

**Summary of the Laboratory Accreditation Committee Meeting
December 14, 2006**

1. Roll call.

The organizational meeting of the TNI Laboratory Accreditation Committee (LAC) was called to order by June Flowers, chair, on December 14, 2006, at 11:00 p.m. CST. Members in attendance included: June Flowers, Lew Denny, Dan Hickman, Roger Kenton, Jack McKenzie, Anne Marie Allen, Marvelyn Humphries, Dan Dickinson, Lance Boynton, Ilona, Taunton, Jo Ann Boyd, Leyla Perez, Terri Grimes, George Detsis, and Judy Morgan.

2. Committee Charter.

June presented the draft charter that was circulated with the agenda and asked for corrections to the membership list and affiliations. June noted that there was not a non-NELAC accredited lab on the committee as the PPT recommended that “accrediting authorities” should be changed to “accreditation bodies” or “AB”. Changes are recorded on the attached revised draft. June and Carol will attempt to identify a non-NELAC accredited lab for the committee.

Several committee members suggested that the committee mission statement be modified to reflect the committee duties as described in Attachment C of the PPT report. All agreed to the change. Language in the mission statement related to the standards was deleted.

All other revisions are recorded in the attached revised draft.

The committee agreed to establish their regular meeting time as the second Friday of the month at Noon EST.

3. Issues for the Committee

The LAC needs to be prepared to take over the role of the NELAC AA Committee in standards interpretation. It was discussed and explained that the interpretation function was a means to provide consistency among the AA’s and not to interfere with an AA’s enforcement process. Dan Hickman will provide the AA committee’s FAQ’s on standards interpretation for the LAC’s review.

The committee also discussed the need to complete the Accreditation Process Expert Committee's work from INELA. This work will be converted into a guidance document.

4. Future meetings.

The LAC will meet again on January 12, 2007 at Noon EST to discuss the agenda for the Denver meeting and to further discuss the committee's functions.