

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, February 21, 2017 1:00 pm**

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The minutes of January 24 were approved with one amendment, with one abstention and all others voting to approve.

2. Review of Draft Revised Charter

As part of implementing its recent Quality Management Plan, TNI's Board of Directors approved a new charter template and has asked that all committees update their charters accordingly. The charter will no longer be an annual document but rather a standing document that is periodically revised as the TNI Strategic Plan is updated. An annual work plan will describe each year's anticipated milestones and membership, and an activity tracking spreadsheet will be implemented.

A draft document incorporating information from the previous year's charter into the new template was distributed to committee members with the meeting announcement and agenda. The edited draft is included as Attachment 2, below.

6. Next Meeting

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

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.	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.	Yes
Catherine Katsikis ckatsikis@ldcfl.com	12/31/2018	Other – Laboratory Data Consultants	Yes
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:			
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com	12/31/2018	Lab -- GE- Power & Water Engineering	No
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	No
Guest:			
Calista Daigle		Dade Moeller, Inc.	

Laboratory Accreditation Body Expert Committee

2017 Charter

(Revised: 2nd draft Winter 2017)

Mission

As a means to improve the quality and consistency of environmental data throughout the United States and to foster the mutual recognition of laboratory accreditation by Accreditation Bodies, the mission of the Laboratory Accreditation Body (LAB) Expert Committee is to develop and support accreditation standards for environmental testing accreditation bodies by engaging experts in a consensus-based standards development process.

Composition of the Committee

1. The LAB Committee has members representing a balance of the three TNI stakeholder communities.
2. Committee members serve staggered three-year terms.
3. Associate members are invited to participate in all committee activities except voting.

Objectives

1. Revise and maintain the TNI Standards for Laboratory Accreditation Bodies (Volume 2 Module 1 of the TNI Environmental Laboratory Sector Standard.)
 - **Success Measure:**
 - Review and decision about possible revision occurs at least every five years and revision is appropriately carried out when determined to be needed.
2. Support the NELAP Accreditation Council (AC) and the Laboratory Accreditation Systems Executive Committee (LASEC) in reviewing draft policies and procedures to ensure consistent standard implementation and in gathering and disseminating information on accreditation body activities, as requested.
 - **Success Measure:**
 - Results of this assistance are timely and meet declared expectations of the program committees.
3. Provide information on developing and recommending training and guidance materials as appropriate.
 - **Success Measure:**
 - Training and guidance development opportunities needed are identified and suitable materials developed for approval by Consensus Standards Development Executive Committee (CSDEC.)
4. Review and respond to Standards Interpretation Requests, as referred.

- **Success Measure:**
 - Responses meet agreed upon timeframes and address the request explicitly.
5. Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011. Support TNI by completing any tasks assigned by the Board or required by the AC or LASEC.
- **Success Measure:**
 - Accreditation Bodies and other TNI components such as LASEC and CSDEC are informed of anticipated revisions or updates to relevant international standards.
6. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
- **Success Measure**
 - Work plans are presented to the CSDEC for review on at least an annual basis.

Decision Making (*specify default option from Decision Making SOP 1-102*)

- **Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain. Other decision rules may be utilized when declared by the Chair.**

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.