

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, January 26, 2016
Tulsa, Oklahoma**

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes were not considered at this meeting. Minutes will be considered at the February meeting.

2. Status of the Generic Laboratory Application

Carl introduced Dan Hickman to give an update on the development of the online laboratory accreditation application. Following the last review, the LAB Committee had requested a user manual. Dan reported that part of the problem was some glitches that needed to be fixed. He also indicated that he had added a step by step "how to do it" section called Generic Application Help. He then scrolled through the Help and showed a live demonstration of completing an application. Steps to the application process included: Basic info, Address, Personnel, FOAs, Selection of AB, and Review and Submit. The program then submits the application to the AB. Dan noted that NGABs can be added to receive applications after they are approved. The application is submitted in PDF and CSV formats. Dan also stated that he was unsure how to handle supporting documents since each AB may want to do that differently. Dan and William will need input from the state ABs before proceeding on that. Dan will request that this demonstration be scheduled for the NELAP AC agenda to get their feedback.

Use of the TNI online application for accreditation is a TNI member benefit. Non-members will pay a fee to use. The generic application should be ready to use in 2-3 months. In the meantime, TNI will need to identify which ABs can use it. FL and KS have volunteered to test it.

Next steps:

- Dan and William need to do a little more work
- Schedule for demonstration to NELAP AC
- Find out which ABs can accept the generic application

3. Standards Development Process

Jerry Parr reviewed the flow chart for standards development that is appended to SOP 2-100. He reviewed the steps in the flow chart for standards revisions. Specifically, he noted section 5.2 of the SOP which calls for soliciting comments prior to beginning working on a standard revision. Jerry reviewed a form for soliciting comments that another committee had submitted for posting on the TNI website. The form is not included in the SOP but Jerry thinks that Bob Wyeth or Ken Jackson may have the template.

Carl noted that the intent is to revise V2 to align with the sections in ISO 17011. The note indicating that accreditation is a government function will also be removed. Carl encouraged feedback now from interested parties before the official announcement. Jerry also encouraged the committee to review SIRS on V2 to see if that would generate any ideas for needed revisions.

4. Revisions to ISO 17011 and ISO 17025

Carl advised the audience that ISO 17011 and 17025 are under review now for possible revisions. Anyone with comments or concerns should contact Carl.

5. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, February 16, 2016, at 1:00 pm Eastern.** A reminder notice will be sent the week before.

NOTE: This meeting time is a permanent change to accommodate membership preference.

Appendix A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
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
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	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		No
Associate Members:			
Jeff Flowers jeff@flowerslabs.com		Lab – Flowers Chemical Laboratories, Inc.	No
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com		LAB -- GE- Power & Water Engineering	No
Chris Gunning cgunning@A2LA.org		AB – A2LA	No
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	No
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No