

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, September 20, 2016 1:00 pm**

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 August 10, 2016, were approved.

2. New Member Approval

Oommen Kappil applied to join LAB as a full member several months ago, but the committee didn't meet in July and it would have been inappropriate to conduct a new member vote at the public session at conference (August 10), so consideration of his request was postponed until this meeting.

William Batschelet moved and Catherine seconded that Oommen's membership application be approved. There was no formal discussion and approval was unanimous. Oommen was asked to delay calling in for about 15 minutes, and he joined the call shortly after the vote was completed. Welcome to LAB, Oommen!

Bill Ray also has joined the committee as an Associate Member.

3. Continuing Discussion of Combined Modules and Marlene's Comments

Review of the combined modules document resumed at section 7.8. Comments noted are itemized below:

§7.8.1 – participants discussed the “note” being a clarification of “consultancy” that allows the governmental ABs to perform their legal and required services to labs, since there is no payment received. Consultancy is defined in §3.11, and this should be discussed publicly when the document can be disclosed and reviewed beyond the committee membership.

§7.8.3.1 – delete the last phrase, “...in sheets or forms provided by the assessment team.”

§7.8.3.2 – Add introductory clause so that it reads “At the closing conference, the assessment team shall...”

§7.8.3.4 – the additional language suggested by Marlene is valid, in that it adds a requirement to specify a date for the corrective action, but is perhaps unnecessary. Discuss further, later?

Participants agreed that the note should not be made a requirement, but retained as a note.

§7.8.3.5 – the addition of “for comment” after “provided to the CAB” is unnecessary.

NOTE: Carl needed to depart the call in the middle of discussing this section, but asked that participants continue the conversation to revise phrasing in the remainder of the paragraph, and notify him what their conclusion was.

The final language for this section was agreed upon as “~~Only accreditation bodies are allowed to release assessment reports initially.~~ An assessment report shall not be released to the public by an accreditation body until the report has been provided to the CAB, and until the on-site assessment process has concluded. ~~findings of the assessment and the associated corrective actions have been finalized.~~” This language was sent to Carl by email at the conclusion of the call.

The language in the following note will be clarified as the first item in the committee's next discussion to more clearly define what conclusion of the assessment process means.

The remaining participants adjourned themselves.

4. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, October 18, 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 and perhaps 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.	No
Virginia Hunsberger vhunsberge@pa.gov	12/31/2017	AB – PA Department of Environmental Protection	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 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	Yes
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
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	Yes