

## **MODULE 1**

### **ACCREDITATION OVERVIEW**

#### **1.1 PURPOSE**

The primary purpose of the Stack Testing Accreditation Council (STAC) Source Emission Measurement Quality Assurance Program (SEMQAP) is to establish and maintain the highest possible standards of performance for Air Emission Testing Bodies (AETBs) collecting and analyzing samples to support the evaluation of stationary source air emissions. AETBs that comply with the elements of this program operate a quality system that meets the requirements of the International Organization for Standardization (ISO) Standard ISO/IEC 17025 and ASTM D-7036. This standard incorporates the requirements of ISO 17011 that are relevant to the scope of services addressed by the AETB.

The STAC programs are managed and conducted in full compliance with ISO 17011.

The STAC Accreditation Program achieves and maintains the highest level of quality in their programs through the following steps:

**1.1.1** Requiring the AETB seeking accreditation to operate an organization in which sampling and testing procedures are performed with adequate controls by well-qualified personnel using appropriate equipment and methods. High standards of practice are encouraged and maintained through conformance with established accreditation criteria, education, proficiency testing, collection of AETB performance data and onsite assessments.

**1.1.2** Maintaining an ongoing surveillance of AETBs participating in the SEMQAP using criteria defined by specific program requirements detailed in Module 2, Quality System Requirements, and Module 6, Proficiency Testing (PT).

**1.1.3** Auditing accredited AETBs in order to ensure compliance with requirements and standards of the SEMQAP.

**1.1.4** Recognizing compliance with standards by issuing certificates of accreditation for a period of five (5) years in the name of the STAC.

**1.1.5** Establishing, as needed, additional quality programs to serve the specific needs of the AETB community. New programs are initiated under the direction of the STAC Board of Directors in consultation with the Technical Advisory Board.

#### **1.2 MANNER OF ACTING**

The STAC Board of Directors and its subordinate Technical Advisory Board (TAB) shall conduct the technical business of the SEMQAP according to the following directives:

**1.2.1** The TAB is responsible for overseeing the technical assessment of applicant AETBs and in making a decision on accreditation approval, denial, or revocation.

**1.2.2** TAB decisions are reviewable by the STAC Board of Directors upon appeal by the affected AETB (see Module 4 for appeal procedures).

**1.2.3** A two-thirds majority of the number of STAC Board of Directors or TAB members eligible to vote, minus the number of abstentions, shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters regarding an AETB accreditation approval, denial or revocation.

**1.2.4** A simple majority of the STAC Board of Directors or TAB members eligible to vote shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters other than those specified in Section 1.2.1.

**1.2.5** A STAC Board of Directors or TAB member shall support any of his/her votes to deny or revoke accreditation by citing the specific SEMQAP policy that is the basis of the negative vote.

STAC Board of Directors and TAB members shall comply with the [STAC Conflict of Interest Policy](#).

### **1.3 AUTHORITY**

STAC and its agents (Board of Directors and TAB) shall be responsible for granting, maintaining, extending, suspending or withdrawing accreditation and shall not delegate these responsibilities

### **1.4 SCOPE OF ACCREDITATION AND MODULES**

STAC shall confine its requirements, assessment and decision on accreditation to those matters specifically related to the scope of accreditation being considered.

To obtain or retain accreditation, the AETB shall comply with the requirements of all applicable policy modules as listed below.

Module 1	Accreditation Overview
Module 2	General Quality System Requirements
Module 3	Suspension, Revocation or Denial of Accreditation
Module 4	Appeals Process
Module 5	Proficiency Testing (PT)
Module 6	Advertising Policy for Accredited Laboratories
Module 7	Miscellaneous
Module 8	Terms and Acronyms

### **1.5 OPEN AND TRANSPARENT PROCESS**

An open and transparent accreditation process is essential to the effective functioning of STAC. To this end, all meetings of STAC and its Committees and Boards are open to participation by any interested party. Portions of a meeting may be closed when discussing items subject to STAC's Confidentiality Policy such as accreditation issues with a specific AETB. Interested parties should contact the meeting Chairperson for an agenda (including those portions of the meeting that are closed) and instructions on participation. Meeting Chairpersons shall make every reasonable effort to accommodate those interested in participating. Parties who feel they have been unfairly excluded from a STAC meeting, should contact a STAC Board Member who will bring their complaint to the STAC Board for investigation.