

**Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, May 17, 2016 1:00 pm Eastern**

**1. Welcome and Roll Call**

The Chair, Carl Kircher, opened the meeting and the roll was called. Those present are noted in Appendix A. Minutes from April 19, 2016, were approved. Since there are several new members, Carl reviewed the committee's activities about merging the two modules of Volume 2 of the 2009 TNI Standard, and explained that merged text was being shown as single underline, while changes made in response to comments and SIRs are shown as double underline. Lynn noted that the generic application was mentioned during the May meeting of the TNI Board, to say that a "help page" was nearly finished, but that we have no specific information about its availability and whether anything is needed from this committee.

**2. Review of Draft Revised Module for Combining V2M1/V2M3**

Continuing review of Marlene's comments on the combined module resumed at section 7.5. The comments and the outcome of discussion about each further comment are summarized below:

§7.5.1 – remove the note, since NGABs often do preliminary visits even though state ABs do not.

\*§7.5.3 – accept Marlene's edits and propose deletion of the second sentence in the eventual revision but not in this merged version. Carl will look for a more appropriate place to describe the basis for deciding accreditation status.

\*§7.5.4 – participants believe that "shall" is more appropriate, but since ISO does not put requirements in notes, leave this until the full revision is underway. If the change from "should" to "shall" is agreed upon then, the note will need to be relocated and numbered as a section of the standard. Also, the first sentence is unnecessary and may be deleted in the full revision, since unannounced assessments are authorized elsewhere in the standard.

\*§7.5.6 – again, participants believe that "shall" is more appropriate, but since ISO does not put requirements in notes, leave this until the full revision is underway. If the change from "should" to "shall" is agreed upon then, the note will need to be relocated and numbered as a section of the standard. Participants prefer to delete the first sentence, keep the first remaining "should" and change later "shoulds" to "musts" during the revision process.

\*§7.5.7 – note 2 may need to be a requirement, but should be reconciled with NEFAP before finalizing any change. This should be addressed during the revision process.

\*§7.5.8 – the note may need to be a requirement, but should be reconciled with NEFAP before finalizing any change. This should be addressed during the revision process.

§7.5.9 – this note is identical text as the §7.5.3 note (and was so, in V1M3.) Delete entire note after the first sentence, and add "see §7.11.3.2".

NOTE: \* in these minutes will refer to text that should be revisited as the WDS is further developed.

Review of the merged modules will resume at section 7.6, at the June meeting.

Two SIRs have been approved that affect the language of Volume 2. Participants reconsidered and agreed to address these as the relevant sections of the merged document are reviewed. The SIR pertaining to V1M1§7.7.2-7.7.3 and V1M3§6.13.2 will be reviewed at a subsequent meeting.

The SIR pertaining to V2M3§4.2.4 is relevant to the merged version at §6.2.6. Participants agreed to add a Note 2 to §6.2.6 that contains the language of the last paragraph of the SIR response, to say that a written exam may not be required for ongoing (refresher) training of assessors.

Nilda noted that the former On-site Assessment Expert Committee had developed guidance about technical training of assessors. Participants discussed but agreed that the standard ought

not to require any particular score for the testing of assessors as required in §6.2.6. This led to a discussion of whether secondary accreditations should be addressed in the standard, but the Chair noted that it is addressed in the NELAP Mutual Recognition Policy 3-100 that will be distributed to committee members with these minutes.

The meeting be adjourned at 2:36 pm Eastern.

**4. Next Meeting**

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, June 21, 2016, at 1:00 pm Eastern**. A reminder notice will be sent the week before. The agenda will include further review of Marlene's comments, possibly discussion of the generic application, and reviewing the existing SIRs that apply to Volume 2 of the standard.

## Appendix A

## LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
William Batschelet <a href="mailto:Batschelet.william@epa.gov">Batschelet.william@epa.gov</a>	12/31/18	Other – US EPA R8, Lab QAO	Yes
Nishant Bhatambrekar <a href="mailto:Nishant1.Bhatambrekar@ge.com">Nishant1.Bhatambrekar@ge.com</a>	12/31/2018	Lab -- GE- Power & Water Engineering	Yes
Nilda Cox, Vice Chair <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>	12/31/2017	Lab – Eurofins Eaton Analytical Inc.	Yes
Virginia Hunsberger <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	12/31/2017	AB – PA Department of Environmental Protection	No
Catherine Katsikis <a href="mailto:ckatsikis@ldcfl.com">ckatsikis@ldcfl.com</a>	12/31/2018	Other – Laboratory Data Consultants	Yes
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>	12/31/2018	AB – Florida Department of Health	Yes
Marlene Moore <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	12/31/2018	Other -- Shepherd Technical Services	No
Aurora Shields <a href="mailto:ashields@lawrenceks.org">ashields@lawrenceks.org</a>	12/31/2018	Lab – City of Lawrence, KS	No
Program Administrator: Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
<b>Associate Members:</b>			
Jeff Flowers <a href="mailto:jeff@flowerslabs.com">jeff@flowerslabs.com</a>		Lab – Flowers Chemical Laboratories, Inc.	No
June Main <a href="mailto:jmain@dep.nyc.gov">jmain@dep.nyc.gov</a>		Lab – NYC DEP	Yes
Donna Ruokonen <a href="mailto:donna.ruokonen@microbac.com">donna.ruokonen@microbac.com</a>		Lab -- Microbac	No