

**Summary of the Laboratory Accreditation Body Expert Committee Meeting**  
**Tuesday, September 15, 2015**

**1. Welcome and Roll Call**

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from June 16, 2015, were approved.

**2. Update on the Generic Application**

After Dan Hickman's presentation at conference about the generic application, we anticipated that the webmaster would need to add a few security features and then the database would be complete, as described in the Database Development Plan, approved at the outset. That would make it ready for LAB to beta-test it and begin working with the NELAP Accreditation Council members about what types of reports they need to make the database most useful to them.

After the meeting ended, Lynn received information that the database is in fact available. The link will be shared informally with the email delivering these minutes to committee members, and then will be formally discussed at the October 20 committee meeting.

**3. Update on Revising the Standard V2M1/V1M3**

As noted in the June minutes, LAB will need to wait until after the end of calendar 2015, when the currently-underway revisions to the standard are complete, before publicly announcing its revision of Volume 2 of the standard. However, we have been advised that it is acceptable to begin working on a draft revision, within the committee only, to be released with that announcement. Carl had prepared a draft that incorporates the unique language from Module 3 into Module 1, and this document was circulated to committee members before the meeting.

There was considerable confusion over which version(s) of the two modules was used, and Lynn agreed to consult with the Executive Director to clarify the actual status. In fact, there have been no edits of any kind to the wording of either M1 or M3, but when the entire Environmental Laboratory Sector Standard (ELSS) was accepted by ANSI as a "national standard," a new pdf version was published with the ANSI logo on the front page, and the Word versions (in the "cloud storage" repository) were updated, so that the version I had provided to Carl (which he used for editing) is no longer even there but moved to archive. Plus, the revision history for the individual modules is different for each one, so that the revision history for the overall ELSS and for the individual volumes is also a bit convoluted.

The Executive Director did verify that no edits have been made to the text of V2M1 or V2M3, and the revision history reflects that now. (There was a TIA in Module 2 that does not affect us.) The current "official" pdf version of V2 (Revision 1.1 w/ ANSI logo) along with a clearly designated "working draft" of the revision are being circulated to committee members along with these minutes.

The group determined to work with the available document, cross-referencing with the various versions each member had available, and review the additions to M1 from M3 in sequence. The following items were noted as needing revision:

Table of Contents, Item 7.8 – the ISO language is "analysis of..." rather than "assessment of..."  
§3.0 – M3 has introductory language from ISO, prior to §3.1; this should be moved into the working draft  
§3.11 – in the note, "provide" should be replaced with "provided"  
§6.1.5-6.1.6 – a question was raised but deferred, whether the §4.1.2 & 4.1.5 belong here or elsewhere

§7.5.1 – the note needs to be discussed later, since there is some question about whether it should be omitted, since the non-governmental ABs do perform pre-assessment visits. Discussion is deferred

At this point, the hour was up and the Chair needed to depart. Review will resume at §7.5 at the next meeting.

Carl thanked everyone for their time and the meeting adjourned at 12:02 pm Eastern.

#### 4. **Next Meeting**

The next meeting of the LAB Expert Committee is scheduled for **Tuesday, October 20, 2015, at 11:00 am Eastern.** A reminder notice will be sent the week before.

Our membership is down to **FIVE**, now that Joe was promoted and no longer involved with NELAP. Requests for member applications in the TNI newsletter, at conference and to NELAP evaluators 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 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 – we have several new associate members in the “lab” category who seek to be full members when that is possible.

Appendix A

**LAB Expert Committee Roster**

Name/Email	Term ends	Affiliation	Present?
Nilda Cox, Vice Chair <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>	12/31/2017	Lab – Eurofins Eaton Analytical Inc.	Yes
Virginia Hunsberger <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	12/31/2017	AB – PA Department of Environmental Protection	No
Lucrina Jones <a href="mailto:Jones.Lucrina@epa.gov">Jones.Lucrina@epa.gov</a>	12/31/2016	Other – EPA Region 9 Laboratory	No
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>	12/31/2015	AB – Florida Department of Health	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:**

Jeff Flowers <a href="mailto:jeff@flowerslabs.com">jeff@flowerslabs.com</a>		Lab – Flowers Chemical Laboratories, Inc.	No
Nishant Bhatambrekar <a href="mailto:Nishant1.Bhatambrekar@ge.com">Nishant1.Bhatambrekar@ge.com</a>		LAB -- GE- Power & Water Engineering	Yes
Chris Gunning <a href="mailto:cgunning@A2LA.org">cgunning@A2LA.org</a>		AB – A2LA	No
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
June Main <a href="mailto:jmain@dep.nyc.gov">jmain@dep.nyc.gov</a>		Lab – NYC DEP	Yes
Donna Ruokonen <a href="mailto:donna.ruokonen@microbac.com">donna.ruokonen@microbac.com</a>		Lab -- Microbac	No
Guests: Robert Dean, Eurofins		Sitting in for Nilda Cox at the beginning of the meeting	