

**Summary of the Laboratory Accreditation Body Expert Committee Meeting**  
**Tuesday, February 20, 2018 1:00 pm Eastern**

**1. Welcome and Roll Call**

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The minutes of December 19, 2017, and January 22, 2018, were approved by unanimous vote, with Bill and Oommen abstaining from vote on the January 22 minutes.

Marlene inquired about how Carl wants to receive comments on the updated document that represents the “new” ISO 17011 with TNI language inserted. Emailed comments are acceptable at any time, so committee members are not obligated only to comment during teleconference meetings.

**2. Election of Officers**

Carl called for nominations for Chair. Oommen nominated Carl, and Marlene seconded. With no other names offered for the position, the vote was called and Carl was re-elected by unanimous vote.

In response to Carl’s request for nominations for Vice Chair, Marlene nominated herself and Cathy seconded. There were no additional nominations offered. The vote was called, and Marlene was elected Vice Chair by unanimous vote.

Congratulations, Carl and Marlene!

**3. Review of Revised ISO 17011 with TNI Language Inserted**

Carl had prepared a version of the “legal for revision” ISO 17011 with the TNI language inserted, and this version was distributed as a substitute for the re-typed copy of the draft which the committee had been using. Since the language is virtually identical, review of the TNI language insertions began with section 7.0. Comments and discussion are identified below:

§7.2.1.6 – because “sampling” is now part of laboratory accreditation, the new standard needs to address the term “sites” as being sampling sites, beyond the physical location of the laboratory. One suggestion was to clarify or better define “all physical locations” and “all activities”, perhaps using some language such as is in the NEFAP standard

§7.2.1 – add a note about using the generic application, and include language clarifying that there may be AB-specific additional information requirements beyond the elements identified in the standard

§7.3.2 – define “timely manner.” Six months was in NELAC Chapter 6; Carl will draft suggested language for later review

§7.4.1.1 – the note is ok here, but is it actually needed?

§7.4.1.2 – the note is not needed

§7.4.2 – from the note, the first sentence should become a requirement, and the remainder stay as a note. Participants discussed whether the §7.9.5 note should go here, instead, and agreed to reconsider this when we get to 7.9’s information about unannounced assessments

§7.4.3 – what is the assessment? Is it the techniques used? Also, there was some confusion about whether this section refers to the “initial assessment” (with reassessments being covered under the assessment cycle) or if this material applies to each and every occurrence of an assessment. NOTE: Marlene committed to verifying the interpretation during ISO 17011 training class, in March; she later noted that all of the non-governmental ABs believe it applies to every assessment (and not just initial)

§7.4.4 – is this note information for the AB or the CAB (lab?) Should we flag this to Quality Systems Expert Committee for consideration? Participants believe this note

bridges the gap between NELAP and NEFAP and requires further discussion in the sense of “all activities” and mobile labs, since an AB is not going to visit every location where a mobile lab will take samples.

In discussing how to publish the LAB’s revision for comments (in the future, as the “outline” version), Marlene noted that we can publish the TNI requirements as an “accreditation scheme” without actually publishing the full ISO 17011 language.

**4. Next Meeting**

The next teleconference meeting will be **Tuesday, March 20, 2018, at 1:00 pm Eastern**. An agenda and documents will be distributed prior to the meeting.

Attachment 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
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	Yes
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, Vice Chair <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	Yes
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	12/31/2018	Other -- Shepherd Technical Services	Yes
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

**Associate Members:**

Nilda Cox <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>		Lab – Eurofins Eaton Analytical Inc.	No
Yumi Creason <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>		AB -- Pennsylvania	Yes
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
Bill Ray <a href="mailto:bill_ray@williamrayllc.com">bill_ray@williamrayllc.com</a>		Other – William Ray Consulting, LLC	No