

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, April 17, 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 March 20, 2018, were approved by unanimous vote.

2. Election of New Member

Alia Rauf of the Utah AB requested membership in the LAB committee. Her application was shared with current members, prior to the meeting. Oommen moved and Aurora seconded that she be approved for membership; the vote was unanimously in favor. Marlene, unable to be present, had sought to move for approval immediately after Alia's application was distributed, but since TNI does not allow proxy votes, it seemed inappropriate to initiate a vote that had not been discussed at a meeting with a decision to conduct an email vote.

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

Carl noted that he prepared and Lynn distributed an updated version of the draft revision with the TNI language inserted, containing all of the changes to the TNI language that were agreed upon through the March 20 meeting. Review of the TNI language insertions began with section 7.6.6.

Comments and discussion are identified below:

§7.6.6.a.1 – the former TNI language that “only preliminary determinations of potential findings” was determined not to be acceptable to NGABs at the March meeting, but “Detail in writing” might possibly be open to procedural interpretation. Further discussion settled on having 7.6.6.a.1 read “Attendance at the closing conference shall be documented.” Everything else will be deleted except the “note” saying that the “assessment team may [delete ‘only’] provide a preliminary written or oral report....”

§7.6.6.b.1 – there was discussion in a public meeting about the 30-day timeframe being too short, but no suitable number was suggested. Participants determined to leave the wording of the TNI language unchanged and see whether the NELAP ABs provide a preferred timeframe. The final phrase of this TNI language will be deleted – “identifying all confirmed findings” and the sentence will end after “assessment” with the term “final assessment report moved to immediately after the verb present. The new sentence will read “The accreditation body or its authorized representative shall present a final assessment report to the CAB within thirty calendar days of the last day of the on-site assessment.”

§7.6.7.1 – this section and the accompanying note will be deleted to address an email comment received after the Washington, DC, conference. While that comment referred to TNI language in the “old” 17011, this would have been the location of the comment in the 2017 version of ISO 17011. The commenter has been verbally informed and agrees that the issue is resolved; formal notification will occur when all commenters are notified about resolution of their comments, since no language is “final” yet, absent a TNI member vote.

§7.6.8.1 – the wording of this section carried over from TNI language in the 2009 standard implied that the CAB was responsible for responding in 30 days. Participants preferred to reword this so that the responsibility lies with the AB, and to include the similarly reworded note as a requirement instead of a note. The new §7.6.8.1 reads “The accreditation body shall require the CAB to shall provide to the accreditation body a plan of corrective action to address findings in the assessment report within thirty calendar days from its receipt. The accreditation body shall require the CAB to provide the date for implementation of corrective action as part of the response.” and there will not be a note.

§7.6.9 – participants preferred that the note use “should” instead of “may”, but otherwise it is unchanged.

Review will resume at §7.7 for the May meeting.

4. Next Meeting

The next teleconference meeting will be **Tuesday, May 15, 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 Batschelet.william@epa.gov	12/31/18	Other – US EPA R8, Lab QAO	Yes
Oommen Kappil okappil@emsl.com	12/31/19	Lab – EMSL Laboratories, Inc.	Yes
Catherine Katsikis ckatsikis@ldcfl.com	12/31/2018	Other – Laboratory Data Consultants	No
Carl Kircher, Chair carl_kircher@flhealth.gov	12/31/2018	AB – Florida Department of Health	Yes
Marlene Moore, Vice Chair mmoore@advancedsys.com	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	No
Alia Rauf arauf@utah.gov	12/31/2020	AB – Utah Department of Health	No
Mei Beth Shepherd mbshep@sheptechserv.com	12/31/2018	Other -- Shepherd Technical Services	Yes
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:			
Nilda Cox nildacox@eurofinsus.com		Lab – Eurofins Eaton Analytical Inc.	No
Yumi Creason ycreason@pa.gov		AB – Pennsylvania	Yes
June Main jmain@dep.nyc.gov		Lab – NYC DEP	No
Donna Ruokonen donna.ruokonen@microbac.com		Lab – Microbac	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	No
Ilona Taunton Ilona.taunton@nelac-institute.org		Other – TNI Program Administrator	No