

**Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, June 21, 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 May 17, 2016, were approved.

2. Agenda for Committee Session at Conference

Carl sketched out an agenda for our committee meeting on Wednesday afternoon, August 10, at 1-3 pm, as follows:

- Welcome and Introductions
- Approval of Minutes (if available)
- Update on Generic Application
- Tracking Progress towards Developing V2 Revision
- New Business
- Adjourn

The session will not reconvene after the break. This schedule has been transmitted to the Executive Director for inclusion in the meeting program. NOTE: Dan Hickman has agreed to give a 20-30 minute update on the Generic Application. He confirmed the report that KS is "beta-testing" the software, and that a Help document is available, but has no feedback from KS about their progress or plans for actual implementation.

3. Review of Draft Revised Module for Combining V2M1/V2M3

Continuing review of Marlene's comments on the combined module resumed at section 7.6. A question was raised about the previous meeting, asking whether §6.4.4 is different than §6.1.5. These sections will need to be evaluated in the public discussion, yet to come.

The comments and the outcome of discussion about each further comment are summarized below:

§7.6 – leave the note "as is" for now

§7.6.4 – should be moved to a new §4.4.1, since it is about the AB's quality system. The possibility of a different placement exists, but for now, that is adequate.

§7.6.5 – move to new §7.5.11 and change the note to read "...encountered during the previous on-site assessment and the"

§7.7.1.1 – remove the phrase "provided by the assessment team" at the end of the sentence. Leave the note as it is.

§7.7.3 – the note's requirement seems more appropriate to V1 than V2M1, but might be relocated to §8.1.3 during public discussion. Otherwise it should be deleted from V2.

The second of the two SIRs is numbered so that it seems to belong here, but does not fit with the text. The SIR is labelled as applying to V1M1§7.7.2-7.7.3 and V1M3§6.13.2 but post-meeting research by the Chair indicates that "the section numbers are all correct as presented per the present Volume 2 Standard. For the working draft we ... pushed the Module 1 Sections 7.5-7.11 down to Sections 7.9-7.15, both so that the ISO/IEC 17011 text now aligns with the appropriate section numbers and so that the Module 3 sections can be merged in and become the Sections 7.5-7.8." Thus, the apparent numbering is explained and the SIR can be addressed at the appropriate time as this review continues.

The meeting be adjourned at 2:05 pm Eastern.

4. Next Meeting

The next teleconference meeting of the LAB Expert Committee is scheduled for **Tuesday, July 19, 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 Batschelet.william@epa.gov | 12/31/18 | Other – US EPA R8, Lab QAO | Yes |
| Nishant Bhatambrekar Nishant1.Bhatambrekar@ge.com | 12/31/2018 | Lab -- GE- Power & Water Engineering | No |
| Nilda Cox, Vice Chair nildacox@eurofinsus.com | 12/31/2017 | Lab – Eurofins Eaton Analytical Inc. | No |
| Virginia Hunsberger vhunsberge@pa.gov | 12/31/2017 | AB – PA Department of Environmental Protection | 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 | No |
| 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: | | | |
| Jeff Flowers jeff@flowerslabs.com | | Lab – Flowers Chemical Laboratories, Inc. | No |
| June Main jmain@dep.nyc.gov | | Lab – NYC DEP | Yes |
| Donna Ruokonen donna.ruokonen@microbac.com | | Lab -- Microbac | No |
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