

Summary of the Laboratory Accreditation Body Expert Committee Meeting Tuesday, January 20, 2015

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from December 16, 2014, were approved with one abstention due to absence from that meeting.

2. Request for Nomination for Committee Vice Chair

Within TNI's Consensus Standards Development Program, Expert Committees are required to have a Vice Chair. Carl was the Vice Chair, but with Jeff's term expiring, Carl was recommended and approved as Chair, so that a new Vice Chair is needed.

Carl asked for a nomination from the committee, either a self-nomination or nominating another committee member. None was forthcoming. Carl promised to send email to the committee so that absent members would know that nominations are needed, and if there is no response, he will propose someone. That email was sent January 21, asking for nominations by our next meeting, on February 17.

3. Committee Annual Report for Submission to CSDEC

Carl offered a draft status report for LAB, as follows:

- Accomplishments
 - Prepared a proposal for third-party assessors
 - Worked on a generic application form for laboratory accreditation
 - Confirmed the Technical Review Checklist for current NELAP AB evaluation cycle
 - Peer-reviewed links between TNI Method Codes and Technology Keys for LAMS
- Plans
 - Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011 (affects accreditation body volumes of EL, FSMO, and SSAS sector standards)
 - Assist with other tasks as needed and requested, consistent with Charter

This status was approved by acclamation, and has been forwarded to the Chair of the Consensus Standards Development Executive Committee (CSDEC) for inclusion in the Program Report at the TNI Annual Meeting, at conference.

4. Membership Roster and Committee Balance

Several members had their initial terms on this "merged" committee (since merger with On-Site Assessment) expiring at the end of 2014 calendar year. Nilda and Virginia chose to serve a second term; Myron cited increased responsibilities in his lab and opted to depart the committee (by email, after the committee meeting,) while Jeff moved to Associate Status. Nirmela did not wish to renew her Associate membership for 2015, and Judy Quigley retired and thus departed the committee. Jeff Lowry, Doug Leonard and Chris Gunning asked to remain as Associates.

The current roster is reflected in Appendix A. Until LAB has new activities in which to engage, the seven-member status is adequate, with three each ABs and Labs, and one "Other." The next new members will need to be in the "other" stakeholder category.

NOTE: the promised link to the Committee Chair and member training is <http://nelac-institute.org/eds/download/ChairTraining.php> Carl has completed this training, but since Jeff recommended that all committee members view it, please take a bit of time to watch.

5. Rescheduling of Meeting Time

The current 11 am meeting time, on third Tuesdays, is a very tight schedule for our new Chair, so Carl asked about committee member availability for a different time. Lynn noted that the previous meeting time was 1:30 pm on third Tuesdays, and everyone present agreed that was acceptable, and it allows us the flexibility to extend our meeting time beyond 55 minutes, without the Chair needing to depart to lead a different meeting. The new schedule will take effect for our February 17 meeting, and the webmaster has been asked to change the "routine" monthly time on the TNI calendar.

6. Update on the Generic Application

While Rebecca was unable to participate in our teleconference, she provided an update on the generic application. This has been "deprioritized" by the IT Committee without a stated plan to resume development. NOTE: Lynn has made further inquiries, and once the website redesign is completed and after the "mobile app" for conference is up and running, our Webmaster will be directed to resume development of this database.

7. Update of LAB Charter for CSDEC

A draft update of LAB's charter was circulated with the meeting announcement and agenda. Nilda sent comments in advance of the meeting, and committee discussion produced a few additional edits and embellishments. A markup (track changes) of the circulated draft will accompany distribution of these minutes, to committee members. The committee will consider approving the revisions at its February meeting.

NOTE: CSDEC plans to review and approve updated Expert Committee Charters, at conference, but understands that with a new Chair and a shift of mission, refining LAB's charter will not be complete by then. CSDEC will review and presumably approve our charter once LAB approves it.

There was no new business. Aurora moved and Virginia seconded adjournment.

8. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for Tuesday, February 17, 2015, at 1:30 pm Eastern. PLEASE NOTE NEW MEETING TIME!!!!

A reminder notice will be sent the week before.

This committee will not meet at conference.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Joseph Aiello joseph.aiello@dep.state.nj.us	12/31/2016	AB – NJ State Department of Environmental Protection	No
Nilda Cox nildacox@eurofinsus.com	12/31/2017	Lab – Eurofins Eaton Analytical Inc.	(Shu Liu attending as Associate for info purposes)
Virginia Hunsberger vhunsberge@pa.gov	12/31/2017	AB – PA Department of Environmental Protection	Yes
Lucrina Jones Jones.Lucrina@epa.gov	12/31/2016	Other – EPA Region 9 Laboratory	Yes
Carl Kircher, Chair carl_kircher@flhealth.gov	12/31/2015	AB – Florida Department of Health	Yes
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	No
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:			
Jeff Flowers, Chair jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
Chris Gunning cgunning@A2LA.org		AB – A2LA	No
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	Yes
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	Yes
Guests: none			