

NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

29 Hazen Drive, PO Box 95
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STANDARD OPERATING PROCEDURE FOR THE
OPERATION OF A TECHNICAL COMMITTEE(S)

November 9, 2018



Prepared by

noted above
Date



Program Manager

noted above
Date

A. Introduction

2009 TNI Standards V2M1 4.6.2.

The accreditation body may adopt application or guidance documents and/or participate in the development of them. The accreditation body shall ensure that such documents have been formulated by committees or persons possessing the necessary competence and, where appropriate, with participation of interested parties. Where international application or guidance documents are available, these should be used.

When such committees are established, the accreditation body shall have:

- 1) Formal rules and structures for the appointment and operation of committees involved in the accreditation process and such committees shall be free from any commercial, financial, and other pressures that might influence decisions, or
- 2) A structure where committee members are chosen to provide relevant competent technical support and impartiality through a balance of interests where no single interest predominates, and
- 3) A mechanism for publishing interpretations and recommendations made by these committees.

B. Applicability

This SOP shall apply to the NH ELAP Program Manager, his designate and to all members of a technical committee and / or subcommittees established by the Program Manager.

C. Procedures

- 1) Formation of Technical Committee (Membership):
 - a) A Technical Committee and or subcommittees shall be formed as required by the applicable standards and as needed.
 - b) The Program Manager and or his designate shall be a member of the Technical Committee and any subcommittee.
 - c) Members may be associated with a NELAP or non-NELAP accredited laboratory, government agency (federal, state or town, etc.), academia, or expert from the industry in the area of discussion. Committee members shall be chosen to provide relevant competent technical support and impartiality through a balance of interests where no single interest should be allowed to predominate.
 - d) The members shall serve for a period of one year.
 - e) The make-up of the committee and the number of members on the committee shall be determined by the Program Manager.

- f) Members may serve more than one consecutive term.
- g) Resignation from the committee(s) should be submitted through a written request.
- h) A candidate for the committee shall complete the application found in Appendix A.

2) Agenda for the Meetings

- a) The agenda for the meeting shall be set by the Program Manager.
- b) Topic of discussion may be submitted to the Program Manager from any member of the environmental laboratory community two weeks prior to meeting date.
- b) The Program Manager shall provide the member(s) of the committee with the agenda at least one week in advance of the meeting.
- c) Additional items may be added during the meeting at the discretion of the Program Manager.

3) Agenda Items (Routine)

- a) Updates (FOA, Rules, etc.)
- b) Schedules (On-Sites, etc.)
- c) Goals (Expansion, etc.)
- d) Feedback / Complaints
- e) Adequacy of documentation and forms

4) Conduct of the Meeting

- a) The meeting shall be held either by a face to face meeting or by teleconference.
- b) The meetings will be held at a frequency determined by the Program Manager, the committee members or by the nature of the issues that need to be addressed.
- c) The meetings shall be scheduled for approximately 2 hours and may be adjusted as need.
- d) The Program Manager (or his designate) shall be the chair of the meeting.
- e) All members of the committee shall be allowed to discuss the item(s) on the agenda.
- f) During a face to face meeting, members of the committee shall speak after recognition by the Program Manager. During a teleconference, members shall speak in a round robin order established by the Program Manager. The Program Manager may allow an open discussion if the

committee is less than 5 members.

g) New topics shall be discussed at the discretion of the Program Manager as time allows.

h) No member of the committee should be allowed to dominate the meeting.

5) Record of the Meeting

a) Minutes of the meeting shall be taken.

b) The minutes shall be taken by the Program Manager or a member of the committee / subcommittee as assigned.

6) Publishing Interpretations and Recommendations Made by These Committees

a) The minutes of the meeting shall be made available to the members of the committee for comment and approval at least one week prior to the next scheduled meeting.

b) If a final decision made by the Program Manager on an item discussed at a committee meeting differs from the view of the majority of the committee members, the Program Manager shall present both points of view in the minutes along with the final decision.

c) The minutes shall be posted on the NH ELAP website with-in one month of its approval by the committee.

Appendix A

Application for Membership on NH ELAP Technical Committee

NH ELAP Technical Committee Membership Application

Name, Address & Phone Number:	Date:
	Email Address:
Current Affiliation and Title:	
Education and Professional Status:	
Work Experience:	
Training Applicable to this Work Experience:	
Reason for desiring to be on this committee:	