

**Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, March 15, 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 December 15 and February 16, 2016, were approved.

**2. New Members**

Three new member nominations were received since the previous meeting, two from the “other” stakeholder category – Catherine Katsikis and Mei Beth Shepherd – and one from the “lab” category, Nishant Bhatambrekar. Bill Batschelet moved and Nilda seconded that these individuals be elected into the committee, and the motion was approved by unanimous vote.

Our current membership is balanced, with four “other” stakeholders, three “lab” stakeholders and two “AB” stakeholders. We hope to welcome a few additional members from the “lab” and “AB” stakeholder categories by time we can officially begin revising the AB modules of the TNI standard.

**3. Review of Draft Revised Module for Combining V2M1/V2M3**

At the previous committee meeting, we completed review of the combined module (combining the current V2M1 and V2M3 into a new V2M1 draft.) This document will form the basis of efforts going forward to prepare the Working Draft Standard (WDS) that incorporates suggested revisions and improvements to the current requirements of the standard. The combined module from this review contains no new language, but rather inserts all of the additional language from V2M3 into appropriate places in V2M1, and maintains the numbering to be consistent with the currently approved ISO/IEC 17011.

Marlene had provided a few comments on this combined module. The comments and the outcome of discussion about each comment are summarized below:

§2.0 – suggestion to add ISO 9000:2015 as additional reference was declined, since the TNI Standard is based on ISO/IEC 17011:2004, which does not include the updated items of the 2015 version. Suggestion to add the current version of the international vocabulary of metrology was accepted, and the third edition will be added as reference.

§3.10 Note 2 – accepted with additional phrase to indicate “mobile labs accredited under NEFAP” before the reference to the NEFAP standard. This addition will help eliminate confusion about mobile labs accredited under NELAP, which is the purview of this committee.

§4.2.1 – delete Note 1, as suggested.

§5.7.4 – changing reference from “quality system” to “management system” acceptable, but prefer to retain the term quality later in the section, to be consistent with the current version of ISO 17011.

\*§5.9.1 – this section is about complaints. Do not add additional language but rather remove reference to “appeals,” since appeals has its own section (§7.10) later in the document. Do not add wording to include “disputes” either, but consider whether disputes should have its own section. Also consider whether the requirement to have procedures (exists now, for both complaints and appeals) implies documentation or if the requirement to have documentation of the complaint/appeal (and possibly dispute) procedure is needed.

§6.1.5 & 6.1.6 – reverse the order of these two sentences but do not include the parenthetical reference to a prior section.

§6.2.5 – accept the insertion of qualifier to experience “working in an environmental laboratory.”

\*§6.2.6 – the Chair prefers to retain the original language of the TNI Standard although committee consensus is that the suggested edits are acceptable. Probably should revisit later.

§6.4.2 – this change in wording from laws to requirements will accommodate the non-governmental accreditation bodies’ operations without impacting the governmental AB operations.

\*§6.4.3 – keep the current requirement that assessors certify their training but revisit during WDS development, as some additional expansion of this certification (by managers or by some other mechanism) may be warranted.

The next review session will pick up at §6.4.7 and go forward.

Committee members agreed that all language added or modified (which was not in the original modules) should be distinguished from the language merged into V2M1 draft. The merged language was underlined, and going forward, additional edits will be identified with a double underline.

NOTE: \* in these minutes will refer to text that should be revisited as the WDS is further developed.

Two SIRs have been approved that affect the language of Volume 2. These will be examined at a future meeting, once Marlene’s comments have been addressed.

Aurora moved and Bill seconded that the meeting be adjourned at 2:30 pm Eastern.

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

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, April 19, 2016, at 1:00 pm Eastern.** A reminder notice will be sent the week before. The agenda will include further review of Marlene’s comments, possibly discussion of the generic application, and reviewing the existing SIRs 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
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 <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	Yes
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>			
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