

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, June 20, 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 May 17 were approved by acclamation.

2. Distributing an Outline for Stakeholder Input – the Next Step in Following the Standards Development SOP 2-100 for V2M1 Revision

Carl prepared the outline of our draft revised standard, based on the expected changes to ISO 17011, for distribution to stakeholders, in accordance with the Consensus Standard Development SOP 2-100. This outline will likely form the basis for our agenda at conference in Washington, DC, in August, also. See Attachment B, below.

The discussion of the concepts itemized is planned to focus on whether those items belong in the standard itself or whether there should be a requirement in the standard that ABs have policies or processes to address the issues. From discussion with the NELAP evaluators, an additional suggestion was made that enforcement issues should be considered for inclusion, as well.

As LAB's Chair views it, the new V2M1 will be a combination of the TNI language from the old module (and earlier version of 17011), the new 17011, the issues itemized for discussion plus any additional comments from within TNI, whether they arise from the solicitation of comments document (to be published, based on Attachment B) or from discussions at conference or other correspondence.

Participants agreed that this outline is suitable to use as the basis for discussions of the revised module at the LAB session in August, at conference in Washington, DC. The latest ballot for ISO 17011 closes on July 14, so that it is possible the committee will have access to the final copy of ISO 17011 by conference. Participants requested that, if possible, Carl circulate a copy of the watermarked draft in advance of conference, so that committee members can be prepared to discuss it, assuming it will be final by then.

The two most important concepts in the new 17011 are the need for ABs to create assessment plans for each laboratory and the option of performing remote assessments.

3. Agenda for Conference

One participant asked whether the session at conference would include a discussion or presentation about the generic application. Lynn responded that it seems to have moved beyond our committee, since several NELAP ABs are considering using the most recent version of the software now, and TNI's Database Administrator, Dan Hickman, declined to discuss it with LAB at the Houston conference in January 2017. Apparently, the Information Technology Committee is unclear whether to await some formal approval from our committee before moving forward, while LAB has had no role in the software for many months, now. Hopefully, the chairs can sort this out with Dan so that the IT committee can proceed with its next steps. The generic application will not be an agenda item for LAB, but could be discussed if participants in the LAB session raise the issue.

The meeting was adjourned at 1:53 pm Eastern following a motion by Mei Beth, seconded by Aurora.

4. Next Meeting

The next teleconference meeting of the LAB Expert Committee is the session at conference, scheduled for **Thursday, August 10, 2017, at 9:00 am Eastern.** Teleconference capability will not be available.

The LAB committee will not meet in July.

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	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	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	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 (membership lapsed)
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

Attachment B

This is the outline of our consensus development standard for ELS Volume 2 Module 1.

TNI ELS Volume 2 Module 3 is to be merged with TNI ELS Volume 2 Module 1. Also, Module 1 is to be re-organized according to the structure in the revised ISO/IEC 17011 international standard for Accreditation Bodies. The general outline will be:

Clause 1: Scope
Clause 2: Normative References
Clause 3: Terms and Definitions
Clause 4: General Requirements
Clause 5: Structural Requirements
Clause 6: Resource Requirements
Clause 7: Process Requirements
Clause 8: Information Requirements
Clause 9: Management System Requirements
Annex A (Informative): Required Knowledge and Skills for Functions in the Accreditation Process

As part of this standard development process, we have the option of writing in requirements for the accreditation scheme(s) that will use this standard in conjunction with accrediting environmental laboratories or other conformity assessment bodies. These topics were addressed as requirements written into the 2003-version NELAC Chapter 6 but were not included in the 2009 TNI version of ELS Volume 2. This list was identified and delineated by the NELAP Accreditation Council as needed for policies by which its accreditation bodies operate. However, since only a couple topics have been attempted, we have the option (unless, Lynn, you say that we don't have the option through TNI By-Laws or otherwise) of writing standards that will be voted on by the TNI Membership that can address these topics. Please give your thoughtful consideration as to whether we as the Expert Committee need to (or should) address (any of) the following:

- Assessing all methods versus selected methods for drinking water and other fields, at initial and subsequent on-site assessments (subject of SIR 254 and policy currently before LASEC)
- How to assess different Fields of Accreditation
- Accreditation of "prep methods" and accommodating the varied approaches by Accreditation Bodies (ABs) (I believe there is a policy on this before the LASEC right now)
- Using technologies as the basis for PT samples and Fields of Proficiency Testing (FoPT) tables
- Assessing laboratory accreditation scopes by matrix/method/analyte (by governmental and nongovernmental ABs)
- What to do about PT requirements for scopes where there are no approved PT providers (such as Biological Tissues as a matrix and DW Asbestos)
- NELAP policy on AB conformance to the current V2M3, Section 6.3.5 (current ISO/IEC 17011, Clause 7.5.6)
- Allowance to grant interim accreditation status to laboratories
- Allowance to extend deadlines in any standard through which timeframes are specified
- Requirement for the laboratory to seek NELAP Primary Accreditation in the state in which it resides, if that state has a Recognized NELAP AB for the fields of accreditation requested
- Allowance for NELAP Recognized ABs' personnel to perform accreditation functions for each other
- Process for expanding the scope of recognition for each NELAP AB to offer as Primary Accreditation to applicant laboratories
- Communication policy to allow advance notice to other recognized NELAP ABs of cost increases or other changes in the AB's program
- Policy on secondary accreditation to mobile laboratories
- Generic accreditation application form that will be used or acceptable to all recognized ABs
- Requirements on the content and frequency for updating information to LAMS (the National Database) on NELAP-accredited labs
- Policy on secondary accreditations (scope of accreditations)

- Timeframes for ABs to require of laboratories to complete corrective actions to non-conformances identified during on-site assessments
- Policy outlining qualifications and credentials needed for contract assessors or ALL AB assessors
- Scope of Accreditation definitively defined (at a minimum) as matrix – method (technology?) – analyte (or analyte group, or not at all?)
- Minimum requirements for training courses to train and qualify assessors (and accreditation decision-makers?)