

Laboratory Accreditation Body Expert Committee Meeting June 21, 2011

- **Attendance**

Joe Aiello (Chair)	-	Present
Steve Arms	-	Present
Lynn Bradley	-	Present
Art Clark	-	Present
Jeff Flowers	-	Present
Sharon Mertens	-	Absent
Rebecca Pierrot	-	Present
Aurora Shields	-	Absent

NOTE: Jane Wilson has for several years been included as a “TNI Staff Person” assigned to the Laboratory AB Expert Committee. The funding for Jane for this activity was through a cooperative agreement with the NSFTC, which is no longer available. As a result, Jane has been dropped from the list of committee participants. Thank you Jane for all your support and advice. The committee will miss your contributions.

- **Minutes**

The minutes of the January 31, 2011 meeting in Savannah, GA have been posted to the TNI Website.

- **Accreditation Body Application and Evaluation Power Point Presentation**

In January 2011 Lynn Bradley forwarded the most recent draft version of the Accreditation Body Application and Evaluation power point presentation to the members of the Laboratory Accreditation Body Expert Committee for comment. Art Clark responded with his comments. Expectations are that the final draft will be ready for discussion at the TNI/NEMC meeting on Monday, August 15, 2011 in Seattle, WA.

Action: Lynn will revise the presentation based on Art’s comments and forward it to committee members for another round of review.

- **Generic Application for Applying for NELAP Accreditation**

The NELAP Accreditation Council has confirmed its interest in having a generic application that laboratories can use to apply for NELAP accreditation. The Laboratory AB Expert Committee agrees that having a generic application would be beneficial to the NELAP. Rebecca Pierrot has volunteered to lead activities for developing the application. Rebecca was also advised by Steve Arms to include Dan Hickman in her plans to help assure that the national data base activities are included in the discussions for developing a generic application. Expectations are that Rebecca will have some material to discuss at the TNI/NEMC August meeting in Seattle, WA.

Action: Rebecca will begin to compile a list of common fields from current applications used by NELAP Recognized accreditation bodies. Draft list may be available as early as the July 2011 Lab AB Expert Committee teleconference.

- **Future Laboratory AB Expert Committee activities & The AB Task Force**

Discussions by The AB Task Force have indicated that it may be forwarding some suggestions for future activities of the Laboratory AB Expert Committee. These suggestions would be related to developing administrative support services that TNI could provide to ABs. One of these activities is developing a generic NELAP application for laboratories to use when applying for NELAP accreditation. The committee has already begun working on developing an application. Other suggestions could include tracking PT sample data, tracking applications, tracking corrective actions, documenting information on AB activities relating to Primary Accreditation and developing assessment tracking tools.

Action: Other than the generic application, none at this time.

- **SOP 3-108, Revision 0, Provisional Recognition of Accreditation Bodies**

The Provisional Recognition SOP 3-108, Revision 0 has been accepted by the NELAP Accreditation Council, with one deletion. Deleted was the language relating to the requirement that Accreditation Bodies must notify laboratories when being designated as "Provisional". No alternate language was included. Lynn Bradley has forwarded the SOP to the Policy Committee. Lynn has also asked William Daystrom (website administrator) to post on the TNI/NELAP Accreditation Council webpage with a note indicating that "it has been adopted by the Accreditation Council but still needs to be approved by the Policy Committee."

Action: None at this time.

- **Meeting Duration**

Call to Order at 11:00am EST, adjourned at 11:45am EST.