

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, December 16, 2014**

1. Welcome and Roll Call

Jeff opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from October 21, 2014, were approved. (LAB did not meet in November.)

2. Update on the Generic Application

No one present was able to provide any additional information, but the IT Committee meets later in the month, so hopefully we will know more. Programming had begun, and Dan Hickman gave a presentation at conference in DC, but we suspect that other priorities have been consuming our webmaster's time.

3. TNI Board Response to LAB's Third Party Assessor Credential Proposal

Jeff reviewed the extensive discussion of our proposal that took place during the November and December meetings of the TNI Board of Directors.

Concerns about risk to TNI from denial or recognition to an assessor were raised, but this risk is no different than denial of recognition of a prospective AB. Of the AB representatives present at the November Board meeting, only FL uses Third Party Assessors (TPAs,) and there was only a bare minimum of support for a TNI role in the oversight of TPAs.

The Board's final decision was that the existing registry of TPAs should be maintained, as is, and that the NELAP AC should consider developing a policy on the qualifications (desired skills and training) for TPAs. This policy might take the form of guidance, which would require approval from Policy Committee. Similarly, there was no support from the Board for creating a common application for TPAs.

Jeff noted that Florida created such a list of desired skills and training during its transition to using TPAs, and that list is a supplement to the TPA contracts in place. In response to a committee member's request, Carl will share what is available, with the intent that LAB can use that material as the foundation of a draft policy.

Lynn noted that the AC is presently discussing a list of desirable policies, and it plans to develop the basic concepts for these before handing off the actual writing to LASEC, which we expect will be interested in sharing the workload with LAB. No timeline is yet established for this process, but Lynn will ask the LASEC to address the issue of drafting a policy (and not guidance) at its December 23 meeting.

With the TPA proposal no longer requiring the committee's attention, and the next activity still pending, participants agreed there is no need to have a LAB session at conference in February. The Executive Director has been so notified.

4. Committee Membership Adjustments

Several committee members have terms that expire at the end of December. Because we are technically a “new” committee formed when LAB combined with the On-Site Assessment Committee, all members are eligible for a second three-year term. Nilda and Virginia agreed to serve an additional three years. Myron will be contacted by email.

Jeff announced that he will step down from the chair position, since his term is expiring, but will remain as an associate member for the time being. Jeff moved that Carl be elected as chair, and Virginia seconded. Carl indicated his willingness to serve as chair, and his election was unanimous. Early in the new year, a vice chair will need to be elected. Jeff noted that Carl will need to complete the training video created by the Board, and he recommends that all committee members review it, as well. NOTE: *The link will be provided as soon as I find track it down!*

The LAB membership is now at eight; committee membership limit is fifteen. We need to actively recruit some new members once we establish our activities for the coming year, especially members in the “other” category of stakeholders. Once one or more additional “other” category members are added, we can maintain the necessary balance by adding additional labs and ABs. A notice should be posted on the bulletin board by the registration desk at conference, publicizing this fact.

5. Next Meeting

The next meeting of the LAB Expert Committee is scheduled for Tuesday, January 20, 2015, at 11 am Eastern. A reminder notice 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
Nilda Cox nildacox@eurofinsus.com	12/31/2017	Lab –Eurofins-Eaton Analytical Inc.	Yes
Jeff Flowers, Chair jeff@flowerslabs.com	12/31/2014	Lab – Flowers Chemical Laboratories, Inc.	Yes
Myron Getman mrg05@health.state.ny.us	12/31/2014	AB – NY Department of Health	No
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, Vice Chair carl_kircher@doh.state.fl.us	12/31/2015	AB – Florida Department of Health	Yes
Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com	12/31/2015	Lab – ALS	Yes
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:			
Nirmela Arsem narsem@ebmud.com		Other – East Bay Municipal Utility District (San Francisco Bay area)	Yes
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
Guests: none			