

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, March 19, 2013**

1. Welcome, Roll Call and Approval of Minutes

Jeff Flowers opened the meeting and roll was called. A quorum was present and attendance is recorded in Appendix A. Minutes of the February 19 meeting were approved. Judy Quigley joined the group as an Associate Member.

2. Action Items

Jeff will contact Carl to obtain agreement to his nomination as Vice Chair.
Rebecca will communicate to the committee about the IT Committee's discussions and possible workgroup members for the generic application.
Committee members will review the first 30 pages of the NELAP Evaluation "Technical Review" checklist revisions, for discussion at the April 16 meeting.
Lynn will circulate the Database Development Plan for the generic application to AC members for comment, and also investigate suggestions that some NELAP ABs are already using "online applications" to determine whether a commercial application is already available.

3. Election of Vice Chair

Jeff nominated Carl Kircher for this role, and Joe seconded the nomination. Carl was not available to affirm that he would serve if elected, but Jeff proposed to approve Carl's nomination conditionally. Jeff will contact Carl after-the-fact, and should Carl decline the nomination, another election will be held. Participants elected Carl unanimously.

4. Third Party Assessor Project

Jeff led the discussion about next steps for this activity, since our proposal to the TNI Board received approval to proceed with Phases I and II as proposed. The planned newsletter article appeared in TNI's newsletter, "The Institute Review," was expected on the meeting day but actually published March 22, inviting those wishing to be included to contact Jeff.

We discussed some options for creating such a listing on the TNI website. Some imagined a database where "criteria" from the proposal could be entered, and thus searchable; others envision a listing more like the "consultants" (at http://www.nelac-institute.org/howto.php#pab1_4) with perhaps a PDF "resume" addressing the criteria, or

possibly a fill-in-the-blanks PDF form addressing those criteria. Lynn will consult with TNI's webmaster about what will be cost-effective for initial implementation, with fewer than 20 listings expected, and report back by the next meeting.

All agreed that the listing cannot be a static, 1-time posting, but must be maintained and the listees must have a mechanism for updating their criteria or qualifications.

Jeff plans to have Phase 1 completed by the next LAB meeting (April 16) and begin planning Phase 2 then.

5. Generic Application

Lynn discussed this further with Rebecca and the Database Administrator, Dan Hickman. Despite his bleak outlook at conference in Denver, Dan has begun work on a Database Development Plan for this activity. That plan was circulated to committee members before this meeting, with a request to send comments directly to Dan.

Five of the NELAP ABs are using online databases for applications from labs already. It's not clear whether these are custom-built or commercially available, but we need to find out before we proceed much further. (Lynn will investigate.)

We affirmed that the first phase of developing this application will address the lab demographic information, with some way to address Fields of Accreditation (FoAs) as a later phase, since that will be more complicated and cumbersome. Having all possible FoAs, with the lab selecting its desired accreditations, is one option, but that would put the burden on ABs to screen out the fields it does not offer. Another option would be to somehow "marry" the FoAs in LAMS with the generic application. This aspect needs more thought before implementation, all agreed.

Rebecca and Dan are both on TNI's IT Committee, which is also a resource for this project. All agreed that a joint workgroup of IT and LAB committees will be a good way to proceed – Rebecca will recruit volunteers from the IT Committee for this workgroup, and both Jeff and Joe agreed to participate.

All agreed, too, that getting buy-in from ABs as well as labs will be essential. Labs have clamored for a generic application, but the ABs remain unenthusiastic since some require paper applications with hand-inscribed signatures in a format dictated by state regulations while others just see no reason to change. Presumably, from a database, state-prescribed paper applications could be printed for signature (as a "report") so the reluctance to change is perhaps the biggest hurdle to AB buy-in.

6. NELAP Accreditation Body Evaluation SOP and Tools

Nearing the end of our time, the committee took up this item. Jeff suggested that LAB should address the modified "technical review" checklist and let the LAS EC review the SOP. The checklist changes were to identify and "gray out" duplicate items as well as to

color-code items requiring “documentation” as either part of the quality system (i.e., in the Quality Manual) or because it’s required by the standard for other reasons.

7. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, April 16, at 11 am Eastern. Agenda items at that time will be the Third Party Assessor project, the generic application recommendations, the NELAP Evaluation SOP and any Standards Interpretation Requests that might arrive.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Joseph Aiello joseph.aiello@dep.state.nj.us	12/31/2013	AB - NJ State Department of Environmental Protection	yes
Nilda Cox nilda.cox@mwhglobal.com	12/31/2014	Lab –Eurofins=Eaton Analytical Inc.	No
Jeff Flowers, Chair jeff@flowerslabs.com	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	Yes
Myron Getman mrq05@health.state.ny.us	12/31/2014	AB – NY Department of Health	No
Chris Gunning cgunning@A2LA.org	12/31/2014	AB – A2LA	Yes
Virginia Hunsberger vhunsberge@pa.gov	12/31/2014	AB – PA Department of Environmental Protection	Yes
Carl Kircher carl_kircher@doh.state.fl.us	12/31/2015	AB – Florida Department of Health	No
Doug Leonard dleonard@L-A-B.com	12/31/2015	AB – Laboratory Accreditation Bureau	No
Sharon Mertens smertens@mmsd.com	12/31/2014	Lab - Milwaukee Metropolitan Sewerage District	Yes
Faust Parker faust.parker@atkinsglobal.com	12/31/2015	Lab – Atkins Environmental Toxicology	No
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	Yes
Donna Ringel ringel.donna@epa.gov	12/31/2015	Other -- US Environmental Protection Agency, Region 2	Yes
Judy Quigley jquigley@dep.nyc.gov		NYC Dept. of Env. Protection	
Aurora Shields ashiields@lawrenceks.org	12/31/2015	Lab – City of Lawrence, KS	No (didn't receive Meeting notice)
Program Administrator: Lynn Bradley	N/A		Yes

Lynn.Bradley@nelac-institute.org			
Associate Member Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	no
Judy Quigley JQuigley@dep.nyc.gov		Lab – NYC DEP	Yes