

Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, July 21, 2020 1:00 pm Eastern

1. Welcome and Roll Call

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The minutes of June 16 were approved unanimously.

The meeting agenda is contained in Attachment 2. The re-scheduling decision was discussed immediately after roll call, and then, when the need for agenda approval was remembered, participants approved the existing agenda with that one revision, moving the rescheduling from the end of the meeting to the beginning. This is indicated by strike-out and bold text in the attached agenda (Attachment 2).

The August meeting was rescheduled for Tuesday, August 25 at 1 pm Eastern.

2. Discussion of Assessor Competency and Training Requirements

Several months previously, Aaren had submitted draft language for revising the TNI language in §6.1.2, as she committed to doing. Participants walked through this draft, accepting most of the proposed revisions with some edits as noted below.

§6.1.2.9.1 – the requirement for a Bachelor's degree in a scientific discipline or commensurate experience was added.

§6.1.2.9.2 – portions of this were discussed in May, when it was agreed that a numerical "passing score" should not be stated in the standard, as that is dependent upon the actual test offered.

Also, while the term "written exam" was not modified, discussion was clear that this would include an online exam and did not necessarily have to be pen and ink on paper.

6.1.2.9.2 – while participants expressed some discomfort with requiring training that is not already available, the need for consistent assessor training was deemed sufficiently important to proceed with changes as agreed upon in the May discussion and fine-tuned during this meeting, based on a straw poll and the knowledge that there will be time for ABs to comment. The required training was modified to read:

- (a) TNI proficiency testing and management systems assessment training (specifically, TNI ELS Volume 1, Modules 1 and 2);
- (b) TNI technical module assessment training (e.g., TNI ELS Volume 1, individual Modules 3 through 7);
- (c) Technical discipline assessment training as required by the Accreditation Body for the accreditation scheme(s) supported; and
- (d) On-going refresher training as required by the Accreditation Body.

This draft language will be reviewed for final acceptance at the August meeting. Due to time constraints, discussion of grandfathering current assessors was postponed until that time, as well.

NOTE: the Competency Task Force is charged by the TNI Board with crafting recommendations for establishing baseline competencies and appropriate training to meet those competencies. The training paradigm as drafted (above) was shared with, and accepted by, that Task Force at its meeting the day after the LAB meeting.

3. New Business

None

4. Next Meeting

The next teleconference meeting will be **Tuesday, August 25, 2020, at 1:00 pm Eastern.** This is a rescheduled date to accommodate conflict with NEMC sessions. 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	12/31/2022	Other – Alger Consulting & Training	Yes
Socorro Baldonado sbaldonado@mwdh2o.com	12/31/2022 (1 st term)	Lab – Metropolitan Water District, La Verne, CA	Yes
William Batschelet wbatsche@aol.com	12/31/2021 (2 nd term)	Other – Retired from US EPA R8	Yes
Nilda Cox nildacox@eurofinsus.com	12/31/2021 (1 st term)	Lab – Eurofins Eaton Analytical LLC	Yes
Catherine Katsikis catherinekatsikis@gmail.com	12/31/2021 (2 nd term)	Other – Laboratory Data Consultants	Yes
Carl Kircher, Chair carl_kircher@flhealth.gov	12/31/2021 (3 rd term, extended)	AB – Florida Department of Health	Yes
Marlene Moore mmoore@advancedsys.com	12/31/2021 (2 nd term)	Other – Advanced Systems, Inc., Newark, DE	No
Michael Perry michael.perry@lvvwd.com	12/31/2022 (1 st term)	Lab – Southern Nevada Water Authority	Yes
Zaneta Popovska zpopovska@anab.org	12/31/2021 (1st term)	AB – ANAB	Yes
Alia Rauf arauf@utah.gov	12/31/2020 (1st term)	AB – Utah Department of Health	Yes
Mei Beth Shepherd, Vice Chair mbshep@sheptechserv.com	12/31/2021 (2 nd term)	Other – Shepherd Technical Services	Yes
Nicholas Slawson nslawson@a2la.org	12/31/2021 (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
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, July 21, 2020

- Welcome and Roll Call
- **Decide on Rescheduling Date for August Meeting**
- Approval of Agenda
- Approval of Minutes (June 16 minutes attached)
- Assessor Competency and Training Requirements (see attached draft language from Aaren plus most recent draft of V2M1, also two historical documents about on-site assessor training)
- Consideration of Field Activities Task Force Recommended Language (see attached “Work Product...” file)
- ~~Decide on Rescheduling Date for August Meeting (Lynn not available August 18 @ 1pm)~~
- New Business, if any
- Adjourn

Attachment 3

Comments submitted on the outline of proposed changes and the draft module for V2M1, April 16-June 16, 2019

Remaining unresolved comments -- Outcome of comments discussed during July 21 meeting are in red text.

Disclaimer: The NELAC Institute (TNI) accepts no liability for the content of any comment on a standard.

Any views or opinions on a standard are solely those of the commenter and do not necessarily reflect those of TNI.

		Section/ clause	Comment	Committee action	Committee comment
		6.1.2.9.2 note	holdover from previous discussion	Remove the 1st note.	
MM	#####	6.2.9.2	6.2.9.2 = Allows each AB to create its own training course(s). This includes the NGABs. The original NELAC standard required the training to be the same among all ABs. Do we want to have the same training for all ABs? (2) similar training, or (3) an approve TNI course(s) or (4) anyone create a basic assessor class and the technical training classes without oversight?	Agreement that training requirements should be: a) TNI proficiency testing and management systems assessment training (specifically, TNI ELS Volume 1, Modules 1 and 2); (b) TNI technical module assessment training (e.g., TNI ELS Volume 1, individual Modules 3 through 7); (c) Technical discipline assessment training as required by the Accreditation Body for the accreditation scheme(s) supported; and (d) On-going refresher training as required by the Accreditation Body.	Marlene noted that her Basic Assessor Training course was the original standard for AB assessors but when the NELAC standard shifted to ISO 17025, the concept shifted and ABs now do not have standardized training. One AB participant noted that the Drinking Water Certification Officer course is not "assessor training" even though it is sometimes used as such. Another AB noted that flexibility and accessibility for training are important to ABs -- training should be consistently offered or else "on-demand" and available to all ABs. Yet another AB was content to leave the language as is. Another party noted that TNI's training program does have the potential to meet

The draft revised V2M1 submitted by Carl for distribution after the July meeting still includes this note.

					<p>this need, and asked that there be some time delay written into the standard to allow for expansions of TNI's training to address assessor needs</p>	
MM	6/26/19	item 46	<p>Who agreed to this (how many on the committee agreed? This should be presented in the table. I would like to see this in the standard and indicate assessors can be shared as long as they are deemed competent by the individuals primary AB</p>	<p>carry this discussion into assessor training, at the next meeting</p>	<p>There is nothing in the standard now about "shared" assessors; there needs to be some assurance to the sharing AB that assessors are competent.</p>	<p>Still pending</p>

MM	6/26/19	item 54	We must ensure the language for the credentials of assessors is clear. What other groups are discussing this? Is a member from LAB in those groups? Are NGABs represented?	Competency Task Force is addressing assessor competencies and training, and possibly credentialing. Aaren is on the TF and Lynn staffs it. Unclear if NGABs volunteered to participate.	roll this issue into the assessor training discussion, but separately as a competency issue rather than training	CCK Background: The original comment from the DC Meeting was that we needed a policy outlining the qualifications and credentials needed for all AB assessors and contract assessors. This issue was never addressed after the removal of Chapter 3 of the 2003-version NELAC Standards. <u>CCK</u> <u>Proposed Action:</u> Agree to roll this comment into the current, continuing discussions of assessor training requirements in clauses 6.1.2.9.1-6.1.2.9.4 with Aaren's and Carl's proposed languages.
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