

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, May 15, 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 April 17, 2018, were approved by unanimous vote.

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

Carl noted that one email comment was received, about extending the current 30-day timeframe for an AB to provide an assessment report to a lab. This commenter proposed that 45 days is needed for ABs to meet the requirement. There was no clear consensus among participants to change the current requirement. The committee will await additional comments in response to the “outline” and eventually to the Voting Draft Standard before making a final decision.

Carl again 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 April 17 meeting. Review of the TNI language insertions began with section 7.7.5.

Comments and discussion are identified below:

- §7.7.5.1 – the TNI language seems fine, placed here, but the heading “Denial of Accreditation” needs to be somehow placed within the numbering system
- §7.8 – the text beneath the note, beginning with “2) ...” is a requirement and should become item “h)” in the series immediately above
- §7.8.3 – all ISO language, but only part (d) applies to testing labs. Participants discussed omitting the other ISO language, but ultimately decided to leave it as is. Participants noted that §7.8.4 likely does not apply to NELAP, either, but the language will remain in place.
- §7.9 – the accreditation cycle and assessment program are new concepts, introduced in this revision of ISO 17011. Carl discussed how the annual issuance of certificates is entirely separate from the accreditation cycle, and participants discussed at length whether and how to fit the existing “2 years ± 6 months” into the “site visit every 2 years” ISO requirement. Participants also discussed how an AB could address the requirement for “taking risk into consideration” and concluded that each AB should have documentation for how it assesses risks
- §7.9.5 – consolidate §7.9.5.1 with §7.9.5.2 and remove the note, since it is duplicative. Suggested language was “Although most assessments are announced, ABs have the authority to conduct unannounced assessments. Initial on-site assessments shall be announced.”

Review will resume at §7.10 for the May meeting. Aurora moved and Oommen seconded to adjourn.

4. Next Meeting

The next teleconference meeting will be **Tuesday, June 19, 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	No
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	Yes
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	Yes
Mei Beth Shepherd mbshep@sheptechserv.com	12/31/2018	Other -- Shepherd Technical Services	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:			
Nilda Cox nildacox@eurofinsus.com		Lab – Eurofins Eaton Analytical Inc.	Yes
Yumi Creason ycreason@pa.gov		AB – Pennsylvania	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	Yes
Donna Ruokonen donna.ruokonen@microbac.com		Lab – Microbac	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	No
Iona Taunton Iona.taunton@nelac-institute.org		Other – TNI Program Administrator	No