

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, February 16, 2016 1:00 pm Eastern**

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from January 26, 2016, were approved. A revision was requested, to the December 15, 2015, minutes, so those will be presented for approval again at the next meeting. June will remain an Associate, as will Jeff Flowers; Chris Gunning, Doug Leonard and Jeff Lowry did not respond and will be dropped as Associate members.

2. New Member

A second new member from the “other” stakeholder category, Bill Batschelet of EPA Region 8, was approved by unanimous vote. His willingness to join our committee means that we are now able to add additional members from other stakeholder groups, so that we will have a larger group when we begin formally revising our modules of the standard, later this year.

3. Updating the LAB Charter

From his participation in the CSDEC, Carl was asked to provide an updated committee charter for 2016. Lynn circulated a draft update with current membership as well as updated milestones, and Marlene provided additional edits, again circulated before the teleconference. Participants agreed that all of those changes should be kept, with the omission of one word and correction of a typo. Aurora moved and Nilda seconded that the revised Charter be approved, and the vote was unanimous to approve. The revised charter is included below, as Appendix B, and will be forwarded to the Chair and Program Administrator for CSDEC.

4. Revising the Standard

CSDEC has created a new version of the “form” to be completed, to provide information needed to formally notify TNI and ANSI that a new round of standards updating will begin. Carl completed this form using information in the announcement prepared mid-2015, and re-sent the information to CSDEC. During the meeting, he shared the new version with participants. CSDEC will presumably hold this information until such time as the formal notification can properly be sent.

5. Review of Draft Revised Module for Combining V2M1/V2M3

Review resumed at §7.9. There were no adverse comments on the remaining items, which consisted of merging existing text from the two modules into one and aligning the numbering with that of ISO 17011. The document now represents a combination of the existing two modules. Next steps are to incorporate existing approved interpretations from the SIR process, as published on the TNI website, and perhaps to discuss potential additional revisions as suggested by committee members, at future meetings, until such time as we are allowed to formally announce that revision is underway and receive comments from TNI.

Aurora moved and Nilda seconded that the meeting be adjourned at 2:26 pm Eastern.

6. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, March 15, 2016, at 1:00 pm Eastern.** A reminder notice will be sent the week before. The agenda will include reviewing existing SIRs that apply to Volume 2 of the standard, and discussion of the generic application.

Appendix 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
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
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		LAB -- GE- Power & Water Engineering	No
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
Chris Gunning cgunning@A2LA.org		AB – A2LA	No
Catherine Katsikis ckatsikis@ldcfl.com		Other – Laboratory Data Consultants	No
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	Yes
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Mei Beth Shepherd mbshep@sheptechserv.com		Shepherd Technical Services	No

Laboratory Accreditation Body Expert Committee
(LAB)

2016 Charter

(Revised: 02-16-16)

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 Expert 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 reviewing draft policies and procedures to ensure consistent standard implementation, as requested by LASEC.
3. Develop, revise and prepare documents for voting for the TNI Standard for accreditation bodies based on input from AC, LASEC and TNI membership.
4. Provide information on developing and recommending appropriate training and guidance materials as coordinated within the TNI to facilitate the implementation and adoption of the TNI standard on a national level.
5. Review and respond to Standards Interpretation Requests, as referred.
6. Gather and disseminate information on accreditation body activity as requested. This may include surveys and interviews.
7. Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011. Support TNI by completing any tasks assigned by the Board or required by the AC.

Success Measures:

- Successful adoption of policies, standards and recommendations by TNI including NELAP and NGAB.
 - 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 and NGAB.
- Continued mutual recognition among Accreditation Bodies including NELAP and NGAB.

- Decisions that are found acceptable by federal, state and private sector organizations.
- Increased number of accreditation bodies and/or accreditation bodies adopting the use of TNI Standards.
- Increased number of organizations recognizing TNI and NELAP accredited laboratories.

Key Milestones for 2016:

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

- April/May 2016 – Announce start of revising V2 with solicitation for input and release of a draft that combines Modules 1 and 3 of the 2009 Volume 2, for use as the starting point in revisions.
- December 2016 – Propose VDS for membership approval.

For the generic application form:

Continue to Monitor Development of Generic Application Software and Facilitate Adoption of Its Use by NELAP ABs and possibly NGABs.

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
- 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 1:00 pm 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
William Batschelet	EPA Region 8	2018	Other
Nilda Cox, Vice Chair	Eurofins Eaton Analytical, Inc.	2017	Lab
Virginia Hunsberger	PA Department of Environmental Protection	2017	AB
Carl Kircher, Chair	Florida Department of Health	2018	AB
Marlene Moore	Advanced Systems, Inc.	2018	Other
Aurora Shields	City of Lawrence, KS	2018	Lab
Jerry Parr	TNI Executive Director		Ex Officio

Balance:

- 2 Lab
- 2 Other
- 2 AB

Subcommittees:

- None

Program Administrator: Lynn Bradley