

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, November 17, 2015**

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes were not approved due to lack of a quorum.

2. Conference in Tulsa

LAB has a quarter-day session scheduled for Tulsa. Both Carl and Nilda indicated they hope to have travel approved so that they can attend. The agenda should be a demo of the Generic Application, and informal discussion of LAB's intent and efforts to revise the standard (Volume 2 modules) and an update on the ISO workgroup that is revising ISO 17011 by Carl and maybe Doug, as well.

3. The Generic Application

Our next steps, now that the database is available (see <http://genapp.nelac-institute.org/>), we need a few committee members to experiment with it, and we eagerly await creation of the needed User Manual.

Lynn had asked, within the NELAP AC, whether any ABs might be interested in working with LAB to create the specialized reports needed and to implement use of the generic application. KS is already discussing implementation with TNI's Database Administrator, Dan Hickman, and FL will try to convert to this database as part of its rulemaking that is currently underway. VA was the other seriously interested AB, from earlier discussions, but the VA program manager says that it will be summer 2016 before staff there have time available to address any conversion.

4. Update on Revising the Standard V2M1/V1M3

In the absence of a quorum, detailed discussion of revisions beyond §7.5 of the draft combined module was not attempted. Nilda mentioned that it would be helpful to align the numbering in section 3 (page 4 of the draft) with the ISO numbering, since this could be done by merely relocating the Fields of Accreditation paragraph.

5. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for **Tuesday, December 15, 2015, at 11:00 am Eastern.** A reminder notice will be sent the week before.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
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
Lucrina Jones Jones.Lucrina@epa.gov	12/31/2016	Other – EPA Region 9 Laboratory	No
Carl Kircher, Chair carl_kircher@flhealth.gov	12/31/2015	AB – Florida Department of Health	Yes
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:			
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com		LAB -- GE- Power & Water Engineering	No
Chris Gunning cgunning@A2LA.org		AB – A2LA	No
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	No
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Guests: Robert Dean, Eurofins		Sitting in for Nilda Cox at the beginning of the meeting	