

**Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, December 20, 2016 1:00 pm**

**1. Welcome and Roll Call**

The Chair, Carl Kircher, opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from November 15, 2016, were approved by acclamation, since there was no quorum for a vote.

**2. SIR #305**

This Standards Interpretation Request (SIR) was submitted by a NELAP AB, and requests clarification of the meaning of “specific scopes” for assessor competence, from Volume 2 Module 1 section 6.2.3. Because Carl is the Lead Evaluator for that AB, to avoid any possibility of conflict of interest, Nilda will lead all committee activities in developing the response to this SIR.

Nilda explained the reasoning behind her proposed response, based on the language of both Modules 1 and 3 of Volume 2, concluding that assessors must be qualified “down to the methods of each technology.” Nilda noted that “technology” is defined in V1M2, the Quality Systems module.

Participants discussed whether this interpretation might mean that all methods must be assessed (likely not, except for drinking water) and whether the response would be implementable by ABs. Specifically, would there would be enough assessors to meet the criteria that this draft response sets forth, since the ultimate answer must be implementable by the NELAP ABs? At least one participant believed strongly that assessors should be qualified by technology only and not by method; another noted that ISO 17011 intended that technical experts, rather than assessors, be used for specific methods.

Lynn noted that the final response can reference specific sections of the standard but may not quote the language; the draft as written with the language of the standard will be retained for discussion purposes until a final response can be agreed upon at the January 17 meeting.

Nilda requests that each committee member review the draft response, which will accompany these minutes when distributed, and send their comments to the full committee by email, prior to the January 17 meeting.

**3. Continuing Discussion of Combined Modules and Marlene’s Comments**

Review of the combined modules document resumed at section 7.15, after review of Carl’s proposed changes from the previous meeting.

§7.11.5.1 – changing the note to be part of the standard and adding an additional follow-up item (7/11/5/2) were approved

§7.14.4 – adding the additional sentence, as proposed, was approved

§7.15.3 – the third note was determined to duplicate what is contained in the ISO language, and will be deleted

§8.1 – the suggestion to add a note about having policy or procedure to require the obligations was determined to be unnecessary. These are obligations of the laboratory, not the AB, and should in some fashion be conveyed to the lab – this issue may be addressed in later discussions

§8.2.1.6 – including the date of accreditation for each specific analyte of each method on the certificate was deemed excessive and not added

§8.3.1 – a suggestion from Marlene about the use of symbols was not clearly understood, and resolution will await further discussion with her.

That completes the detailed review of the combined module. The draft document is considered by the committee to incorporate all requirements of the 2009 Modules 1 and 3, into one module, with all numbering aligned to match the ISO 17011 numbering. This combined document will serve as the basis for changes to be made for the upcoming revision of the AB module of Volume 2, starting with discussion at conference in Houston.

NOTE: The standards development process has officially begun for LAB Expert Committee, with notification of a revision of the standard posted to the TNI website on December 16, 2016.)

#### 4. **Agenda for Houston**

Carl proposed, and those present agreed, that the agenda for the LAB session in Houston will be as follows:

- Welcome and Roll Call
- Approval of Minutes
- Discussion of Revising the Standard
- Presentation of the Draft Combined Module
- Discussion of the Consensus Standards Development SOP 2-100

The meeting was adjourned at 2:31 pm Eastern.

#### 5. **Next Meeting**

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, January 17, 2017, at 1:00 pm Eastern.** A reminder notice will be sent the week before. The agenda will include further review of Marlene's comments and perhaps consideration of comments received during and after the session at conference that apply to Volume 2 of the standard.

## Appendix A

## LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
William Batschelet <a href="mailto:Batschelet.william@epa.gov">Batschelet.william@epa.gov</a>	12/31/18	Other – US EPA R8, Lab QAO	Yes
Nishant Bhatambrekar <a href="mailto:Nishant1.Bhatambrekar@ge.com">Nishant1.Bhatambrekar@ge.com</a>	12/31/2018	Lab -- GE- Power & Water Engineering	No
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
Oommen Kappil <a href="mailto:okappil@emsl.com">okappil@emsl.com</a>	12/31/19	Lab – EMSL Laboratories, Inc.	Yes
Catherine Katsikis <a href="mailto:ckatsikis@ldcfl.com">ckatsikis@ldcfl.com</a>	12/31/2018	Other – Laboratory Data Consultants	No
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>	12/31/2018	AB – Florida Department of Health	Yes
Marlene Moore <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	12/31/2018	Other -- Shepherd Technical Services	No
Aurora Shields <a href="mailto:ashields@lawrenceks.org">ashields@lawrenceks.org</a>	12/31/2018	Lab – City of Lawrence, KS	No
Program Administrator: Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
<b>Associate Members:</b>			
Yumi Creason <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>		AB -- Pennsylvania	Yes
Jeff Flowers <a href="mailto:jeff@flowerslabs.com">jeff@flowerslabs.com</a>		Lab – Flowers Chemical Laboratories, Inc.	No
June Main <a href="mailto:jmain@dep.nyc.gov">jmain@dep.nyc.gov</a>		Lab – NYC DEP	No
Donna Ruokonen <a href="mailto:donna.ruokonen@microbac.com">donna.ruokonen@microbac.com</a>		Lab -- Microbac	No
Bill Ray <a href="mailto:bill_ray@williamrayllc.com">bill_ray@williamrayllc.com</a>		Other – William Ray Consulting, LLC	No