

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, May 21, 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 April 16 meeting were approved.

2. Action Items

Lynn to “officially” notify Sharon (as Board Chair) of new committee member. (Done 5/24/13)

Lynn to work with TNI webmaster to set up Third Party Assessor listing web page, using templates and disclaimer as approved 5/21/13

Committee members will please continue reviewing the NELAP Evaluation “Technical Review” checklist revisions, for discussion at the next meeting.

3. Membership

Jeff noted that he did not contact the individual previously approved as a committee member, due to the need for a different stakeholder category. Brenda Bettencourt, EPA Liaison to TNI and Director of the EPA Region 9 Laboratory, was invited to join this committee and submitted a formal application to do so.

While there was no question that Ms. Bettencourt would be an excellent addition to the committee, there was some discussion about her status as an “other” since her job function is consistent with “laboratory” stakeholder category. Sharon explained that individuals have historically been categorized according to their employer, and federal employees are “other.” With that issue resolved, Sharon offered and Aurora seconded a motion to approve membership in the LAB committee for Brenda; approval was unanimous.

4. Generic Application

Jeff made several unsuccessful attempts to contact the new Chair of the IT Committee, John Kuhn, and they have set a time on May 23 to talk about a joint committee workgroup and possible ways to include Fields of Accreditation in the development of the generic application.

5. Third Party Assessor Project

Lynn had drafted and circulated templates for organizational and individual listees to use as their Statement of Qualifications for the webpage listing Third Party Assessors. No

comments were received prior to the meeting, but a few helpful additions were made during discussion to both the templates and to the proposed disclaimer language (as modified from the Consultants listing web page.) These included an instruction to complete sections of the template “that apply” and to add an item for business status certifications such as small or disabled-veteran-owned or minority-owned.

Sharon offered a motion to approve the templates and disclaimer language; Joe seconded it and approval was unanimous. Lynn will work with the webmaster to get the page created, and then Jeff will write a letter inviting all identified parties (including all non-governmental ABs) to add their information. Once the web page is public with listings, Lynn will notify the NELAP AC.

6. Update on NELAP Third Party Evaluator Discussions

Lynn advised the committee that the NELAP AC is discussing how to utilize third party evaluators, as recommended by EPA several years ago to replace the EPA regional staff who will no longer consistently participate in NELAP AB evaluations. While the AC has not yet resolved this issue, and further discussion will be delayed until July due to other pressing commitments, there is general agreement to use a third party evaluator, but not consensus at present on whether to abandon the “team” concept or how to work with the several EPA regions desiring to still participate in evaluations.

The committee asked Lynn to let the NELAP AC know that LAB Expert Committee is willing to contribute to the discussions or implementation of its decisions, if desired.

7. NELAP Accreditation Body Evaluation SOP and Tools

With no remaining time, Jeff recommended that committee members undertake to go through the Technical Review Checklist individually to verify that the color-codings established by the NELAP evaluators are appropriate. Lynn will circulate the checklist (with changes from initial review session) with a request to do this, and a note about the minimal progress made, thus far. Items flagged as possibly needing to be color-coded (or not) from current status can then be discussed during a committee meeting without the extended time of discussing each of the 403 items on a committee call.

8. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, June 18, 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
Brenda Bettencourt bettencourt.brenda@epa.gov	12/31/2015	Other—US EPA Region 9	no
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 mrg05@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	Yes
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	Requests to leave Committee due To pending retirement
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	No
Donna Ringel ringel.donna@epa.gov	12/31/2015	Other -- US Environmental Protection Agency, Region 2	Yes
Aurora Shields ashields@lawrenceks.org	12/31/2015	Lab – City of Lawrence, KS	yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	Yes
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	no
Judy Quigley JQuigley@dep.nyc.gov		Lab – NYC DEP	Yes