

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, December 19, 2017 1:00 pm**

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. Member terms were reviewed. Nilda Cox and Virginia Hunsberger are due to rotate off of the committee. Nilda has asked to remain as an associate member, and we anticipate that a different Pennsylvania staff person will likely apply for membership. The committee remains balanced, with two each lab and AB stakeholders and four "others." An additional lab or AB stakeholder is desirable, so that if someone else from Pennsylvania applies, as anticipated, there will be no question of any stakeholder category being a majority.

The minutes of October 17 were approved. The committee did not meet in November due to the Thanksgiving holiday.

2. Review of Revised ISO 17011 with TNI Language Inserted

Carl provided a Word document with the revised ISO 17011 text plus his "first cut" at appropriate places to insert the TNI language (from the combined module previously approved.) Most insertions were considered to be properly placed, with the following comments:

- §4.4.15 (TNI language from V2M1 §4.3.8) may be a better fit elsewhere.
- §6.4.2.6 – should we be more restrictive about who can be a translator?
- §6.2.3.1 – this language should be retained, but perhaps elsewhere, maybe a §6.2.4?
- §6.4.6 – use consistent wording as "outsourcing" (the ISO word) rather than subcontracting.

Review will resume at section 7, at the next teleconference meeting.

Carl noted several sections to be discussed in Albuquerque, and indicated that he has other sections flagged as well for that discussion:

- 3.24 (assessment technique),
- 3.26 (remote assessment),
- 3.27 (assessment program),
- 3.28 (assessment plan), and
- 4.6 (accreditation scheme).

3. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for Monday afternoon, January 22, at 1:30 pm local time, at conference in Albuquerque. No teleconference capability will be available.

The next teleconference meeting will be **Tuesday, February 20, 2018, at 1:00 pm Eastern.** An agenda and documents will be distributed prior to the meeting.

Attachment 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.	no
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.	Yes
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	Yes
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:			
Yumi Creason ycreason@pa.gov		AB -- Pennsylvania	Yes
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