

**Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, June 18, 2013**

1. Welcome, Roll Call and Approval of Minutes

Jeff Flowers opened the meeting and roll was called. A quorum was present and attendance is recorded in Appendix A. Minutes of the May 21 meeting were approved. Jeff noted that the Consensus Standards Development Executive Committee has requested an updated copy of our charter with current members and their term expiration dates, and asked Lynn to send this.

2. Action Items

Lynn to update Charter with current members and terms and send to CSD EC Chair (done 6/23)

Lynn to work with TNI webmaster to set up Third Party Assessor listing web page, using templates and disclaimer as approved 5/21/13

Committee members will please continue reviewing the NELAP Evaluation "Technical Review" checklist revisions, for discussion at the next meeting.

3. Generic Application

Jeff has contacted John Kuhn, Chair of TNI's Information Technology (IT) Committee, and will join this week's IT Committee call to discuss creating a usable list of Fields of Accreditation (FoAs) for use in the generic application. The major concern and stumbling block is that this list is continually changing, but hopefully they will be able to settle on some compromise that identifies most of the FoAs that a lab will need (except for perhaps "SOP methods," the one-off kind.) Jeff will provide the committee with an update after the meeting.

4. Third Party Assessor Project

Lynn reported that further progress awaits action by the TNI Webmaster to create the listing page on the website. As agreed previously, once that page is available, with the templates, Jeff will write a letter inviting all identified parties (including all non-governmental ABs) to add their information. Once the web page is public with listings, Lynn will notify the NELAP AC.

5. Review of NELAP Evaluation Technical Review "Compliance" Checklist

This review resumed with item #21, where we had ceased at the end of the previous meeting. Initially, there was further discussion about the rationale for color-coding and why doesn't every item require documentation. Donna explained that when the small workgroup of NELAP evaluators (of which she was a part) determined the color-coding

of checklist items, they tried NOT to interpret the standard but to mark items as “documentation required” in instances where the wording of the standard itself mentioned documentation or made reference to “in writing.”

We agreed to revise the legend on the draft checklist, to read as follows:

Red = The standard states that an AB shall have written evidence of this item as part of its quality system, and that the documents must therefore be available for review either prior to or during the on-site office visit

Green = The standard requires that the AB needs to have written record of the item, and thus documentation must be available for review either prior to or during the on-site office visit.

Blue = activities covered during the observation of the on-site assessment of a laboratory by the AB’s assessors (shadow assessment.)

Gray = duplicate Items covered above in this Technical Review checklist (annotated accordingly).

White = The standard does not explicitly require documentation and thus compliance may be determined by either review of documentation or through observations made by evaluators during site visit.

The review continued, still with extensive discussion, through item #98. Previously (on May 21) we had changed item 13 to green. During this meeting, we changed items 83-98 to green, and also item 81, if it is applicable.

As time ran out at item 98, Lynn noted that after the LAB’s July meeting, it will be necessary to forward the checklist to the LAS EC and the NELAP AC for consideration, whether or not review has been completed, in order for the remaining approvals to be accomplished in time for the next round of evaluations to begin (in December 2013.) Jeff asked that all committee members be prepared to note items where they disagree with the current color scheme at our July 16 meeting.

## 8. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, July 16, at 11 am Eastern. Agenda items at that time will be updates on the Third Party Assessor project, the generic application recommendations, the NELAP Evaluation SOP and any Standards Interpretation Requests that might arrive, and then completion of review of the Technical Review Checklist.

## Appendix A

## LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Joseph Aiello <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	12/31/2013	AB - NJ State Department of Environmental Protection	no
Brenda Bettencourt <a href="mailto:bettencourt.brenda@epa.gov">bettencourt.brenda@epa.gov</a>	12/31/2015	Other—US EPA Region 9	no
Nilda Cox <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>	12/31/2014	Lab –Eurofins=Eaton Analytical Inc.	Yes
Jeff Flowers, Chair <a href="mailto:jeff@flowerslabs.com">jeff@flowerslabs.com</a>	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	Yes
Myron Getman <a href="mailto:mrg05@health.state.ny.us">mrg05@health.state.ny.us</a>	12/31/2014	AB – NY Department of Health	No
Chris Gunning <a href="mailto:cgunning@A2LA.org">cgunning@A2LA.org</a>	12/31/2014	AB – A2LA	No
Virginia Hunsberger <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	12/31/2014	AB – PA Department of Environmental Protection	No
Carl Kircher <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	12/31/2015	AB – Florida Department of Health	Yes
Sharon Mertens <a href="mailto:smertens@mmsd.com">smertens@mmsd.com</a>	12/31/2014	Lab - Milwaukee Metropolitan Sewerage District	Yes
Rebecca Pierrot <a href="mailto:Rebecca.Pierrot@ALSGlobal.com">Rebecca.Pierrot@ALSGlobal.com</a>	12/31/2015	Lab – ALS	No
Donna Ringel <a href="mailto:ringel.donna@epa.gov">ringel.donna@epa.gov</a>	12/31/2015	Other -- US Environmental Protection Agency, Region 2	Yes
Aurora Shields <a href="mailto:ashields@lawrenceks.org">ashields@lawrenceks.org</a>	12/31/2015	Lab – City of Lawrence, KS	Yes
Program Administrator: Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
Associate Members:			
Doug Leonard <a href="mailto:dleonard@L-A-B.com">dleonard@L-A-B.com</a>		AB – Laboratory Accreditation Bureau	No
Jeff Lowry <a href="mailto:JeffL@phenova.com">JeffL@phenova.com</a>		Other -- Phenova (PTP)	No
Judy Quigley <a href="mailto:JQuigley@dep.nyc.gov">JQuigley@dep.nyc.gov</a>		Lab – NYC DEP	No