

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, October 21, 2014**

1. Welcome and Roll Call

Jeff opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from September 16, 2014, were approved.

2. Third Party Assessor Credential Proposal

Jeff asked Lynn to review the changes made after our September 16 discussion, to put more focus on documenting assessor qualifications in some form that might be used for responding to requests for proposals from any Accreditation Body seeking third party assessors, and leaving the form of recognition to be decided at some future date, with recognizing for which Fields of Accreditation an individual assessor meets the requirements of the standard. Changes also included adding a paragraph about avoiding redundancy by recognizing any and all existing processes for qualifying assessors, to the extent possible, and combining certain paragraphs with (hopefully) improved explanations of intent.

The revised version was circulated with the September 16 minutes and also re-sent with the reminder for this October 21 committee meeting. One additional change was requested to the revised version, to add "for example" before the parenthetical reference to ISO 19011 personal attributes for assessors.

With that modification, Lucrina moved to approve the revised version, and Carl seconded. Approval was unanimous.

The approved document is attached to these minutes as Appendix B. Lynn will transmit the approved, revised proposal to Jerry Parr, TNI Executive Director, with a recommendation that Jeff be invited to the Board meeting when it is to be discussed. This may be on November 12, but since the Board did not meet for business in October (due to its strategic planning meeting,) it may not be possible to have our proposal on the agenda until the December 10 Board meeting.

3. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for Tuesday, November 18, 2014, at 11 am Eastern. If the Board does not consider our proposal in November and no other business arises (such as a SIR response being needed,) that meeting may not be held. A reminder notice will be sent the week before.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Joseph Aiello joseph.aiello@dep.state.nj.us	12/31/2016	AB - NJ State Department of Environmental Protection	No
Nilda Cox nildacox@eurofinsus.com	12/31/2014	Lab –Eurofins-Eaton Analytical Inc.	Yes
Jeff Flowers, Chair jeff@flowerslabs.com	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	Yes
Myron Getman mrg05@health.state.ny.us	12/31/2014	AB – NY Department of Health	No
Chris Gunning cgunning@A2LA.org	12/31/2014	AB – A2LA	No
Virginia Hunsberger vhunsberge@pa.gov	12/31/2014	AB – PA Department of Environmental Protection	Yes
Lucrina Jones Jones.Lucrina@epa.gov	12/31/2016	Other -- EPA Region 9 Laboratory	Yes
Carl Kircher, Vice Chair carl_kircher@doh.state.fl.us	12/31/2015	AB – Florida Department of Health	Yes
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	No
Aurora Shields ashields@lawrenceks.org	12/31/2015	Lab – City of Lawrence, KS	No
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Nirmela Arsem narsem@ebmud.com		Other – East Bay Municipal Utility District (San Francisco Bay area)	Yes
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
Guests: none			

Appendix B

TNI Recognition of Assessors for Contracting with NELAP ABs Laboratory Accreditation Body Expert Committee, October 21, 2014

The LAB Expert Committee has prepared a proposal for a voluntary program to address the charge from the TNI Board to implement Option 4 of the Final Report of the AB Assistance Task Force (July 2011.) LAB offered a proposal to the TNI Board on January 8, 2013, for how to proceed. The Board approved the initial listing of individuals and organizations available to work as contract or third party assessors (TPAs) and LAB was asked to prepare a more detailed proposal for a program to provide a vetted credentialed community of TPAs that are qualified to conduct assessments in support of NELAP Accreditation Bodies.

This document is a suggested outline for that more detailed proposal, with steps in roughly chronological order.

1. Establish a staff position and committee to support this activity.
2. 2a. Use collective knowledge of the LAB as incorporated into the templates on the TPA website plus assessor qualifications as specified in V2M1 § 6.2.6.3 and V2M3 §4.2.3-4.2.5 as baseline qualifications.

2b. Survey NELAP ABs and NGABs briefly to determine what training and experience are required and offered in current contracts and for in-house assessors (per V2 of 2009 TNI ELSS) as well as how on-going monitoring of assessors is conducted. If actual written tests are used, obtain example tests, if possible, for various scopes per V2M3 §4.2.6 (these may need to be held confidentially at the staff level.) At minimum, the scopes would be the technical disciplines listed in the “note” of V2M3 §4.2.4.

2c. Merge that information into a preliminary checklist or matrix for assessor qualifications for lead assessor, assessor and as required expertise for the various scopes. Establish a matrix of suitable training and experience for assessors in the areas noted in V2M1 §6.2-6.3 and V2M3 §4 of the 2009 TNI Environmental Laboratory Sector Standard (ELSS.)
3. Determine whether and how well the credentials of existing TPAs match that matrix and use that as the basis for creating a model set of credentials that each AB could use to eliminate redundancies in the TPA applications and AB approval processes.
4. Vet that matrix with the existing NELAP ABs, understanding that it would initially apply ONLY to TPAs. Adapt as warranted within the language of V2, with the goal of creating a single uniform way of presenting TPA qualifications that is usable by all NELAP ABs.
5. Agree on appropriate personal attributes and incorporate those into a standardized interview which could be used with all TPAs would undergo (videoconference if not in person) during the contracting/hiring process (*For example, from ISO 19011 – ethical, open-minded, diplomatic, observant, perceptive, versatile, tenacious, decisive and self-reliant.*) Interview to include verbal check on credentials presented, also.
6. Determine form of recognition to be awarded upon vetting the submitted credentials.
[*Recommend certificate with listing of scopes for which the individual assessor is qualified.*]

7. Establish acceptable AB/TNI evaluation techniques and tools for on-going monitoring of performance and competence of TPAs, plus settle on acceptable refresher training. Include recognition of in-service observations of assessments as well as continuing education opportunities.
8. Establish feedback mechanism for peers and laboratories to reduce program redundancy and minimize costs.
9. Succession planning: Investigate necessity and practicality of identifying suitable commercial courses or establishing TNI training for future assessors, whether online or in person, for both basic assessor training as well as in the technical disciplines. **PERFORM THIS STEP CONCURRENTLY WITH STEPS 4-9.**