

**STACK TESTING ACCREDITATION COUNCIL (STAC)
BOARD OF DIRECTORS' AND MEMBER'S MEETING
Minutes of December 9, 2010**

The quarterly Board of Directors of the Stack Testing Accreditation Council (STAC) conference call was held Thursday, December 9, 2010.

Present: Angela Hansen, Jim Monfries for Rob Patterson, Scott Swiggard, Phil Billick, Steve Szambaris, Fred Ballay, Charles Simon, John Shackenbach, Howie Schiff and Maggie Cangro.

Scott Swiggard called the meeting to order at noon EDT.

Old Business:

Need to get 2 documents finished:

- 1) Quality Manual – finalize, review and vote
- 2) Assessment Checklist – confirm it is in conformance with ASTM 7036 and vote on approving so it can be given to TAB.

Scott S.: The ASTM standard is not going to be changed in the near future. We need to move forward with the existing standard. DO NOT wait for changes – that could be 2 years in the future. We can adapt in the future as changes occur.

Phil: Agree. Move forward – stop waiting for changes to ASTM.

Scott: Operating purely as a quality system, 7036 does not require an over the shoulder assessment. Visiting the office of an AETB is a field audit. Auditing actual testing is probably 5 years down the road. “Issues” observed during a test are evaluated based on how they are corrected under the quality system of the AETB.

John: How do you address problems with a protocol?

Scott: By looking at the quality system.

Angie: Checklist is good – corresponds to the quality manual; analysis of the “system”. I would approve as it exists, but understand there are still some comments coming.

Phil: Checklist is comprehensive, but still unclear where and how it is applied to AETB.

Scott: First – it’s a great internal training tool. And it’s an excellent guidance document for an assessor. The assessor will determine if an AETB has the necessary items in place AND is acting on them, not just in a manual somewhere. There are 297 items on the checklist. You won’t find problems if you don’t look for them. Use the evidence of non-conformance as a learning opportunity. Documentation will then cause changes to the SOP.

Phil: Once assessor finds non-conformance, if AETB follows their quality system to correct problems, does that then mean that they're okay?

Scott: BOD will release TAB to do assessments. BOD must provide TAB the guidelines (or direction) for how to respond to non-conformance.

Phil: Perhaps we could do some internal mock assessments – to test the system so BOD is comfortable that the checklist is good to go.

Scott: Assessors are fact-finders – don't have the final call. Everyone will have findings. Could be up to 6 months from the time of assessment to final resolution of accreditation.

Scott: Let's focus on getting this off the ground. Don't wait until each piece of minutia is answered. TAB cannot move until we give them initial directive.

Fred: Things have changed. State observer will not go to office to see how data is handled.

Scott: Things *have* changed. Looking at 7036, we have to use existing standards to give TAB direction. BOD (bylaws) is in control; TAB looks to BOD for direction/procedures. Must have interim accreditation for a while before final accreditation. Will need 6 months or so of operating data to have something to audit. What changes the quality of data is the system under which the AETB operates.

Howie: I initially thought it was a two-fold process: office and field.

Scott: Yes, that was what we thought, but after further review... Assessors need Quality Manual so that they all act the same – standardize the process of assessment. AETBs need to know what is expected of them.

Phil: No time like now to get this going.

Scott: Vote on the checklist ASAP – it's already on the website. Finalize comments on the Quality Manual – let's be ready to vote on that soon too.

Angie: Are there any TAB assessor applications?

Scott: Troy has gotten about 5. People are interested. BOD needs to start looking at who has applied.

Deadline to vote on the checklist – Friday, Dec. 17, 2010.

Please read the Quality Manual, and we'll have another call in January.

Thanks!