Summary of the Laboratory Accreditation Body Expert Committee Meeting
Wednesday, August 10, 2016 1:00 pm Garden Grove, CA

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from July 19, 2016, were approved.

2. Live Demonstration of Generic Application

Dan Hickman, TNI's Database Administrator, explained that the generic application software has been considerably updated, and is now Version 2.1. He explained that the information in the database is presently made available in three *.csv files as lab demographics, lab personnel and the requested scope of accreditation. He also strongly recommended that there be only one set of logon credentials per lab.

Dan asked that each state AB designate the person to receive emails about the generic application, and notify him who that will be. To date, KS has expressed interest in using this software as a way of migrating its current "flat file" database into LAMS. VA is looking at its use, but needs some additional experience, and FL is considering whether to adopt it with the regulation under development currently. TX and NY may also be looking into its use.

Several additional points were made as the live demo proceeded:

- Mei Beth Shepherd offered to update the User Manual. She is on LAB and IT committees.
- The distinction between withdrawing an application (deleting completely, primary accreditation) versus removing an application (removing for a single state, secondary accreditation) needs to be clarified in the User Manual.
- Disclaimer language needs to be added, from two aspects – that completing the application database is not equivalent to certification and that completing the application database is the first part of an application but that each state will have a "part two" that will include some form of commitment/signature plus a fee payment plus submission of specified documents to begin the actual accreditation process.
- The usefulness of the generic application software will increase dramatically as the remaining ABs add their FoAs into LAMS, so that all accredited methods become available for selection in the database.

3. Wish List for Revising the Modules of Volume 2

Carl explained that the committee is impatiently awaiting permission from the Consensus Standards Development Program to announce its intent to revise V2 by combining modules 1 and 3 as well as upgrading their content.

He noted that there are two Standards Interpretation Requests that affect these modules. The first appears to require no change to the wording, but Carl asked about revisiting the second one – whether surveillance assessments are required. The current interpretation is that, with assessments every 2 years (plus/minus 6 months), surveillance assessments are not required, but since ISO 17011 permits full assessments every 5 years with surveillance in-between, this could be revisited.

Lynn explained that, in an earlier review of the desirability of surveillance assessments, it was found that to do surveillance every 2 years with full assessment every 5 years would actually require an additional site visit every 5-year cycle, and thus be more costly for travel. Consensus was to keep the current SIR text in the revised module. One commenter noted that surveillance

is performed, in reviewing PT results and possibly other ways, but just not with site visits, currently.

Other requests for what to include in the revision with combined modules follow:

- Allow for increased use of automation and technology in assessments (electronic communications)
- Failure of PT as a reason for suspension in Volume 2 (Module 2) should be carried over into the list of suspension reasons in Volume 1
- A lab's failure to pass its assessment should be reworded
- Add some language about reporting into LAMS, either in policy or in the standard (possibly §8.2?) Check to see if that requirement from V2M2 §4.1 (2009) was carried forward into the 2016 V2M2 – if so, it need not be duplicated in the revision.

Carl invited participants to send comments to him directly, after the meeting, as they arise.

Mei Beth moved and Catherine seconded that the meeting be adjourned.

4. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, September 20, 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 consideration of comments received during and after the session at conference that apply to Volume 2 of the standard.

Appendix 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
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com	12/31/2018	Lab -- GE- Power & Water Engineering	No
Nilda Cox, Vice Chair nildacox@eurofinsus.com	12/31/2017	Lab – Eurofins Eaton Analytical Inc.	Yes
Virginia Hunsberger vhunsberge@pa.gov	12/31/2017	AB – PA Department of Environmental Protection	No
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 mmoore@advancedsys.com	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	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	No
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	No
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Oommen Kappil okappil@EMSL.com		Lab -- EMSL	No