

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Wednesday, January 29, 2014**

1. Welcome and Introductions

In the absence of both Chair Jeff Flowers and Vice Chair Carl Kircher, Chris Gunning opened the meeting and moderated the discussion. Those present are noted in Appendix A.

2. Draft Database Development Plan for the Generic Application

Dan Hickman showed a brief powerpoint presentation and participants discussed the actual use and benefits of such a generic application, and the use of the database to create a paper or electronic application to meet the various Accreditation Body's (AB's) needs.

One commenter asked if the database could be pre-populated with information from LAMS; this is possible, if desired. Essentially the demographic drop-down menus and the method and analyte codes will utilize the same "background" tables that are used in LAMS.

Dan indicated that, once he meets with the full LAB committee, the IT Committee can finalize the plan and actual construction of the database can begin. Mockups of data entry screens can certainly be available by conference in DC, and a training webinar could be held when the database is fully tested and released for use.

Chris thanked Dan for his work and the presentation.

3. Other Issues from Participants

Chris had inquired of other assessors at the conference about their reasons for not posting information on our relatively new "Contract Assessors" web page. Several individuals and organizations indicated they were unaware of its existence, and inquired why they were not notified of its availability. Over the course of the next day, all of those who claimed to have no knowledge of the listing or the web page were able to locate the invitation email message from the date it was sent, and said they would submit completed templates for posting soon.

The meeting was then adjourned.

4. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, March 18, 2014, at 11 am Eastern. A reminder will be sent the week before.

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
Brenda Bettencourt bettencourt.brenda@epa.gov	12/31/2015	Other—US EPA Region 9	Yes
Nilda Cox nildacox@eurofinsus.com	12/31/2014	Lab –Eurofins=Eaton Analytical Inc.	No (Yoon Cha sat in for Nilda for information purposes)
Jeff Flowers, Chair jeff@flowerslabs.com	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	No
Myron Getman mrg05@health.state.ny.us	12/31/2014	AB – NY Department of Health	No
Chris Gunning cgunning@A2LA.org	12/31/2014	AB – A2LA	Yes
Virginia Hunsberger vhunsberge@pa.gov	12/31/2014	AB – PA Department of Environmental Protection	No
Carl Kircher, Vice Chair carl_kircher@doh.state.fl.us	12/31/2015	AB – Florida Department of Health	No
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	No
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Doug Leonard dleonard@L-A-B.com		AB – Laboratory Accreditation Bureau	No
Jeff Lowry JeffL@phenova.com		Other -- Phenova (PTP)	No
Judy Quigley JQuigley@dep.nyc.gov		Lab – NYC DEP	No
Guests: Dan Hickman		TNI Database Administrator	Yes