbo@ornl.gov
Burton	Roger	ALLIED/FM&T	816-997-5431	rburton@kcp.com
Christiansen	Byron	INEEL	208-526-4088	chribh@inel.gov
Cummings	Rick	DOE/ID	208-526-2765	cumminfm@id.doe.gov
Effler	Robert	ORNL	423-574-7349	efflerrpjr@ornl.gov
Fisenne	Isabel	DOE/EML	212-620-3643	fisennei@eml.doe.gov
Garner	Ernest	NIST	301-975-2007	ernest.garner@nist.gov
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Harrison	Kenneth	PNNL	509-372-4973	ke.harrison@pnl.gov
Hess	Richard	ORNL	423-574-5594	hessra@ornl.gov
Kelly	Laura	LANL	505-665-4993	lkelly@lanl.gov
King	Larry	SNLA	505-845-3023	wlking@sandia.gov
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Snowder	Dale	Alpha-Idaho	208-523-5557	dsnowder@aol.com
Stacey	Claude	Bechtel	509-372-9208	cstacey@byi-ere.com
Troescher	Pat	INEEL	208-526-6817	troescpd@inel.gov
Wayland	Bob	SNL/A	505-845-9771	jrwayla@sandia.gov

## **APPENDIX C**

### **DOE Accreditation Committee**

#### **Support of NACLA and the NACLA Recognition Process**

##### **What is NACLA?**

The National Cooperation for Laboratory Accreditation (NACLA) is a nonprofit corporation whose mission is to provide coordination, recognition, and worldwide acceptance of competent laboratory accreditation in the United States. In pursuit of its mission, NACLA is supported by a number of private- and public-sector organizations, including the National Institute of Standards and Technology.

##### **NACLA Vision**

The NACLA vision is: “A test or calibration performed once and accepted worldwide.” Pursuit of this vision will benefit all those with a stake in laboratory accreditation. By using one standard to recognize competent accreditation bodies in the United States, NACLA hopes to promote mutual recognition within the accreditation community. This reduces the redundancy of multiple accreditations of the same laboratory and helps reduce costs to all parties. NACLA also aims to provide coordination and focus for laboratory accreditation programs in the U.S. and to become the U.S. point of contact for international accreditation efforts. Eventually, NACLA plans to expand to include Canada and Mexico, our trading partners.

##### **Current Status**

At the present time, Richard B. Pettit of Sandia National Laboratories is a member of the NACLA Board of Directors. He reports on NACLA activities to DOE personnel and has assisted NACLA in developing an accreditation body recognition process that is compatible with national and international standards. At the present time, several DOE laboratories and organizations are members of NACLA.

##### **Support Statement**

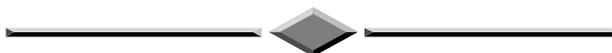
The DOE Accreditation Committee supports the NACLA mission and vision. Further, the DOE Accreditation Committee resolves to encourage DOE laboratories and organizations to become users of the NACLA accreditation body recognition process and to join NACLA as member organizations.

##### **Additional Information**

Additional information can be obtained by contacting Richard B. Pettit, Sandia National Labs., MS-0665, Albuquerque, NM, (505) 844-6242, [rbpetti@sandia.gov](mailto:rbpetti@sandia.gov), or from the NACLA web site <http://ts.nist.gov/ts/htdocs/210/nacla/index.htm>, or by contacting the current NACLA President Fred Grunder, AIHA, Fairfax, VA, (703) 849-8888, [FGRUNDER@aiha.org](mailto:FGRUNDER@aiha.org).

## APPENDIX D

# BY LAWS for the ACCREDITATION COMMITTEE of the DEPARTMENT OF ENERGY



### **NAME**

This DOE Accreditation 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, DOE contractors, and DOE sub-contractors involved with acceptance and uniformity in test and calibration 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, technology developments, and National Institute of Standards and Technology 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 consistent with technical requirements of the individual DOE facilities;
- Promote sharing of information and networking for all DOE laboratories and DOE contractors;
- Reporting to the DOE Technical Standards Program at least annually on important committee activities .

## **STEERING COMMITTEE**

### **Composition**

The Steering 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 of the Steering Committee. 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 steering Committee to coordinate the activities of the DOE Accreditation Committee.

### **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 agendas for the DOE Accreditation Committee;
- Serve as the initial 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 DOE Accreditation 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 DOE Accreditation Committee shall be comprised of representatives of all categories of interest that relate to the subject matter.
  3. Due Process: The DOE Accreditation 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 DOE Accreditation 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 DOE Accreditation 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 DOE Accreditation Committee and Steering Committee meetings;
- Maintain an archival file of all DOE Accreditation 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 DOE Accreditation 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 DOE Accreditation Committee Charter and the DOE Accreditation Committee Bylaws.

#### **Election of Steering Committee Member**

The Steering Committee members shall be elected by the general membership of the DOE Accreditation Committee at the annual meeting of the DOE 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**

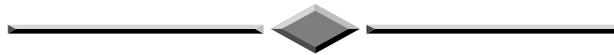
The Steering Committee members shall be DOE Accreditation Committee members.

#### **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.

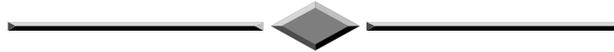
#### **Working Groups**

In addition to actions by the general membership, working groups can be formed by the Steering Committee to address relevant issues on DOE accreditation. The working groups shall report to the Steering Committee. Each working group shall appoint a chairperson to oversee activities.



# APPENDIX E

GUIDELINE  
for the  
GENERATION AND DISSEMINATION  
of  
DOE ACCREDITATION COMMITTEE POSITION PAPERS



## 1. PURPOSE

This guideline establishes the methodology for the development, review, approval, and dissemination of DOE Accreditation Committee Position Papers that reflect the recommendation of the membership on issues related to the objectives of the organization as stated in the DOE Accreditation Committee Bylaws and Charter.

## 2. SCOPE

This guideline applies to all Position Papers developed by the DOE Accreditation Committee.

## 3. DISCUSSION

### 3.1 Sources of Position Papers

- 3.1.1 STEERING COMMITTEE. The DOE Accreditation Steering Committee is primarily responsible for evaluating the need for a Position Paper and for establishing a Position Paper working group to generate the document.
- 3.1.2 DOE ACCREDITATION COMMITTEE MEMBERS. Any standing member of the DOE Accreditation Committee may, and is encouraged to, submit suggestions for Position Papers to the Steering Committee for consideration.
- 3.1.3 OTHER ORGANIZATIONS. Other organizations may suggest, request, or submit a proposal for a Position Paper through a member who will, in turn, submit the proposal to the Steering Committee for consideration.

### 3.2 Roles of Participants

- 3.2.1 POSITION PAPER WORKING GROUP. Position papers prepared by the Working Group shall be clean, concise, and complete, in draft form; in accordance with the established format; and require only minimum editing before publication. The Working Group should include, as an ad hoc member, any individual member who provides input or other stimulus for a new Position Paper.
- 3.2.2 STEERING COMMITTEE. The Steering Committee of the DOE Accreditation Committee is responsible for final approval, or rejection, of all proposed DOE Accreditation Committee Position Papers intended for publication. The Steering Committee is also responsible for the periodic review, on a maximum five (5) year cycle, of published Position Papers and for their distribution outside of the DOE Accreditation Committee.

### 3.3 Promulgation of Position Papers

- 3.3.1 A suggestion for a Position Paper is submitted to the DOE Accreditation Steering Committee for consideration.
- 3.3.2 The DOE Accreditation Steering Committee commissions a Working Group to prepare a draft.

- 3.3.3 The Working Group prepares a draft and distributes the draft to all DOE Accreditation Committee members to address all issues raised from the comment responses by the membership. Revisions to the draft are made to address all issues raised from the comment responses. If significant revision is required, a second revised draft should be distributed to all members for review and comment. After consideration of all comments and criticisms, the final paper is sent to the DOE Accreditation Steering Committee for approval. The approval package should contain the final draft of the Position Paper, a summary of any outstanding comments and criticisms, and a ballot form. When needed, reasons for disregarding any comments or criticisms should be included.
- 3.3.4 The DOE Accreditation Steering Committee reviews the proposed Position Paper and signifies acceptance or rejection by use of individual ballot to the Secretariat, who counts the ballots. The result and notification of action is transmitted to the general membership.
- 3.3.5 The approved Position Paper shall be forwarded to the Secretariat for distribution to all DOE Accreditation Committee members and as otherwise directed by the DOE Accreditation Steering Committee.
- 3.3.6 The DOE Accreditation Steering Committee can, at any time, withdraw approval for a Position Paper or initiate a revision.

3.4 **Position Paper Formats.** [Following]

## **DOE ACCREDITATION COMMITTEE**

A TOPICAL SUBCOMMITTEE OF THE  
DOE TECHNICAL STANDARDS PROGRAM

Position Statement on

**[Insert: TITLE OF THE POSITION PAPER]**

Date Issued: [Insert: date]

### **FOREWORD**

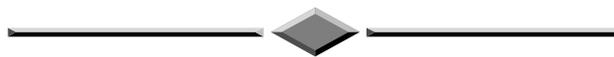
This Position Paper was prepared by the Department of Energy (DOE) Technical Standards Program Accreditation Committee to promote a better understanding of accreditation within the DOE and to address issues associated with the implementation and use of accreditation and accreditation principles within the DOE. To be of real value, this paper should be subject to periodic review. Thus, the DOE Accreditation Committee welcomes comments and criticisms. Specific comments or suggestions should be addressed to the Steering Committee of the DOE Accreditation Committee.

### **DISCLAIMER**

The materials and information contained in this Position Paper are provided as an aid and guide to DOE, DOE contractors, and DOE sub-contractors. It is based on the collective best judgment of the DOE Accreditation Committee and has been approved by the Steering Committee of the DOE Accreditation Committee. This Position Paper does not necessarily represent DOE Policy nor the opinion of each member of the DOE Accreditation Committee or his/her respective laboratory.

Position Paper Content should include, as appropriate:

1. Introduction Paragraph
2. Current Situation
3. Proposal or Position Advocated
4. Cost/Benefit Analysis
5. Conclusion



# APPENDIX F

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## DOE ACCREDITATION COMMITTEE 2nd Annual Meeting — INEEL, Sept. 22—23, 1999 Action Matrix

### Working Group: COMMUNICATIONS

Members: Laura Kelly (LANL) [Chair]; Peggy Gautier (LANL); Byron Christiansen (INEEL); Donovan Porterfield (LANL); Larry King (SNL/A); Don Ragland (SNL/A)

<b>ACTION ITEM #</b>	<b>Assigned Responsibility</b>	<b>Interfaces/Support</b>	<b>Need Reason</b>		
1.	Establish host server	SNL Primary Sids Lab SNL CSU for a FTP site	SNL WEBCO (Kay I Don Ragland (SNL/A)	Peggy Gautier (LANL) Larry King (SNL/A) Donivan Porterfield (LANL)	
2.	Determine Home Page format/design.	Ragland LANL technical editor	Metrology Home Page Software TIME!!	10/31 - 11/8 1999	
3.	Determine & gather most important content for Home Page	Peggy & Don Members LANL Tech. Editor	Metrology Page Metrol/Accred database Minutes of this meeting	10/31/99	
4.	Format & Publish information on internet	Larry & Don SNL Prim. Sids. Lab SNL CSU Working Group members	SNL WEBCO (Kay Rivers)	12/17/99 w/o 12/1 w/o 12/6	All tasks above completed. Review by Working Group Review by Accred Steering Committee.

# APPENDIX G

## DOE ACCREDITATION COMMITTEE 2nd Annual Meeting — INEEL, Sept. 22—23, 1999 Action Matrix

**Working Group: Accreditation-Related Activities External to DOE**  
**Members:** Dick Pettit (SNI /A)/Chair; Ernie Garner (NIST); Bob Effler (ORNL); Beverly Adams (LMES/Y-12); Shelly Sailer (INEEL); Roger Burton (ALLIED/KC)

### Interface with External Accreditation Activities

### WORKING GROUP

Chair

	Needed Actions		Needed Resources	Due Dates/ Milestones	Chair Barriers / Questions
1.	Seek DOE membership on NACLA Board of Directors	Pettit	Robert Loesch (DOELAP) Rick Serbu (DOE/TSP0)	[\$200 - \$1,000 dues] 12/99	
2.	Encourage DOE org's to join NACLA	Pettit	ORNL - Effler INEEL - Moody PNNL - Harrison NBL - Legel	" " " 11/99	
3.	Set up contact with DOE ES&H Commercial Laboratory Evaluation Program (DOELAP)	Pettit	Jack Read (DOE/HQ)	" " " 11/99	
4.	Obtain short updates from internal & external Accreditation groups	Garner (external) Burton (internal)	Various	" " " 12/99	

# APPENDIX H

## DOE ACCREDITATION COMMITTEE 2nd Annual Meeting — INEEL, Sept. 22—23, 1999 Action Matrix

**Working Group: ACCREDITATION-RELATED ACTIVITIES WITHIN DOE**  
**Members:** Ken Harrison (PNNL) [Chair]; Pat Troeschler (INEEL); Bob Wayland (SNL/A); Claude Stacey (Bechtel); Margaret Legel (NBL); Beverly Adams (LMES)

	Needed Actions	Assigned Responsibility	Interfaces/ Support	Needed Resources	Due Dates/ Milestones	Barriers / Questions
1.	Review existing survey & determine scope.	All	Internet	Internet	10/15/99	
	Update as necessary	Ken			10/15/99	
2.	Obtain list of contacts	Ken		Wayland/Ragland	10/15/99	
	Recruit membership; write cover letter	Ken	Group	Internet	11/1/99	
3.	Send out survey	Ken			11/4/99	Define who has authority to answer survey
	Recruit membership			Wayland/Ragland (furnish brochure)	10/15/99	
4.	Follow-up survey	Group		Time	12/5-15/99	Holiday
	Consolidate information	Group			2/1/00	Time
5.	Obtain peer review of consolidated effort & draft report	Group	Steering Committee	Steering Comm. review	2/14/00(send out) 3/1/00(responses)	
	Final Report; Recommend GAP ANALYSIS	Ken	Group	Time	3/31/00	