

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, March 17, 2015**

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from January 20, 2015, were approved once a quorum of attendance was reached, late in the meeting. The planned February 17, 2015, meeting did not occur, and there are no minutes from that date

2. Updates from Conference

Generic Application – This project lapsed due to the Board's direction that the TNI Webmaster ~~redesign~~redesigns the overall website for better usability by those unfamiliar with TNI and its programs. Our project is supposed to be back among the priorities and we have been assured that there will be enough progress to provide a demo at the summer conference.

AC Policies -- The NELAP Accreditation Council (AC) is moving forward with its list of policies needed to document the AC's ongoing operations. These are primarily but not exclusively topics from the 2003 NELAC Standard that were not included in the 2009 TNI Standard. The AC asked LASEC to draft two policies, and LASEC requested LAB's assistance in drafting one of those, about what the on-site assessment includes. (See below for more details.)

Volume 2 of the TNI Standard – Carl learned at conference that the required five-year review of Volume 2 (Modules 1 and 3) is overdue and should be initiated immediately. Preliminary discussions at conference indicated general agreement that merging the two modules will be helpful, so that will be part of the process. NOTE: the Development of Consensus Standards SOP 2-100 is undergoing final revisions to address corrective actions from the ANSI audit, beginning with a general announcement seeking input from the community about desired changes, as well as consolidating the modules and eliminating duplicate material (from the 2009 version) as well as incorporating all interpretations applicable to the two modules. The notice announcing review of the standard will be addressed at the LAB April meeting.

3. Request for Nomination for Committee Vice Chair

Within TNI's Consensus Standards Development Program, Expert Committees are required to have a Vice Chair. Carl was the Vice Chair, but with Jeff's term expiring, Carl was recommended and approved as Chair, so that a new Vice Chair is needed. No volunteers responded to Carl's email follow-up to the January 2015 committee meeting.

Aurora nominated Nilda Cox to become Vice Chair, and she agreed to accept the nomination. With only minimal discussion, Nilda's nomination was approved unanimously. Lynn will forward to Nilda the relevant SOPs and the link for the Committee Chair training webinar.

3. Update of LAB Charter for CSDEC

A revised draft update of LAB's charter was circulated with the meeting announcement and agenda. An additional edit was requested and then Aurora moved and Virginia seconded that the revised charter be approved. The vote was unanimous, and the updated charter has been sent to the Consensus Standards Development Executive Committee Chair and Program Administrator. (see Appendix II of these minutes)

As part of discussion about the charter, participants were advised that one of our few remaining members has a standing conflict with the new third Tuesday 1:30 pm Eastern meeting time. That was changed from 11 am at the February meeting, due to the Chair having a very tight schedule on that day, but now, with the added flexibility of a Vice Chair to step in after the first hour if needed, Carl agreed that we should revert to the former 11 am Eastern time. The charter was revised to reflect this time prior to approval, and the webmaster has been notified.

4. Policy for the NELAP AC

As noted above, the Laboratory Accreditation Systems Executive Committee has referred one of the needed Accreditation Council policies to LAB for drafting. The policy request originated with an AC discussion and submission of a Standards Interpretation Request about whether an Accreditation Body will assess all methods or a representative sampling of methods. The wording referred from the AC is as follows:

On-site assessment – to what extent must all methods be assessed, and what level of detail is required. The AC earlier agreed to honor EPA OGWDW's request that all drinking water methods be assessed individually, but other fields of accreditation need to be addressed with at least minimum requirements. The starting resource may be the 2003 NELAC Standard, Chapter 3, Appendix C §.4, and possibly information in Modules 1 and 3 of the TNI [Environmental Laboratory Sector Standard \(ELSS\)](#) Volume 2. (V2M3 §6.3.5 is the appropriate reference for the TNI standard.)

This brought up a discussion about the AC's agreement to meet the EPA "expectation" of assessing all drinking water methods, as well as the Agency's "expectation" that qualified data may not be reported for drinking water compliance purposes, and some wording in wastewater methods about to be published in the Methods Update Rule stating that qualified data may not be reported for compliance purposes. Relevant discussions and documents about the drinking water methods were exchanged on email and the pertinent AC meeting minutes from November 17, 2014, and February 4, 2015, are published at <http://nelac-institute.org/committee/nelap>

At this point, Carl asked that committee members think about how to approach this policy and noted that it will carry forward as an agenda item for the April 21 meeting.

5. Need for Additional Committee Members

Our membership is down to seven and requests for member applications in the TNI newsletters and at conference have brought no response. Current members are asked

to please use their personal connections to recruit additional members to help with the increased workload due to review and revision of the standard as well as the policy and upcoming generic application issues. Lynn noted that we must have an additional member from the “other” stakeholder category before we can add anyone from either the “lab” or “AB” category.

Carl thanked everyone for their time and especially Nilda for accepting the Vice Chair position!

6. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for Tuesday, April 21, 2015, at 11:00 am Eastern. PLEASE NOTE that we have reverted to the OLD MEETING TIME!!!!

A reminder notice 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 | No |
| Nilda Cox nildacox@eurofinsus.com | 12/31/2017 | Lab – Eurofins Eaton Analytical Inc. | Yes (Shu Liu also) |
| Virginia Hunsberger vhunsberge@pa.gov | 12/31/2017 | AB – PA Department of Environmental Protection | Yes |
| Lucrina Jones Jones.Lucrina@epa.gov | 12/31/2016 | Other – EPA Region 9 Laboratory | No |
| Carl Kircher, Chair carl_kircher@flhealth.gov | 12/31/2015 | AB – Florida Department of Health | Yes |
| Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com | 12/31/2015 | Lab – ALS | No |
| 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: | | | |
| Jeff Flowers, Chair jeff@flowerslabs.com | | Lab – Flowers Chemical Laboratories, Inc. | No |
| Chris Gunning cgunning@A2LA.org | | AB – A2LA | No |
| Doug Leonard dleonard@L-A-B.com | | AB – Laboratory Accreditation Bureau | No |
| Jeff Lowry JeffL@phenova.com | | Other -- Phenova (PTP) | Yes |
| Guests: none | | | |

**Laboratory Accreditation Body Expert Committee
(LAB)**

2015 Charter

(Revised: 03-17-15)

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 laboratory accreditation bodies (Volume 2, Modules 1 & 3) and recommend revisions as necessary for consistency and improvement.
2. Support the NELAP Accreditation Council (AC) and the Laboratory Accreditation Systems Executive Committee (LASEC) in preparing draft policies and procedures to support program implementation, as requested by LASEC.
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.
6. Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011. Support NELAP by completing any tasks assigned by the Board or required by the AC.

Success Measures:

- Successful adoption of policies, standards and recommendations by TNI and NELAP.
 - Acceptance and use of database for laboratory applications and a generic TNI application to make the process easier.
 - Acceptance of adopted policies and procedures to support NELAP
- 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 2015:

Review of Volume 2, Modules 1 & 3, TNI Environmental Laboratory Sector Standard

- November 2015 – Complete review and finalize recommendation about the need to revise and whether to combine the two modules into one.
- December 2015 -- Initiate development of implementation plan for the revision.

For the generic application form:

- Date TBD – Present beta version of the generic application for review and comments. Identify beta testers. (depends on timing of completion of development)
- Date TBD – Make the above mentioned tool available for use; provide information and/or training to the laboratory and AB community.

Considerations:

- Volunteer member organization with significant time constraints.
- Maturing TNI infrastructure can provide the required resources for the committee to achieve its goals.
- TNI Webmaster has adequate time to complete generic application development.
- 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 Administrative/Support functions)
- 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, as needed)

Committee Membership

| Members | Organization | Term Expires December 31 of year | Representation |
|-----------------------|--|--|----------------|
| Joseph Aiello | NJ State Department of Environmental Protection | 2016 | AB |
| Nilda Cox, Vice Chair | Eurofins Eaton Analytical, Inc. | 2017 | Lab |
| Virginia Hunsberger | PA Department of Environmental Protection | 2017 | AB |
| Lucrina Jones | EPA R9 | 2016 | Other |
| Carl Kircher, Chair | Florida Department of Health | 2015 | AB |
| Rebecca Pierrot | Missing Lab Id | 2015 | Lab |
| Aurora Shields | City of Lawrence, KS | 2015 | Lab |

Balance:

- 3 Lab
- 1 Other
- 3 AB

Subcommittees:

- None

Program Administrator: Lynn Bradley