

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, November 15, 2016 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. Minutes from October 18, 2016, were approved by acclamation.

2. Status of 2016 Volume 1 and Impact on Volume 2 Revision

Lynn explained that the NELAP AC encountered four issues with its initial review for acceptance of the Chemistry module (V1M4), and that while three of those issues can likely be addressed with minor technical clarifications, the fourth may require actually revising the 2016 module again.

If the final decision is to revise the Chemistry module, that revision would be “fast-tracked” for making a 2017 standard. It is presently uncertain whether our intended Volume 2 revisions (and the remaining Volume 1 revision, to the WET module) would be postponed until the Chemistry revision is completed, but that postponement seems possible.

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

Review of the combined modules document resumed at section 7.8.3.5 at the note. Comments noted are itemized below:

§7.11.5 – the note should be part of the standard, and should have a defined timeline.

Carl proposed the following language to become §7.11.5.1 and 7.11.5.2:

7.11.5.1 **NOTE:** A strict timeline defines enforceable deadlines commensurate with the severity of a finding. The accreditation body shall require the CAB to submit corrective action plans for each identified nonconformity within thirty (30) calendar days of its receiving the surveillance or reassessment report.

7.11.5.2 The CAB’s implementation of each corrective action shall be due as specified in the submitted corrective action plan or as specified in the accreditation body’s policy.

§7.11.7 – after discussion, the decision was that the note should remain. The standard requires notifications in §8.1.2

§7.13.4 – the precursor sentence reading “The following are additions as allowed by local laws and regulations” should be deleted

§7.14.2 – the note should be deleted, as “public information requests” do not apply to non-governmental accreditation bodies.

7.14.4 – a minimum length of time should be specified to be consistent across all ABs.

Carl proposes adding the following sentence to this item: The minimum length of time shall be at least two times the time period between reassessments planned for each CAB (see 7.11.3).

A question was raised about the SIR relating to surveillance assessments, as posted on the TNI website (V2M1 §7.7.2 and V1M3 §6.13.2 of the 2009 standard). The SIR stated that the language from V2M3 §6.13.3 of the 2009 standard governs surveillance assessments, and this language is now numbered §7.11.3.1 in the combined module. The SIR was discussed in the LAB Committee meeting in southern California, and the consensus decision there (with audience participation) was to keep the current SIR text in the revised module (see minutes of August 10, 2016.)

Review of the combined module will continue, beginning with §7.15 at the next meeting.

4. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, December 20, 2016, at 1:00 pm Eastern.** A reminder notice will be sent the week before. The agenda will include further review of Marlene's comments and perhaps consideration of comments received during and after the session at conference that apply to Volume 2 of the standard.

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
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com	12/31/2018	Lab -- GE- Power & Water Engineering	No
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	No
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	Yes
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	Yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Yumi Creason ycreason@pa.gov		AB -- Pennsylvania	Yes
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	No
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	Yes