

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, January 17, 2017 1:00 pm**

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting and the roll was called. Those present are noted in Appendix A. Lynn noted that Nishant will move to being an Associate Member, since he is frequently unable to attend committee meetings.

Minutes from December 20, 2016, were approved by acclamation, since there was no quorum for a vote.

2. SIR #305

This Standards Interpretation Request (SIR) was discussed at the December 20 meeting, and Nilda requested comments from committee members after the meeting as well as comments discussed during the meeting. Three additional comments were received and a revised draft offered for this meeting. Carl continues to recuse himself from this issue.

There were no adverse comments to the revised response offered by Nilda, which notes that the 2009 standard does not specify how scopes of accreditation are defined, so that each AB must define that individually, although there is a requirement in V2M1 that assessors receive a passing score on a test of required skills for each desired scope. Two minor typographical edits were noted and corrected.

Participants agreed that an email vote should be taken. That vote will be initiated with the distribution of these minutes. Once the motion is made, five (5) "yes" votes will be required for approval of the draft.

3. Continuing Discussion of Combined Modules and Marlene's Comments

Carl noted that he plans to distribute a handout for the committee session in Houston, with only the revised TNI language for the combined module, plus a listing of "parking lot" items that have been mentioned previously for possible inclusion (including some suggested edits during the committee's review of the combined draft.) By distributing only the TNI text, the handouts will not need to be collected at the end of the session, as would be necessary if the full ISO text were included.

Nilda has reviewed the entire draft combined document, since the last meeting, and affirms that all of the ISO numbering aligns with the ISO document itself. She noted five issues for consideration:

§3.17 – replace the parenthetical contents with the words (also called Fields of Accreditation"

§4.2.1 – since Note 1 was deleted, the remaining note (formerly Note 2) needs no number

§6.2.4 and 7.4.1 – it is odd that the added TNI note is assigned as Note 2, but the ISO note has no number one(1) on it. Consensus was not to try even this minor tweak to the ISO language.

§7.5.3 – the parenthetical reference explaining the former Module 3 source of the language should be presented as strikeout, so that people can still see it but it will not carry forward into the working draft.

§7.8.3.4 – needs added language to clarify that this section applies to initial accreditations

4. **Transitioning to the Language of the Revised ISO/IEC 17011**

Carl is following the CASCO working group that is revising our standard, and anticipates that the draft final language will be voted upon in the spring, so that by mid-summer (at the latest) we will know what the 2017 revision of ISO 17011 will be. He discussed with the committee whether our revision should reflect the changes to the international standard. Consensus was to do so, but not to make a formal decision on the matter until there is definite language in place, which would be the ISO/IEC draft final version of 17011.

We also discussed the requirement of the Consensus Standards Development SOP 2-100, to review records from preparation of the 2009 Volume 2, and who might have been committee chairs for LAB and the On-Site Assessment (OSA) Committee (now merged into the LAB committee), in order to track down such records. The LAB chair during the standards development phase was Sharon Mertens, with later chairs being Joe Aiello, Jeff Flowers and now Carl. The OSA committee chair during the standards development phase was Alfredo Sotomayor, and later was Denise Rice, then John Gumper at the time of the committee merger. Sharon and Alfredo have already been contacted about records they might have.

Nilda recalled that one of the parking lot items from Module 3 (OSA) was how to handle secondary accreditations. Carl noted this is now addressed in NELAP Policy 3-100, and that perhaps we should discuss what belongs in the standard versus what belongs in a policy. The issues of scopes of accreditation (fields of accreditation) and related assessor competencies should be discussed in this perspective also.

5. **Reviewing the Agenda for Houston**

The agenda from the committee's December 20 meeting was reviewed:

- Welcome and Roll Call
- Approval of Minutes
- Discussion of Revising the Standard (*to include mention of accommodating the 17011 revision*)
- Presentation of the Draft Combined Module
- Discussion of the Consensus Standards Development SOP 2-100 (*not a full presentation*)

The meeting was adjourned at 2:09 pm Eastern, following a motion by Nilda seconded by Bill.

5. **Next Meeting**

The next meeting will be the session at conference in Houston, 8 am – noon local time on Tuesday, January 24, 2017

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, February 21, 2017, at 1:00 pm Eastern.** A reminder notice will be sent the week before.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
William Batschelet Batschelet.william@epa.gov	12/31/18	Other – US EPA R8, Lab QAO	Yes
Nilda Cox, Vice Chair nildacox@eurofinsus.com	12/31/2017	Lab – Eurofins Eaton Analytical Inc.	Yes
Virginia Hunsberger vhunsberge@pa.gov	12/31/2017	AB – PA Department of Environmental Protection	Yes
Oommen Kappil okappil@emsl.com	12/31/19	Lab – EMSL Laboratories, Inc.	No
Catherine Katsikis ckatsikis@ldcfl.com	12/31/2018	Other – Laboratory Data Consultants	No
Carl Kircher, Chair carl_kircher@flhealth.gov	12/31/2018	AB – Florida Department of Health	Yes
Marlene Moore mmoore@advancedsys.com	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd mbshep@sheptechserv.com	12/31/2018	Other -- Shepherd Technical Services	No
Aurora Shields ashields@lawrenceks.org	12/31/2018	Lab – City of Lawrence, KS	No
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com	12/31/2018	Lab -- GE- Power & Water Engineering	No
Yumi Creason ycreason@pa.gov		AB -- Pennsylvania	No
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	Yes
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	Yes