

Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, January 17, 2023 1:00 pm Eastern

1. Welcome and Roll Call

Aaren opened the meeting. The agenda was approved by unanimous consent. Yumi moved and Nilda seconded that the minutes of November 15, December 20 and January 10 be approved, and the vote was unanimous. Attendance is recorded in Attachment 1.

2. Election Results

An email initiating the election was sent on January 2, 2023. There were no additional nominations for Chair or Vice Chair. Mike moved and Bill seconded that the committee approve second terms for Aaren, Socorro and Michael, and also that Aaren be re-elected as Chair and Yumi as Vice Chair. Eight votes were submitted, all in favor of the motion. Thank you all!

Aaren noted that membership is down to nine voting members – three AB stakeholders, 4 lab and 2 “other” – and invited all members to recruit additional members of any stakeholder category, as well as encouraging associate members to consider applying to be voting members of LAB.

3. Revising V2M1

Continued Consideration of Cathy's Comments from Full Review of Draft Module

Cathy submitted comments from a detailed review of the full module. These were distributed with the meeting reminder, and participants resumed discussing these with the eighth comment, about section 7.6.3.2. All revisions noted are highlighted for review and affirmation at the February meeting.

- Section 7.6.3.2 – this section currently requires a “feedback form” to be distributed prior to the actual assessment. Participants agreed that some less prescriptive requirements, about both the mechanism and the timing of a request for feedback, would be more appropriate, and that the appropriate place to retain such feedback would be in the lab's assessment file or the assessor's file at the AB program office. Aaren agreed to draft revised language, which is included in the draft module distributed with these minutes.
- Section 7.6.6.b – this section prescribes the contents of an assessment report, and the comment was that the purpose of the report is to present the findings, not to summarize every activity comprising the assessment. While the EPA Certification Manual requires that “key personnel” be known to the AB, it does not require that those names be included in the report, and §7.14 does not require that the names of personnel be retained. One member noted that for FL assessments, the lab and the assessor organization receive names of interviewees and personnel who were witnessed performing a method, but those are not provided to the AB itself. Aaren agreed to research this further, and that the committee will reconsider this comment in February, with the expectation that names of interviewees will be deleted but perhaps “key personnel” names be retained. Additionally, someone noticed that 7.6.6.b.3 should be deleted since this revision requires that the AB release the assessment report, making that subsection irrelevant.
- Section 7.4.10-7.6.12 – Cathy made a suggestion that rewords these clauses while making them less likely to be confusing, about various thirty day periods. Participants agreed that the proposed rewording is preferable to the former language.
- Section 7.7.2 – this clause requires that a different person than the assessor make the accreditation decision, something that may be impossible for a small AB (one or two staff).

Participants agreed that an exception similar to that used in the internal audit section should be added.

- Section 7.9.4.1 – duplicative wording is a typographical error and was removed.
- Section 7.11.1.5 – Cathy pointed out that the change already made, about the timing of suspensions, from Reverse the edit from “six months or the end of the period of accreditation, whichever is longer” to “whichever comes first” will be problematic for a regulatory agency to justify in regulatory updates, and makes little difference, as the lab is already suspended. Participants agreed to revert to the earlier “whichever is longer” phrasing.
- Section 8.1.1-8.1.2 – it is important to clarify that state laws about confidential information will supersede the Standard, and these vary across the different states. Participants agreed that the current notes should be replaced with the recommended language.
- Section 8.2.2 – while this section about making information available “without request” has been discussed multiple times already, the earlier revision may be misunderstood as less than supportive of full transparency. After more discussion, Aaren agreed to wordsmith the text to eliminate this connotation.
- Section 9.7.3.1 – in order that the wording be consistent throughout the module, this clause should state “may not” rather than “can not”. The suggestion was accepted.

At this point, time was expired. Comments from conference will be addressed at the February meeting.

3. New Business

There was no new business.

4. Next Meeting

The next teleconference meeting is scheduled for **Tuesday, February 21, 2023, at 1:00 pm Eastern**. **Aaren asks that committee members unable to attend please notify her and Lynn prior to the meeting date.** 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, Chair <a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	1/30/2026 (2nd term)	Other – Alger Consulting & Training	Yes
Socorro Baldonado <a href="mailto:sbaldonado@mwdh2o.com">sbaldonado@mwdh2o.com</a>	1/30/2026 (2nd term)	Lab – Metropolitan Water District, La Verne, CA	Yes
Nilda Cox <a href="mailto:nilda.cox@et.eurofinsus.com">nilda.cox@et.eurofinsus.com</a>	1/30/2025 (2nd term)	Lab – Eurofins Eaton Analytical LLC	Yes
Yumi Creason, Vice Chair <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>	1/30/2025 (1 <sup>st</sup> term)	AB – Pennsylvania	Yes
Bill Hall <a href="mailto:george.w.hall@des.nh.gov">george.w.hall@des.nh.gov</a>	1/30/2026 (1st term)	AB – NH DES	No
Sviatlana Haubner <a href="mailto:Sviatlana.Haubner@cincinnati-oh.gov">Sviatlana.Haubner@cincinnati-oh.gov</a>	1/30/2025 (1 <sup>st</sup> term)	LAB – Cincinnati Metropolitan Sewer District	No
Michella Karapondo <a href="mailto:Karapondo.michella@epa.gov">Karapondo.michella@epa.gov</a>	1/30/2025 (1st term)	Other – EPA OGWDW TSC/Cincinnati	Yes
Michael Perry <a href="mailto:michael.perry@lvvwd.com">michael.perry@lvvwd.com</a>	1/30/2026 (2nd term)	Lab – Southern Nevada Water Authority	Yes
Zaneta Popovska <a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>	1/30/2025 (2nd term)	AB – ANAB	Yes
<b>Program Administrator:</b> Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
<b>Associate Members:</b>			
Scott Haas <a href="mailto:shaas@etilab.com">shaas@etilab.com</a>		Lab – Environmental Testing, Inc., and Chair, FAC	No
Taryn Hurley <a href="mailto:taryn.hurley@deq.ok.gov">taryn.hurley@deq.ok.gov</a>		AB – OK DEQ	Yes
Paul Junio <a href="mailto:paul.junio@pacelabs.com">paul.junio@pacelabs.com</a>		LAB – Pace Labs, Inc.	No
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>		AB – Florida Department of Health	No
Marlene Moore <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>		Other – Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd, Vice Chair <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>		Other – Shepherd Technical Services	No
Aurora Shields <a href="mailto:Aurora.Shields@kcmo.org">Aurora.Shields@kcmo.org</a>		Lab – KC Water	No
Nicholas Slawson <a href="mailto:nslawson@a2la.org">nslawson@a2la.org</a>		AB – A2LA	No
Ilona Taunton <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>		Other – TNI Program Administrator	No
Cathy Westerman <a href="mailto:cathy.westerman@dqs.virginia.gov">cathy.westerman@dqs.virginia.gov</a>		AB – VA DCLS	Yes

## Attachment 2 – LAB Expert Committee Meeting Agenda, January 17, 2023

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (November & December minutes attached, conference session minutes will arrive this weekend)
- Election Results (still need one more vote as of today)
- Resume Consideration of Cathy's Comments (see attached file)
- Discuss Comments from Conference Session
  - 6.1.2.10 -- include "environmental" or not? maybe we need to discuss further?
  - 6.1.3.2.1 -- "environmental" inclusion PLUS Millie's suggestion that there be an "interim assessor" qualification
  - 7.3.3 -- revisit mobile lab accreditation, decide for sure about whether to just require a defined procedure for accrediting them
  - 7.6.11.1 -- extend the time for corrective actions to be longer than 30 days?
  - remote assessments -- need to review and finalize this section (Yumi is re-revising the draft language, based on discussion at conference)
  - 7.14.3 -- need to refine records retention time, either 5 years from [when?] time or 3 accreditation cycles
  - 8.2 -- revise wording of note to clarify that "without request" is the only part of the clause that's not applicable, but that information other than suspensions/withdrawals is already publicly available
  - 9.7.1 -- consider changing timeframe to "annual" since that is already defined (in the Glossary?) as "1 year NTE 13 months" instead of the current "1 year NTE 14 months"
- New Business, if any
- Adjourn
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