

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, December 15, 2015**

1. Welcome and Roll Call

Carl opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from September 15 and November 17 were approved. Both Aurora and Carl agreed to renew their memberships for a second three-year term. Associate members will be asked by email about their continued participation for the coming year; June will remain an Associate.

2. New Member

A new member from the “other” stakeholder category, Marlene Moore of Advanced Systems, was approved by unanimous vote. Lucrina Jones of EPA resigned since the previous meeting, so that we still need one more member from the “other” stakeholder category before we will be able to add additional members from other stakeholder groups.

3. Conference in Tulsa

Carl inquired about who will be travelling to Tulsa for conference. Both he and Nilda indicated they hope to have travel approved so that they can attend. Aurora will participate if her travel is approved, but Virginia does not expect to attend. It’s likely that Marlene will be present.

The agenda should be a demo of the Generic Application, and informal discussion of LAB’s intent and efforts to revise the standard (Volume 2 modules) and an update on the ISO workgroup that is revising ISO 17011 by Carl and maybe Doug, as well.

4. The Generic Application

Our next steps, now that the database is available (see <http://genapp.nelac-institute.org/>), we need a few committee members to experiment with it, and we eagerly await creation of the needed User Manual.

Aurora signed in previously and Carl had difficulty signing in, but the webmaster acknowledged there was a “glitch” that caused Carl’s difficulty and it has now been resolved, so Carl will try again.

Lynn is contacting Dan Hickman to request an updated demo of this utility for the LAB session in Tulsa.

4. Review of Draft Revised Module for Combining V2M1/V1M3

After clarifying the preference for retaining alignment of section numbering with the ISO numbering in section 3, the inserted §3.14 will either be combined with its related definition (fields of accreditation with scope of accreditation) or moved to the end of §3.

Detailed discussion of revisions beyond §7.5 did not produce any changes to the draft combined module. Sections from V2M3 were moved into V2M1 in positions that retained alignment with the ISO numbering.

Review will resume at §7.9 at the next teleconference meeting. This draft will not be discussed at conference since the committee cannot formally begin revising any portion of the standard until the current revisions (the “2016 Standard”) are completed and accepted by ANSI as an approved consensus standard, and thus the revision process now underway will be deemed finished. At that point, we will be able to initiate the revision process for other parts of the standard.

5. Next Meeting

The LAB Expert Committee will meet at conference in Tulsa on Tuesday morning, January 26, 2016. We were tentatively scheduled for the entire morning session, but since only half that time will be needed, the actual meeting time will be in the final program agenda. No teleconference capability will be available.

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, February 16, 2016, at 11:00 am Eastern.** A reminder notice will be sent the week before.

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	
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		Yes
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