

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, January 21, 2014**

1. Welcome and Roll Call

Chair Jeff Flowers opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from July 16, August 6 and September 17, 2013, were approved for posting.

2. Membership Matters

Since the committee last met, in September 2013, both Donna Ringel and Sharon Mertens have resigned, leaving the distribution of stakeholders as 5 ABs, 4 labs and 1 "other." Joe Aiello agreed to serve a second term, since his membership expired in December 2013. All member terms began anew upon combining the On-Site Assessment and the LAB committees during 2012.

We need a few members from the "other" stakeholder category, and possibly one more member from the laboratory community. Committee members were asked to network at conference, to recruit new members for the upcoming activities with developing the generic application. NOTE: Participants discussed "promoting" Judy Quigley from Associate to Full Member, but Judy has respectfully considered this offer and prefers to remain as an Associate.

3. Update of Committee Charter

The Consensus Standards Development Executive Committee requested charter updates from all Expert Committees by the end of January, 2014, and provided a new template for that purpose. Lynn had transferred the Charter information to the new template, with appropriate changes to the membership (see above.) Draft updated milestones were also provided, and found acceptable to the participants. Joe moved and Aurora seconded to approve the revised Committee Charter, and it was unanimously approved. The final version may be found in Appendix B.

Revision of the charter brought some discussion about the limited number of third party assessors who have provided their information for the new web page. Jeff reviewed how he had emailed an invitation to all known contract assessors, asking them to submit their information for the listing, and providing the link to the template and the web page. It is unclear why other individuals and companies have declined to participate in this.

4. Committee Session at Conference in Louisville

Review of the Draft Database Development Plan for the generic application will be the only agenda item for this session on Wednesday afternoon. Earlier, there were no

active projects, so the Chair had not planned to come to conference, and few committee members will be present. The Information Technology Committee had requested a half hour to present the draft Database Development Plan, so the session will convene so that attendees to the session will have an opportunity to discuss and comment on that plan. (NOTE: the Vice Chair will not be in attendance either, so it will fall to one of two members potentially present to moderate the session.)

Participants discussed the draft plan during the committee meeting and generally agreed that it is well done. The only suggestion was to address protection from “external intrusions” (aka, hacking.) We noted that the plan is written for a contractor to do the development, and due to slim member attendance in Louisville, decided to ask TNI’s Database Administrator to join the committee for its next teleconference (February18.)

We also discussed that having a demonstration of the agility of the planned database might go a long way towards encouraging the ABs to explore using it. Inclusion of the Fields of Accreditation being applied for will be the next big step.

4. Other Issues from Participants

Because committee activities have been slow over the past few months (awaiting the plan, above), another option will be to go back to the AB Task Force Report and discuss the other “administrative support” possibilities that the Task Force mentions there.

4. Adjourn

Myron moved to adjourn at noon; Aurora seconded.

5. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, February 18, 2014, at 11 am Eastern. A reminder will be sent the week before.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Joseph Aiello joseph.aiello@dep.state.nj.us	12/31/2016	AB - NJ State Department of Environmental Protection	Yes
Brenda Bettencourt bettencourt.brenda@epa.gov	12/31/2015	Other—US EPA Region 9	No
Nilda Cox nildacox@eurofinsus.com	12/31/2014	Lab –Eurofins=Eaton Analytical Inc.	Yes
Jeff Flowers, Chair jeff@flowerslabs.com	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	Yes
Myron Getman mrg05@health.state.ny.us	12/31/2014	AB – NY Department of Health	Yes
Chris Gunning cgunning@A2LA.org	12/31/2014	AB – A2LA	Yes
Virginia Hunsberger vhunsberge@pa.gov	12/31/2014	AB – PA Department of Environmental Protection	Yes
Carl Kircher, Vice Chair carl_kircher@doh.state.fl.us	12/31/2015	AB – Florida Department of Health	No
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	Yes
Aurora Shields ashields@lawrenceks.org	12/31/2015	Lab – City of Lawrence, KS	Yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
Judy Quigley JQuigley@dep.nyc.gov		Lab – NYC DEP	No
Guests: none			

Laboratory Accreditation Body Expert Committee

(LAB)

2014 Charter

(Revised: 1-21-14)

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 Committee is to develop and support accreditation standards by engaging experts in a consensus-based standards development process.

Strategic Goals and Objectives:

1. Periodically review the TNI Standards for accreditation bodies (Modules 1 & 3) and recommend revisions as necessary for consistency and improvement.
2. Support the NELAP program by assisting with implementation of the AB Task Force recommendations of July, 2011.
3. Support the TNI Standards for accreditation bodies by developing and recommending appropriate training and guidance materials as coordinated within the TNI to facilitate the implementation and adoption of these standards on a national level.
4. Review and respond to Standards Interpretation Requests, as referred.
5. Gather and disseminate information on accreditation body activity as requested. This may include surveys and interviews.

Success Measures:

- Successful adoption of policies and recommendations by TNI and NELAP.
 - Assist in development of database for laboratory applications and a generic TNI application to make the process easier.
 - Assist in developing tools to assist ABs with tracking PT data.
 - Assist in developing tools to assist ABs with tracking corrective actions
 - Enhance the process by which NELAP-recognized ABs can use 3rd party assessors.
 - Develop a model solicitation template for states to use in contracting 3rd party assessors and related services.
 - Assist in task force that is evaluating and developing surveillance assessment criteria.
- Continued mutual recognition among Accreditation Bodies.
- Decisions that are found acceptable by federal, state and private sector organizations.
- Increased number of NELAP accreditation bodies and/or accreditation bodies adopting the use of TNI Standards.
- Increased number of organizations recognizing NELAP accredited laboratories.

Key Milestones for 2014:

For the generic application form:

- January 2014 – circulate Draft Database Development Plan (from IT Committee) for comments
- Date TBD – Present beta version of the generic application for review and comments. Identify beta testers.
- Date TBD – Make the above mentioned tool available for use; provide information and/or training to the laboratory and AB community.

For the 3rd party assessor model:

- Maintain listing of Contractors on TNI Web site (Phases I and II completed; maintenance only.)
- Date TBD – Develop a plan to provide a vetted credentialed community of Third Party Assessors (individuals and/or organizations) found qualified to conduct on-site assessments in support of NELAP Accrediting Body activities. (Phase III of January 8, 2013, proposal to TNI Board.)
- Propose credentialing plan to TNI Board.
- Date TBD – Develop program to define TNI's role for providing qualified 3rd party assessors.

Considerations:

- Volunteer member organization with significant time constraints
- Maturing TNI infrastructure can provide more resources for the committee to achieve their goals.
- The committee has the ability to identify and engage the right expertise to get their job done.
- The committee has the ability to implement an effective consensus-based standards development process
- ABs and other stakeholders will accept the work products of the committee.
- Budgetary and financial constraints, as well as industry politics, may prevent the adoption of otherwise usable solutions.
- Standards must establish a consistent baseline for achieving good data quality but provide for maximum flexibility with minimum prescriptiveness.

Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- Other TNI Committees (Expert and Support)
- Participating organizations
- A potentially large group of volunteer associate members to help with committee objectives.
- Benefits from ANSI recognition.

Additional Resources Required:

- Industry experts
- Writers and technical editor support
- Database and web-based service support for development of specific tools.
- Web-based services for shared document access during teleconferences
- Administrative support for committee operation

- Travel support
- Members to balance the interest groups of the committee.

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences (open to all Full and Associate Members) – third Tuesdays at 11 am Eastern
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer

Committee Membership

Members	Organization	Term Expires December 31 of year	Representation
Joseph Aiello	NJ State Department of Environmental Protection	2016	AB
Brenda Bettencourt	EPA R9	2016	Other
Nilda Cox	Eurofins	2014	Lab
Jeff Flowers	Flowers Chemical Laboratories, Inc	2014	Lab
Myron Getman	NY Department of Health	2014	AB
Chris Gunning	A2LA	2014	AB
Virginia Hunsberger	PA Department of Environmental Protection	2014	AB
Carl Kircher	Florida Department of Health	2015	AB
Rebecca Pierrot	ALS	2015	Lab
Aurora Shields	City of Lawrence, KS	2015	Lab

Balance:

- 4 Lab
- 1 Other
- 5 AB

Subcommittees:

- None

Program Administrator: Lynn Bradley