

Summary of the Laboratory Accreditation Body Expert Committee Meeting
 Tuesday, April 20, 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. The minutes of March 16 were approved unanimously.

2. Review and Approval of Updated Committee Charter

Lynn explained that the newly updated TNI Voting SOP 1-102 eliminates the need for the Decision Making item in the previous charter template, so that item is being removed. Otherwise, there are no recommended changes. Bill moved and Nilda seconded that the revised charter be approved, and the vote was unanimous. The Charter as approved is in Attachment 3, below, and will be sent to CSDEC for its approval shortly.

3. Continued Review of Comments on Draft Standard

A complete spreadsheet of all comments submitted, sorted in sequential order to align with the Draft Standard, was distributed to committee members, and this spreadsheet will be where the formal record of how comments were addressed. The portions of the spreadsheet addressed at each meeting will be included as an attachment to the minutes in addition to being recorded in the permanent spreadsheet. This spreadsheet is based on the template provided in the Standards Development SOP 2-100. (See Attachment 4, below.)

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 will not be included in the formal Response to Comments spreadsheet, but will be noted here in the minutes for each meeting where comments are addressed, as evidence that the comments were properly considered.

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.

Item Number	Section Number	Proposed Decision (P/NP/editorial as determined)	Motion Made	Motion Seconded	Vote
70	none	Not within the purview of LAB	none		none
54	1	P/add "must" to definitions, use same wording as "shall"	Marlene	Mike	unanimous
6	3.2	NP/this is ISO language that cannot be altered (should be italicized in DS text)	Marlene	Bill	unanimous
55	3.4	P-editorial/make the edit	Aaren	Bill	Unanimous
3	3.6	P/eliminate FoA term	Bill	Marlene	Unanimous
5	???	Revisit in May			
4	3.8	P/change to TNI EL V#M#	Alia	Bill	Unanimous
33	3.8	P/change per comment 4, also add "only" NOTE: check w/ Jerry about removing EL from V3 & V4	Marlene	Mike	Unanimous
73	4.2	NP/subsection c addresses the concern, note not needed	Bill	Aaren	Unanimous

3. New Business

No new business was offered. Lynn described the expected conference format for August, and that the LAB session will be at 1:15 EDT on Monday, August 2. Bill moved and Socorro seconded that the meeting be adjourned at 2:15 pm.

4. Next Meeting

The next teleconference meeting will be **Tuesday, May 18, 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	Yes
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	Yes
Alia Rauf arauf@utah.gov	1/30/2021 (1st 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	No
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Yumi Creason ycreason@pa.gov		AB – Pennsylvania	Yes
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	Yes
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, April 16, 2021

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (March minutes attached)
- Review and Approval of Updated Committee Charter (see attached along with new TNI Voting SOP 1-102)
- Continue Review of Comments on Draft Standard (comments spreadsheet sorted sequentially and cleaned-up Draft Standard attached)
- New Business, if any
- Adjourn

Mission

As a means to improve the quality and consistency of environmental data throughout the United States and to foster the mutual recognition of laboratory accreditation by Accreditation Bodies, the mission of the Laboratory Accreditation Body (LAB) Expert Committee is to develop and support accreditation standards for environmental testing accreditation bodies by engaging experts in a consensus-based standards development process.

Composition of the Committee

1. The LAB Committee has members representing a balance of the three TNI stakeholder communities.
2. Committee members serve staggered three-year terms.
3. Associate members are invited to participate in all committee activities except voting.

Objectives

1. Revise and maintain the TNI Standards for Laboratory Accreditation Bodies (Volume 2 Module 1 of the TNI Environmental Laboratory Sector Standard.)
 - **Success Measure:**
 - Review and decision about possible revision occurs at least every five years and revision is appropriately carried out when determined to be needed.
2. Support the NELAP Accreditation Council (AC) and the Laboratory Accreditation Systems Executive Committee (LASEC) in reviewing draft policies and procedures to ensure consistent standard implementation and in gathering and disseminating information on accreditation body activities, as requested.
 - **Success Measure:**
 - Results of this assistance are timely and meet declared expectations of the program committees.
3. Provide information on developing and recommending training and guidance materials as appropriate.
 - **Success Measure:**
 - Training and guidance development opportunities needed are identified and suitable materials developed for approval by Consensus Standards Development Executive Committee (CSDEC.)
4. Review and respond to Standards Interpretation Requests, as referred.
 - **Success Measure:**
 - Responses meet agreed upon timeframes and address the request explicitly.

5. Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011. Support TNI by completing any tasks assigned by the Board or required by the AC or LASEC.

- **Success Measure:**

- Accreditation Bodies and other TNI components such as LASEC and CSDEC are informed of anticipated revisions or updates to relevant international standards.

6. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.

- **Success Measure**

- Work plans are presented to the CSDEC for review on at least an annual basis.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.

Attachment 4 – Committee Decisions on Comments for April 20, 2021

Comment Number	Vote & Justification (Persuasive/non- Editorial (Y/N))	Section/Clause	Comment	Committee Action	Date Addressed	Committee Comment
70	NA	0.00000	GENERAL COMMENT: This revision contains, potentially, a lot of change which ABs will need time to respond to, in both practice and procedure. When changes to Volume 1 greatly impacts labs, sufficient time to respond is provided before assessment to the revised Standard. Similarly, the AC will need to determine or be given an appropriate timeframe for this implementation after the draft is finalized.	this is beyond the purview of LAB committee	4/20/2021	
54	P x	1.00000	1.0 Add definition of MUST as added TNI language; use same definition as SHALL. Justification: Per CSDEC discussion regarding this need.	make the change	4/20/2021	
1	NP x	2.00000	2.0 – Note – while notes are not enforceable, the use of the phrase ‘may also be used as a reference’ makes the note additionally weak. I would suggest deleting that phrase	no change	3/16/2021	

2	NP	x	3.10000	3.1 (and additional) – is the information labeled SOURCE that is included in brackets intended to be included in the Standard? I didn't see it addressed in the key at the beginning. I would recommend deleting all of it as it doesn't clarify the Standard	this is ISO language suggested editorial change not accepted	3/16/2021	
6	NP		3.20000	3.20 – Complaint is defined differently in 17025:2017. Both of these definitions have been modified by ISO. TNI should use a single definition of the term. 17025:2017 states 'complaint - expression of dissatisfaction by any person or organization to a laboratory, relating to the activities or results of that laboratory, where a response is expected [SOURCE: ISO/IEC 17000:2004, 6.5, modified — The words "other than appeal" have been deleted, and the words "a conformity assessment body or accreditation body, relating to the activities of that body" have been replaced by "a laboratory, relating to the activities or results of that laboratory".] Rather than referencing either laboratory or accreditation body, could another term such as client or	this is ISO language suggested editorial change not accepted	4/20/2021	

				customer be used instead?			
55	P	x	3.40000	3.4 Note: recommend moving "on-site" from 2 nd sentence. Justification: Consistency through document.	make the change	4/20/2021	
3	P		3.60000	3.6 – also called Field of Accreditation, which is followed by a definitions of Fields [plural] of Accreditation. If Scope of Accreditation is also called Field(s) of Accreditation, then it should have the same definition. I would suggest using one or the other definition. If both are to be used, then Field(s) of Accreditation needs its own section number in the Terms and Definitions	remove this sole reference to Field of Accreditation (it's used nowhere else in the Draft Standard)	3/16/2021	determined persuasive 3/16/21; to be addressed later. Re-voted on 4/20/21
5			3.10.	balance is used as a term that conveys an element of impartiality. It should be noted that balance is defined differently within TNI than the use in this definition. A NOTE might be useful for that purpose.	ITEM CORRECTED, REVISIT IN MAY		
4	P		3.80000	3.8 – reference to TNI's Environmental Laboratory Sector Standards is typically formatted as EL V#M#, not as ELS. I would also refer to TNI as opposed to The NELAC Institute in the same section.	make the change	4/20/2021	determined persuasive 3/16/21; to be addressed later. Re-voted on 4/20/21

33	P		3.80000	<p>V2M1 3.8 Accreditation Scheme Notes 1 and 2 -- Note 1 appears to incorporate by reference nine different ISO standards as part of the accreditation scheme. Note 2 appears to qualify Note 1 by indicating the TNI accreditation scheme includes requirements in V1 and V2 of the TNI Standard. ORELAP wants to make it very clear that we have not chosen to adopt, nor plan to adopt, the nine ISO standards referenced in Note 1. ORELAP suggests modifying Note 2 to limit accreditation scheme to "only" V1 and V2 of the TNI Standard, to make it clear the ISO documents from Note 1 are not required for TNI/NELAP accreditation bodies. This revision would not preclude accreditation bodies from adopting additional schema. Proposed revision: "NOTE 2 to entry: For The NELAC Institute's Environmental Laboratory Sector (ELS) standards, the accreditation scheme requirements include only Volume 1, "Management and Technical Requirements for Laboratories Performing Environmental</p>	change ELS to EL as above, and include the word "only" as recommended	4/20/2021	staff will follow up about need to remove EL designation from V3 and V4 -- not a LAB issue but those modules also apply to NEFAP
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				Analysis” and Volume 2, “General Requirements for Accreditation Bodies Accrediting Environmental Laboratories.”			
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