

Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, September 15, 2020 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 was approved by acclamation and then the minutes of August 25 were approved unanimously, with Aaren and Catherine abstaining since they were absent for that meeting.

2. Committee Membership

Lynn explained that the term expirations were modified on the committee roster to show that they end at the winter conference, in accordance with the revised Procedures for Expert Committee Operations SOP 2-101 Revision 3.1. Alia Rauf is the only member whose term is expiring in January 2021, and she affirmed her desire to remain for a second term. Svetlana Haubner affirmed her desire to continue as an associate member for the coming year.

NOTE: upon checking SOP 2-101, LAB will need to re-elect Alia prior to January to make this second term legitimate.

3. Potential Conference Attendance

TNI's Executive Director requested that all committees poll membership about attendance at the planned hybrid conference in San Antonio, January 11-14. One member will definitely attend in-person (assuming that option remains) and the Chair, Carl, is requesting permission to attend, with his travel expenses being covered by TNI as part of Florida's NELAP membership fee. Other committee members are unable to attend in person, but expressed hope that they would be able to attend virtually.

4. Continuation of Discussion of Assessor Competency and Training Requirements

Participants affirmed that the changes made to sections 6.1.2.9.3 of the draft V2M1 accurately reflect the revisions discussed and agreed upon during the August meeting.

Section 6.1.2.9.2 was not revisited to clarify the refresher training issue. The former subsection "d" became section 6.1.2.9.3 and the former note 2 of section 6.1.2.9.2 was moved to be a note in 6.1.2.9.3, since it applies only to refresher training.

A new section 7.6.6.d was added to say that "If additional nonconformities are identified after the assessment is concluded, these nonconformities shall be communicated to the laboratory in writing."

At this point, all comments submitted on the Outline of Proposed Changes and the draft revised module have been addressed, and participants held a brief celebration.

4. Consideration of Field Activities Task Force Recommendations

This discussion was begun at the August meeting, and resumed after revisiting the changes to the existing draft module. The recommended language from the Task Force's report is reproduced in Attachment 3, below.

EL V2M1 Section 3.4 – this module uses CAB, which is the ISO term. It is not appropriate to replace that language but the former Note 2 will be reinstated to address the Task Force's concern that FSMOs be included.

EL V2M1 Section 7.1.1.1 – this language does not fit in the Environmental Lab Sector Standard unless the FSMO Standard is eliminated (which does not appear to be the intent of the NEFAP). Participants could see no reason to add reference to FSMOs beyond the Note 2 of Section 1.0, since FSMOs are not accredited under this module.

EL V2M1 Section 7.1.1.2 General Applicability

- a) The term “groups of individuals” makes this wording unsuitable for V2M1 as the ELS standard does not certify individuals.
- b) This language appears to direct ABs operating under ELS V2M1 to handle mobile labs in one particular fashion, and is deemed inappropriate to add.
- c) Without the notes, this language will be put into section 7.3, with the change “The accreditation body shall determine if the mobile laboratory qualifies for accreditation as part of a parent fixed base CAB...” With the notes, the language would definitely provoke a veto (non-acceptance) vote from one NELAP AB and thus, it would be futile to insert the language, only to have the entire module rejected because of it.

EL V2M1 Section 7.2.1 – for “e”, the existing ISO language in subsections a and b make this addition unnecessary and for “f”, this language is already in a note. Instead, a Note 2 was added to 7.2.1 to say that “The applicant conformity assessment body could be a mobile laboratory as well as a conformity assessment body in a fixed location.”

5. New Business

None.

Mike moved and Mei Beth seconded that the meeting be adjourned at 2:31 pm EDT.

4. Next Meeting

The next teleconference meeting will be **Tuesday, October 20, 2020, 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	No
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	No
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	No
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	Yes
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	No
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
Sviatlana Haubner Sviatlana.Haubner@cincinnati-oh.gov		LAB – Cincinnati Metropolitan Sewer District	Yes
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, September 15, 2020

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (August 25 minutes attached)
- Committee Membership for 2021 (Alia is eligible for 2nd term, no other terms expire; associates should affirm continuing membership)
- Request to Estimate Committee Attendance at Conference in San Antonio (January 11-14, 2021)
- Affirmation of Changes to Assessor Qualifications (see attached email, V2M1changes and latest draft V2M1)
- Continued Discussion of FATF Recommendations (see attached email, FATF recommendations, and the Field Activities Task Force Report)
- New Business, if any
- Adjourn

Attachment 3 – Recommended Language from the Report of the Field Activities Task Force

Proposed Draft Language for the next version of TNI FSMO Volume 1 and 2 and TNI EL Volume 1 and 3. Underline citation is the source of the text; however, we propose that the language herein be applicable to all TNI documents.

EL V1M2 Section 1.2

Scope The requirements in this document give the basis for a laboratory's management system in order to carry out environmental tests or sampling. It covers sampling and testing performed using reference methods, non-reference methods, and field- and laboratory-developed methods for sampling and testing.

The general requirements of this document apply to all organizations performing environmental sampling and testing, regardless of the number of personnel or the degree of environmental sampling or testing activities.

This document is for use by field sampling and measurement organizations (FSMO), laboratories, clients, regulatory authorities, and accreditation bodies to ensure the field sampling and measurement organization or laboratory has appropriate management and technical systems to perform environmental sampling or testing. This document specifies technical, managerial, and documentation requirements needed for assessment by organizations or accreditation bodies to grant accreditation. This document provides the requirements for field sampling and measurement organization or laboratory accreditation. If the requirements of this document are met, the field sampling and measurement organization or laboratory operates a management system in conformance with the applicable clauses of ISO/IEC 17025:2017. The ISO/IEC 17025:2017 language is incorporated verbatim into this Standard, and appears as italicized text.

EL V2M1 Section 1.0

Introduction, Scope, and Applicability: For this term: Conformity Assessment Body (CAB) Substitute these terms: Field Sampling and Measurement Organizations or Laboratory

FSMO V1 Terms and Definitions Section 3.15

"Mobile Laboratory: A portable enclosed structure with necessary and appropriate accommodation and environmental conditions for a laboratory, within which sampling or testing is performed by appropriately trained analysts. Examples include but are not limited to trailers, vans, and skid-mounted structures configured to house testing or sampling equipment and personnel, as appropriate."

FSMO V2 Terms and Definitions Section 3.10 Note 2

"This TNI Standard is concerned with conformity assessment bodies commonly known as field sampling and measurement organizations, including mobile laboratories."

EL and FSMO V1 and V2

The TNI standards present the requirements for laboratories and field sampling organizations that are consistent with the requirements of ISO/IEC 17025:2017 and ensure the generation of known and documented quality data. The TNI EL standard presents additional scheme requirements for laboratories and FSMOs doing work in states with authority to accredit or certify these organizations as specified by state rules. Where data is generated for use by federal or state agencies and there is no regulatory

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authority for accreditation, the TNI FSMO standard is specified in contracts to require the organization performing sampling and testing to operate a management system to generate data of known and documented quality.

EL V2M1 Section 7.1.1.1

"The criteria for accreditation of conformity assessment bodies shall be based on ISO/IEC 17011, and relevant modifications for application to mobile laboratories as given in this TNI standard, General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations and

Laboratories, Volume 2.

EL V2M1 Section 7.1.1.2 General Applicability

a) Accreditation shall apply to the laboratory or entity performing a field activity and not to any one individual or group of individuals within an organization.

b) Accreditation shall be granted to a laboratory or a parent field sampling and measurement organization (FSMO) operating with mobile laboratories under a single common management system (e.g., at the corporate or divisional level), and providing testing or field sampling and measurements across various jurisdictions from multiple non-contiguous locations; or

c) The accreditation body shall determine if the mobile laboratory qualifies for accreditation as part of a parent field sampling and measurement organization or individual accreditation, taking into account the presence or absence of a common management system, ownership/management, technical oversight, and a scope of accreditation as detailed in the accreditation application.

Note 1: FSMO activities, whether from a fixed or mobile base, that encompass multiple field sampling and measurement locations, do not require separate accreditations

Note 2: A mobile sampling and measurement unit, operating under the FSMO management system, does not require a separate accreditation.

EL V2M1 Section 7.2.1

e) a description of the field sampling and measurement organization type (for example, commercial, federal, hospital or health care, state, academic institute, public wastewater system, industrial/industry with discharge permits, mobile, consulting or engineering firm);

f) a summary of mobile units, listed by function or functions, that are integral to field sampling and measurement activities and are deployed by the field sampling and measurement organization facilities being considered for accreditation.

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FSMO V2 Section 7.5.7 Note 2

Each fixed-base branch or subsidiary of a CAB with multiple locations is customarily accredited separately by accreditation bodies and requires separate initial assessments. Mobile facilities of fixed-based CABs or mobile facilities not performing work under a universal management system are required to maintain distinct accreditations by different accreditation bodies and may require separate initial assessments.

FSMO V2 Section 7.5.8 Note

Each fixed-base branch or subsidiary of a CAB with multiple locations is customarily accredited separately by accreditation bodies and requires separate surveillance and reassessments. Mobile facilities of fixed-base CABs or mobile facilities not directed by or attached to a fixedbase CAB may be required to maintain distinct accreditations by different accreditation bodies and may require separate surveillance and reassessments.

FSMO V1 5.9.2

The FSMO shall participate in a proficiency testing program that is applicable to its scope of accreditation.

5.9.2.1 Initial Accreditation

5.9.2.1 a) To obtain initial accreditation, the FSMO shall achieve a history of two (2) successful (acceptable scores) PT studies out of the most recent three (3) attempts for each field of accreditation specified in the lists of Fields of Proficiency Testing (FoPT) called TNI

FoPT Tables on the TNI website for which the FSMO seeks accreditation.

- b) The two (2) PT studies identified in Section 5.9.2.1 a) must be performed no more than eighteen (18) months prior to obtaining initial accreditation from an AB.
- c) The opening date of the second study must be at least seven (7) calendar days after the closing date of the first study.
- d) The closing date of the most recent successful PT study for a FoPT must be no more than six (6) months prior to the application for initial accreditation, and the FSMO shall continue to participate in PT studies at least semi-annually (no more than seven (7) months apart between consecutive attempts) from that point on.

5.9.2.2 Continued Accreditation

5.9.2.2 a) The FSMO shall maintain a history of two (2) successful (acceptable scores) PT studies out of the most recent three (3) attempts for each field of accreditation specified in FoPT Tables on the TNI website for which the FSMO hold accreditation. Failure to do so may result in suspension of the affected field of accreditation. The FSMO's accreditation for a field of accreditation may be revoked for failure of three (3) consecutive PT studies, either by failure to participate in the required PT study or due to failure to obtain acceptable results.

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- b) The FSMO shall analyze and report a PT study at least twice per year for each accreditation FoPT for which it seeks to maintain accreditation, in accordance with the following criteria:
 - i. The closing dates of subsequent PT study samples for a particular accreditation FoPT shall be no more than seven (7) months apart.
 - ii. The opening date of PT study samples for a particular field of accreditation must be at least seven (7) calendar days after the closing date of a PT study for the same field of accreditation.
 - iii. A FSMO that analyzes and reports PT study results with an opening date of subsequent PT studies for the same field of accreditation that are closer than seven (7) days from the closing date of the previous PT study are invalid for the purposes of compliance with this Standard and are not counted toward the FSMO's history of the most recent three (3) attempts.

5.9.2.3 A FSMO that fails to analyze and report PT studies for a particular field of accreditation with the frequency specified in Sections 5.9.2.1 or 5.9.2.2 for which it seeks to maintain accreditation is charged with a failed PT study.

Note 1: A FSMO may withdraw from a PT study, but withdrawal from a PT study does not exempt the FSMO from analyzing and reporting a PT study as specified in Sections 5.9.2.1 and 5.9.2.2.

Note 2: "Acceptable" PT study scores from a PT Provider do not automatically result in a successful evaluation of a PT study by an AB. For example, failure to report an analytical method or reporting of an incorrect method, failure to provide the PT Provider with a release of the results to the AB before the close of the study, failure to report results to the PT Provider before the closing date, failure to handle PT study samples in the same manner as routine environmental samples, etc., may be cause for an unsuccessful evaluation by an AB.