

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, April 18, 2017 1:00 pm**

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The minutes of March 21 were approved.

2. ISO CASCO Meeting in Vancouver, Canada

Carl noted that Florida has approved his travel to the ISO/CASCO Policy Meetings and the Plenary Session and Workshops, in Vancouver during the final week of April.

3. Addressing Comments on V2M1 Revision from Conference in Houston

During the LAB session in Houston, a number of participants offered comments and ideas for inclusion in the revised module. These were all captured in the January 24, 2017, minutes, and those minutes were re-distributed to the committee for discussion purposes. In the future, these comments and all external comments on future drafts will be captured in a "response to comments" spreadsheet, which will become the formal record of how all comments were addressed. Comments from the Houston session are not associated with particular individuals, but future comments will be, so that the commenters can be notified of the disposition of their comments. Using this spreadsheet, the committee's decisions about individual comments can easily be copied into each set of meeting minutes. The spreadsheet will be regularly distributed to committee members but only the minutes will be posted to the TNI website.

The following comments were discussed, with the conclusions noted. For these informal comments, participants agreed that consensus of those present would be used as the decision rule.

comment number	Vote	Section/clause	Comment	Committee action	Date comment considered	Committee comment
1	N/A		Commenter asked that LAB consider what might constitute "surveillance" (with the new remote assessment concept, but keeping the shorter-than 5-year cycle that's permitted in 17011) and that LAB consider shifting to a 3-year cycle for reassessments.	wait	4/18/2017	anticipated change to require that each lab be provided with a custom "accreditation cycle" seems likely to make this issue obsolete
2			One commenter inquired about the potential variability within a 3-year cycle, and suggested plus/minus 30 days, versus the current 6 months allowed with the 2-year cycle.	wait	4/18/2017	anticipated change to require that each lab be provided with a custom "accreditation cycle" seems likely to make this issue obsolete
3	N/A	§7.8.3.4	for the TNI additional language, the "may" clause seems superfluous and thus the last sentence should be dropped, or else state that the AB may require documentation that the corrective action was implemented at any future time	make the proposed edit to the draft V1M1	3/21/2017	Participants agreed that "may" is inappropriate in the standard, but believe that the last sentence of this section should be converted to a note, and become "Note #1" placed ahead of the existing note.
6	N/A		The 30-day deadline for the lab to deliver the corrective action report and the 30-day deadline for the AB to issue the on-site assessment report should be lengthened. Another commenter noted that the 30 days applies to submission of a plan for corrective actions, but there is no limit on the time to implement those actions. Participants discussed that the early version of the TNI standard did not include timelines, and that perhaps those should go into policy or SOP, rather than the standard. The revised 17011 permits an AB to specify its own timeframes. Another concern would be that the non-governmental ABs might not follow a NELAP SOP for this. One suggestion was to lengthen the timeline to 45 days	wait	4/18/2017	it appears that the revised ISO 17011 will permit an AB to specify its own timeframes

7	N/A		In the expected 17011 revisions, any findings different from those discussed during the assessment's exit briefing must be explained.	wait	4/18/2017	it appears that the revised ISO 17011 will make this a requirement
8	N/A	§7.8.3.4	should be reworded but no suggestions about how	see comment #3	4/18/2017	addressed in #3 above
9	N/A		Need to review Volume 2 for lab requirements and get those moved into the quality systems module of Volume 1. The removal from V2 cannot occur until the requirements are in V1, however. The options of a supplement to V1 or some sort of guidance document for labs, about lab requirements in V2 were considered.	wait	4/18/2017	This section, or what remains of it, will be in §4.2 of the revised 17011. When that is available, LAB will need to address this issue somehow. There may be a holdover lab requirement in V2M2 (PT module) -- should check with PT Expert Committee eventually.
10	N/A		The status of the PT module in V2 (V2M2) needs to be clarified, since the 2016 standard does include the revised PT module in V2. Brief discussion occurred about whether secondary accreditation is still mentioned in V2M2.	not something LAB can control	4/18/2017	resolution will be done by CSDEC and TNI's Executive Director
11	N/A		§7.15 – this section of V2M1 needs review, concerning PTs. The Standards Review Council should review it along with V2M2 (note sent to Ken Jackson), and this section should have a new “note” added, that V2M2 should be consulted for additional PT requirements.	wait	4/18/2017	it appears that this language will not exist in the revised 17011
12	N/A		All 17011 references will need to be verified and updated during this revision process.	wait	4/18/2017	when the revised language is available, this will be addressed
13	N/A	"parking lot" issue - remote assessments	About remote assessments – by the new 17011 definition, TNI standard should specify “electronic means.”	wait	4/18/2017	cannot be addressed until new 17011 language is available
14	N/A	"parking lot" issue - remote assessments	Labs without electronic records are not easy to assess with remote assessment. It's really only viable with cloud storage of	wait	4/18/2017	cannot be addressed until new 17011 language is available

			information.			
15	N/A	"parking lot" issue - remote assessments	Individual ABs would need to have procedures for ways to perform assessments and report findings whether done on-site or remotely.	wait	4/18/2017	cannot be addressed until new 17011 language is available
16	N/A	"parking lot" issue - remote assessments	Consider possible use of a webcam for assessing laboratory equipment.	wait	4/18/2017	cannot be addressed until new 17011 language is available

The meeting was adjourned at 2 pm Eastern following a motion by Bill, seconded by Nilda.

3. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, May 16, 2017, at 1:00 pm Eastern.** A reminder notice will be sent the week before.

Attachment A

LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
William Batschelet Batschelet.william@epa.gov	12/31/18	Other – US EPA R8, Lab QAO	Yes
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	Yes
Oommen Kappil okappil@emsl.com	12/31/19	Lab – EMSL Laboratories, Inc.	No
Catherine Katsikis ckatsikis@ldcfl.com	12/31/2018	Other – Laboratory Data Consultants	Yes
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	Yes
Mei Beth Shepherd mbshep@sheptechserv.com	12/31/2018	Other -- Shepherd Technical Services	Yes
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:			
Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com	12/31/2018	Lab -- GE- Power & Water Engineering	No
Yumi Creason ycreason@pa.gov		AB -- Pennsylvania	No
June Main jmain@dep.nyc.gov		Lab – NYC DEP	Yes
Donna Ruokonen donna.ruokonen@microbac.com		Lab -- Microbac	No
Bill Ray bill_ray@williamrayllc.com		Other – William Ray Consulting, LLC	Yes