

Summary of the Laboratory Accreditation Body Expert Committee Meeting
 Tuesday, October 26, 2021 1:00 pm Eastern

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The meeting agenda (Attachment 2) was approved by acclamation as presented. Consideration of the summary of the October 19 meeting (no quorum) was deferred until the November meeting.

2. Discussion of Comments on Section 6.1.2.9

One comment (#82) remained outstanding from the discussion of assessor qualifications and training, but no response was returned from several efforts to ask the submitter of that comment whether the proposed language submitted by the collective ABs (at the September meeting) addressed the concerns adequately. The unresolved issue concerned the note listing technical disciplines. After some discussion, Marlene moved and Alia seconded that the comment be ruled persuasive, and approval was unanimous, but no replacement language was included with the motion.

Then, Carl directed participants to consider the draft language arrived at during the September meeting (see Attachment 3, below). After considerable discussion, no consensus emerged about whether the technical disciplines should be defined by each individual AB or in the Standard, and Carl declared that the replacement language for §6.1.2.9.2 be postponed until the end of comments along with §6.1.2.9.1 that was previously postponed.

At that point, consideration of comments about later sections of the Draft Standard began, as noted in section 3 of these minutes (below).

3. Votes on Comments and Replacement Language

As the details of the vote on whether or not a comment is persuasive and how it should be addressed if persuasive are not needed for commenters or the public to consider the actual outcome of the discussion for each comment, those details are not included in the formal Response to Comments spreadsheet, but are noted here in the minutes for the meeting(s) where comments are addressed. NOTE: the comment numbers in the table below refer back to the order of submission, so that when the spreadsheet is sorted by comment number, all comments from each submitter will be clustered, but for addressing the comments, it works best to follow the sequence of the standard itself.

<u>Comment Number</u>	<u>Section Number</u>	<u>Proposed Decision</u> (P/NP/editorial as determined)	<u>Motion Made</u>	<u>Motion Seconded</u>	<u>Vote</u>
82	6.1.2.9.2	Persuasive	Marlene	Alia	Unanimous
39	7.12.1	Persuasive	Bill	Mike	8 votes in favor, 1 opposed
67	7.12.1	Persuasive	Bill	Mike	Unanimous
30	7.13.1	Persuasive (Comments 30, 40 and 68 were voted together, as they are nearly identical)	Bill	Mike	Unanimous
40	7.13.1				
68	7.13.1				
69	7.14.2	Persuasive	Marlene	Bill	Unanimous
36	7.4.4	Non-persuasive	Mike	Catherine	Unanimous
18	7.5.2	Persuasive	Marlene	Mike	Unanimous

3. New Business

Lynn noted that Carl's third term expires and six members have second terms are expiring at the end of conference in January; hopefully everyone will choose to remain as an associate member. She then noted that four members have continuing terms and two are eligible for re-election to a second term, and encouraged several active associate members to apply for full membership. The upcoming TNI newsletter will also announce vacancies in LAB, so perhaps others will apply for membership as well. More discussion about committee composition will take place at the November meeting, and an election (to include election of new Chair and Vice Chair) needs to take place at the December meeting.

SIR 413 will also need to be considered at the November meeting.

Mike moved and Bill seconded that the meeting be adjourned at 2:26 pm.

4. Next Meeting

The next teleconference meeting will be **Tuesday, November 16, 2021, at 1:00 pm Eastern.** An agenda and documents will be distributed prior to the meeting.

Attachment 1

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Aaren Alger Aaren.s.alger@gmail.com	1/30/2023	Other – Alger Consulting & Training	No
Socorro Baldonado sbaldonado@mwdh2o.com	1/30/2023 (1 st term)	Lab – Metropolitan Water District, La Verne, CA	Yes
William Batschelet wbatsche@aol.com	1/30/2022 (2 nd term)	Other – Retired from US EPA R8	Yes
Nilda Cox nildacox@eurofinsus.com	1/30/2022 (1 st term)	Lab – Eurofins Eaton Analytical LLC	Yes
Catherine Katsikis catherinekatsikis@gmail.com	1/30/2022 (2 nd term)	Other – Laboratory Data Consultants	Yes
Carl Kircher, Chair carl_kircher@flhealth.gov	1/30/2022 (3 rd term, extended)	AB – Florida Department of Health	Yes
Marlene Moore mmoore@advancedsys.com	1/30/2022 (2 nd term)	Other – Advanced Systems, Inc., Newark, DE	Yes
Michael Perry michael.perry@lvvwd.com	1/30/2023 (1 st term)	Lab – Southern Nevada Water Authority	Yes
Zaneta Popovska zpopovska@anab.org	1/30/2022 (1st term)	AB – ANAB	No
Alia Rauf arauf@utah.gov	1/30/2024 (2nd term)	AB – Utah Department of Health	Yes
Mei Beth Shepherd, Vice Chair mbshep@sheptechserv.com	1/30/2022 (2 nd term)	Other – Shepherd Technical Services	No
Nicholas Slawson nslawson@a2la.org	1/30/2022 (1st term)	AB – A2LA	Yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Yumi Creason ycreason@pa.gov		AB – Pennsylvania	No
Scott Haas shaas@etilab.com		Lab – Environmental Testing, Inc., and Chair, FAC	No
Sviatlana Haubner Sviatlana.Haubner@cincinnati-oh.gov		LAB – Cincinnati Metropolitan Sewer District	Yes
Paul Junio paulj@nslab.com		LAB – Northern Lake Services	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	No
Aurora Shields Aurora.Shields@kcmo.org		Lab – KC Water	No
Ilona Taunton Ilona.taunton@nelac-institute.org		Other – TNI Program Administrator	No

Attachment 2 – LAB Expert Committee Meeting Agenda, October 26, 2021

- Welcome and Roll Call
- Approval of Agenda
- Review, Revise and Approve Revised Language for §6.1.2.9 (see attached proposed revision from Yumi, also in Attachment 3 of Draft Minutes)
- Continue Review and Decision-Making for Comments on Draft Standard (see attached draft V2M1 and comments spreadsheet)
- New Business, if any
- Adjourn

Attachment 3 – Draft Proposed Language from Commenters on §6.1.2.9, as revised during the meeting and sent by Yumi to all participants prior to beginning of voting on persuasiveness of the individual comments

Comment: V2M1: 6.1.2.9.2: We believe this section of the standard is overly prescriptive and has not added value to assessor performance or accreditation body consistency since a written examination has been required by Volume 2. With the addition of competency management in section 6.1.3, we believe the following language would improve consistency and allow an accreditation body to evaluate an assessor’s full abilities rather than its ability to memorize material and pass a written examination.

6.1.2.9 ISO/IEC 17011:2017(E) Clause 6.1.2.9

Where additional specific competence criteria have been established for a specific accreditation scheme, these shall be applied.

6.1.2.9.1 An assessor shall hold at least a Bachelor’s degree in a scientific discipline or have commensurate experience acquired by having performed verified assessments of environmental CABs (see 6.1.3.2.1). An accreditation body that chooses to evaluate an assessor’s educational qualifications using the "commensurate experience" allowance shall have documented procedures for evaluating what constitutes commensurate experience. These procedures must define how this practice is applied within the organization and document the decision-making process used to approve the assessor.

6.1.2.9.2 An assessor shall have documented training that includes:

- (a) A passing score on the written examination of a course approved by the accreditation body on assessing quality systems

NOTE: Examples of courses on assessing quality systems could include the Basic Assessor Course or ISO 17025 training course.

NOTE: A certificate of completion for a quality systems course may be an acceptable alternative to a passing score.

- (b) TNI proficiency testing and quality management systems (specifically, TNI ELS Volume 1, Modules 1 and 2);
- (c) TNI technical modules (e.g., TNI ELS Volume 1, individual Modules 3 through 7); and
- (d) Technical disciplines for which the assessor has been approved by the accreditation body.

NOTE: Examples of technical discipline assessment training could include the U.S. EPA Safe Drinking Water Act Certification Officers training courses in Microbiology, Inorganic Chemistry, and Organic Chemistry; or technical assessment training courses approved and offered by The NELAC Institute (TNI).

NOTE: Technical disciplines applicable to the environmental sector include microbiology, toxicity testing, inorganic non-metals, metals, organics, asbestos, radiochemistry, and field activities.

6.1.2.9.3 An assessor shall complete on-going refresher training that includes any revisions to the TNI ELS Volume 1 Standard, plus any additional refresher training as required by the Accreditation Body.

NOTE: The Accreditation Body may require a written examination with a passing score as evidence for the ongoing (refresher) training of its assessors.

Attachment 4 – Committee Decisions on Comments for October 26, 2021

Comment Number	Vote & Justification (Persuasive/non-persuasive)	Editorial (Y/N)	Section/Clause	Comment	Committee Action	Date Addressed	Committee Comment
82	P		6.1.2.9.2	<p>6.1.2.9.2 Language in this section should be reverted to the language currently in V2M3 4.2.4. The change to addition of written tests in the technical modules, when they do not currently exist, is unnecessary. The idea of creating a requirement then creating training that meets it for training that MAY OR MAY NOT bring added value to assessor performance is poor practice. In addition any change in qualifications for a position already held needs to include language which exempts those already deemed qualified for the position prior to the implementation of the new requirement. Please also consider leaving in the NOTE from 2009 TNI V2M3 4.2.4 stating “Technical disciplines applicable to the environmental sector include microbiology, toxicity testing, inorganic non-metals, metals, organics, asbestos, radiochemistry, and field activities” was</p>	<p>specific language TBD at later date</p>	<p>10/26/2021</p>	<p>At the 8/17/21 committee meeting, language discussed at conference was approved as follows, but comments were not ruled persuasive or non-persuasive. 6.1.2.9.2.... These training courses shall include, but not be limited to: a) assessment to TNI EL V1 Modules 1 and 2 (proficiency testing and quality management systems); b) assessment to TNI EL Volume 1 modules 3 through 7 and any subsequent modules that may be developed;</p>

				indicated under 6.1.2.9.3 as being removed language. This NOTE provided helpful clarity to ABs regarding how the requirement for “technical discipline” training would be evaluated and should remain in the Standard under 6.1.2.9.2 to help preserve consistency of interpretations of this requirement in the future. If this note is removed every evaluation team will interpret this differently.			
39	P		7.12.1	V2M1 7.12.1 Note -- This note appears out of place and not relevant to the text in 7.12.1. ORELAP recommends striking this note.	note is deleted	10/26/2021	
67	P		7.12.1	7.12.1 Note is not necessary. Justification: See 7.12.8	note is deleted	10/26/2021	
30	P		7.13.1	7.13.1: The Note in this clause was added to clause 7.6.2 of the 2009 standard to clarify language that no longer appears in this version. In the current context, it is confusing and should be removed.	note is deleted	10/26/2021	
40	P		7.13.1	V2M1 7.13.1 Note -- This note appears out of place and not relevant to the text in 7.13.1. ORELAP recommends striking this note.	note is deleted	10/26/2021	
68	P		7.13.1	7.13.1 Note is not necessary. Justification: See 7.13.8	note is deleted	10/26/2021	

69	P		7.14.2	<p>7.14.2 This statement, that records shall be retained for at least the duration of the current cycle plus the previous full accreditation cycle is slightly ambiguous because there is no TNI language in the document clarifying that the “<u>accreditation cycle</u>” is two years plus or minus six months. The other references to accreditation cycle are in ISO language which refers to a 5 year cycle. (ex: 7.9.1) Suggestion: Add a NOTE either under 7.14.2 that states the accreditation cycle is two years plus or minus six months. OR, perhaps more simply, edit 7.9.4.1 to say “... reserve the right to assess a CAB at any time during <u>this</u> accreditation cycle.” Using “this” would clarify that the TNI application of the term accreditation cycle is the two year period plus or minus six months referenced in the previous sentence.</p>	New §7.14.3 added, to read "The accreditation body shall maintain records on conformity assessment bodies for a minimum of five (5) years."	10/26/2021	
36	NP		7.4.4	<p>V2M1 7.4.4 Note 1 and Note 2 -- ORELAP believes these notes provide useful background information and we have referred to these notes when taking enforcement action. ORELAP suggests keeping the notes.</p>	notes will not be restored into Draft Standard Revision 1	10/26/2021	Notes were deleted after being moved into the original draft from 2009 Standard V2M3. Notes should not be the basis for any enforcement action.

18	P		7.5.2	7.5.2 Note – The use of 'should' in the note should be replaced with 'shall', or the note (which isn't enforceable) has even less meaning.	A new clause 7.5.3 was added, to read "Accreditation bodies shall inform CABs of a cancellation of an assessment as soon as feasible."	10/26/2021	"shall" is a requirement and cannot be in a note.
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