

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, April 16, 2013**

1. Welcome, Roll Call and Approval of Minutes

Jeff Flowers opened the meeting and roll was called. A quorum was present and attendance is recorded in Appendix A. Minutes of the March 19 meeting were approved with one minor edit.

2. Action Items

Lynn will prepare draft “forms” for displaying the “criteria” identified for use in qualifying third party assessors.

Committee members will continue reviewing the first 30 pages of the NELAP Evaluation “Technical Review” checklist revisions, for discussion at the next meeting.

3. Membership

Since the March LAB meeting, Jeff contacted the several committee members who had not attended recent meetings. Two of these individuals requested to be removed from the committee roster and one changed to Associate Member status, leaving only 11 committee members – 5 ABs, 5 labs and 1 other. We voted upon one new member application (not an “other” category.)

NOTE: TNI’s Board Chair requested that we instead seek to recruit additional members from the “other” stakeholder category to return to balanced representation.

4. Third Party Assessor Project

Lynn did consult with TNI’s webmaster about what will be cost-effective and practicable for initial implementation of this project. The webmaster noted that a “searchable database” with the number of criteria offered in our proposal to the Board was unlikely to be useful, given the number of possible search parameters, and suggested that regardless of the time needed to construct such a database, it would not be practical. To quote the webmaster, “the more criteria you have, the harder it is for the user to find what they’re looking for.”

Instead, he recommended providing a Word template for the listees to use for their Statement of Qualifications, which will be converted to a PDF and posted along with the assessor or corporate contact information. This document could be uploaded directly to the webmaster via a link or button on the listing page. Since we envision only 20 or so listings, manual updates as provided by the listees over time should not be burdensome.

The newsletter article has produced no new inquiries about being listed as potential third party assessors. Jeff asked Lynn please to draft templates for both individual and corporate Statements of Qualifications, along with suitable disclaimer language (since we won't be verifying these statements) and circulate them prior to the next LAB meeting

5. Generic Application

The Database Development Plan was circulated to the NELAP Accreditation Council, with a request to send comments directly to Dan. At least one AB copied Lynn on comments, and perhaps others were sent directly to Dan.

Lynn contacted each of the 5 NELAP ABs using some form of online application and those are all one-off custom applications. There is no commercially available product for this use.

Committee members again discussed a phased development, beginning with the lab demographic information, and adding some way to address Fields of Accreditation (FoAs) as a later phase, since that will be more complicated and cumbersome.

Rebecca and Dan are both on TNI's IT Committee, which is also a resource for this project. Rebecca approached the IT Committee about a joint workgroup of IT and LAB committees being a good way to proceed. Lynn agreed to find out who the new committee chair is, so that Jeff can contact him or her directly to negotiate the establishment of such a workgroup. Both Jeff and Joe agreed to participate, from the LAB.

One committee member inquired whether there is a "reference table" of FoAs for LAMS (as there is for PTs), another whether NEMI might be a usable database of methods for the FoA application, and yet another asked whether labs might be willing to pay a fee to have a single application they could use – it would save vast amounts of staff time for labs with more than one AB.

6. NELAP Accreditation Body Evaluation SOP and Tools

With the remaining time, those present began going through the Technical Review Checklist, item by item, to verify that the color-codings established by the NELAP evaluators are appropriate. One edit requested was to clarify that uncolored or "white" items were required but that conformance could be determined by observation or conversations about actual practice if documentation were not available.

The review proceeded through item #20, and will resume with #21 at the next meeting. Lynn noted that the full checklist (403 items) needs to be approved by late July, before conference.

7. Next Meeting

The next meeting of the LAB Expert Committee will be Tuesday, May 21, at 11 am Eastern. Agenda items at that time will be the Third Party Assessor project, the generic application recommendations, the NELAP Evaluation SOP and any Standards Interpretation Requests that might arrive.

Appendix A

LAB Expert Committee Roster

| Name/Email | Term ends | Affiliation | Present? |
|--|------------|---|---|
| Joseph Aiello joseph.aiello@dep.state.nj.us | 12/31/2013 | AB - NJ State Department of Environmental Protection | yes |
| Nilda Cox nilda.cox@mwhglobal.com | 12/31/2014 | Lab –Eurofins=Eaton Analytical Inc. | No |
| 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 | Yes |
| 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 | Yes |
| Carl Kircher carl_kircher@doh.state.fl.us | 12/31/2015 | AB – Florida Department of Health | Yes |
| Sharon Mertens smertens@mmsd.com | 12/31/2014 | Lab - Milwaukee Metropolitan Sewerage District | No |
| Faust Parker faust.parker@atkinglobal.com | 12/31/2015 | Lab – Atkins Environmental Toxicology | Requests to leave Committee due To pending retirement |
| Rebecca Pierrot Rebecca.Pierrot@ALSGlobal.com | 12/31/2015 | Lab – ALS | No |
| Donna Ringel ringel.donna@epa.gov | 12/31/2015 | Other -- US Environmental Protection Agency, Region 2 | no |
| Aurora Shields ashields@lawrenceks.org | 12/31/2015 | Lab – City of Lawrence, KS | yes |
| 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 | Yes |
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