

Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, May 21, 2024 1:00 pm Eastern

1. Welcome and Roll Call

Aaren welcomed everyone to the meeting. Attendance is recorded in Attachment A, and the agenda was declared approved after the addition of a new business item to discuss rescheduling of the June meeting, since Aaren will be unavailable. The original agenda is in Attachment 2. The minutes of February 20, March 19, and April 26, 2024, were unanimously approved after a motion by Yumi, seconded by Sviatlana.

2. Consideration of Request from QMS Expert Committee

Aaren invited Debbie, who chairs the Quality Management Systems Expert Committee, to present the committee's request to the group. Debbie explained that one of the issues that arose as QMS considers the Technical Specialist (TS) role as a replacement for Technical Director/Manager (TD/TM) is the likely need to have a TS oversee analysts in more than one laboratory, particularly during staff transitions, and in that event, the lab would need rapid approval of the replacement TS if that meant fulfilling the role in an additional lab, even if only on an interim basis. QMS hopes to have the AB requirements and expectations for rapid approvals to be documented in V2M1. Labs want to know how to request approval for a TS to serve in two locations, and fear that without a defined timeline for such approvals, delayed action could mean that the laboratory needing a "replacement" TS, on an interim basis, would have to cease operations until a new TS could be hired. Even though TD/TM staff may currently serve more than one lab on a permanent basis, that type of arrangement is not foreseen for TS staff.

Debbie explained that labs want to know what information would need to be submitted to the primary AB (or ABs if two different primaries) and that a 60-day turnaround for response would be unacceptable. Aaren noted that Volume 2 does not presently discuss laboratory staffing at all, beyond stating that the AB must assure that the requirements of the standard to which the lab is being accredited are met. One lab stakeholder noted that there is nothing in the current V1M2 about accommodating a "floater" when the TD/TM is absent, and an AB stakeholder explained that their AB would not allow a TD/TM to serve more than one location, but that apparently depends on the individual ABs. It seems quite possible that no second person meeting the TS qualifications would be employed at a given location of a multi-facility lab.

After nearly an hour, Aaren asked that the discussion be suspended, as no progress was made. Another AB stakeholder noted that it would be unethical for any AB not to respond to a time-critical request, but that putting a rigid deadline for review of personnel changes (possibly including more than TS) into Volume 2 would likely not be acceptable to ABs. One possible suggestion was to add a new subsection in §7.2 stating that "The AB must have procedures for evaluating a laboratory's compliance with the requirements of Volume 1", but doubts about the effectiveness of such a requirement immediately arose. It appears that an entire new section of V2M1 might need to be created to address this request from QMS. Aaren asked that everyone think more about the issue, offline, and moved the meeting forward to addressing comments on the Draft Standard. Debbie indicated that QMS will likely abandon its effort to involve Volume 2 in the TS-sharing/replacement considerations.

3. Discussion of Revised Draft Language Addressing Issues from NELAP AC Conversation

Delivering Assessment Reports to Labs

Yumi provided revised draft language to extend to 45 days all of the timeframes for delivering assessment reports and follow-up activities (labs providing corrective actions,

and further reviews). This language was deemed acceptable and has been placed into the draft revised module.

Discussion about who delivers the assessment report to the lab continued. From the meeting with the Accreditation Council, thirteen of the fourteen ABs want the AB to deliver the assessment report after AB review. Florida continues to express great reluctance to change its current practice (as embodied in third party assessor contracts) of having the assessor deliver the report to the lab and the AB simultaneously, but it remains unclear whether a change is possible within Florida's statute and regulations, or if Florida would just need some period of time to update its contracts.

Following this discussion, Aaren asked for a motion to rule comments 2 and 3 (Florida's submissions about delivery of assessment reports) non-persuasive. Yumi moved and Michella seconded that both comments be ruled non-persuasive, and the vote was unanimous with Bill abstaining.

Remote Assessments

Yumi provided a revision to the initial draft proposal, to include a "hybrid assessment" that is not yet clearly defined but that would include a site visit, but might have most document reviews conducted off-site. This language was provided to Paul Bergeron and he is actively exploring whether such a "hybrid" would be acceptable to LA DEQ, since fully remote assessments are not allowed by the language in LA DEQ's regulations. Further discussions about including remote assessments are on hold until LAB receives a response about LA DEQ's decision.

Accreditation Certificates Identifying the Primary AB for Each Item in the Scope of Accreditation

- Further discussion within the NELAP AC and LAB established that those states whose IT systems cannot accommodate naming the primary AB on certificates could instead include some form of attachment or letter with the certificate providing the primary AB for each method/matrix/analyte combination that is accredited. EPA has indicated that such an attachment to the certificate would be an acceptable resolution to its request to have primary ABs identified. Yumi drafted language for a new §7.8.3.d.ii, "For environmental testing laboratories, the scope of accreditation must include or reference the identity of the primary accreditation body." This was considered acceptable by the committee and has been added to the draft module.

4. Voting on Remaining Comments

A few additional comments where the disposition seemed to be an easy decision were then voted. The vote on comments 2 and 3 (above) is included in the table for easy reference.

<b>Com-ment #</b>	<b>Row #</b>	<b>Section</b>	<b>Per sua-sive/ Non</b>	<b>Motion and Vote</b>	<b>Discussion</b>	<b>Assignment to Revise, if persuasive</b>
2&3	39&40	6.4.4.1	NP	Yumi/Michella Unanimous with Bill abstaining	13 of 14 ABs request that the AB deliver assessment report to lab	Time for delivery (and follow-up actions) changed to 45 days for ABs and labs submitting

						corrective actions
44&20	7&16	1.0	NP	Yumi/Sviatlana Unanimous		
4	9	3	P	Yumi/Sviatlana Unanimous		Numbers on definitions will no longer be italicized.
45	11	3	P	Yumi/Sviatlana Unanimous		Yumi will draft
41	68	7.9.5	P	Yumi/Sviatlana Unanimous	Change needed to §3 to add a definition for Extraordinary Assessment	<b>NEED SOMEONE TO DRAFT DEFINITION</b>

5. New Business

Aaren asked about rescheduling the June 18 meeting. Yumi will be available for that date but she will not be, and the alternative date could be Tuesday, June 25. Lynn will poll committee members to see which date is preferable.

Additionally, Aaren stated that she will reach out to Debbie to ask that Debbie consider submitting draft language to address the issue discussed at this meeting (see item 2 above).

6. Next Meeting

The next planned teleconference meeting is tentatively scheduled for either **Tuesday, June 18 or June 25, 2024, at 1:00 pm Eastern**, depending on the results of an email poll of members. Aaren asks that committee members unable to attend please notify her and Lynn prior to the meeting date.

**Attachment 1 LAB Expert Committee Roster**

<b>Name/Email</b>	<b>Term ends</b>	<b>Affiliation</b>	<b>Present?</b>
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	Yes
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	Yes
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	No
Zaneta Popovska <a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>	1/30/2025 (2nd term)	AB – ANAB	No
<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>			
Paul Bergeron <a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>		AB – LDEQ	No
Debbie Bond <a href="mailto:dbond@southernco.com">dbond@southernco.com</a>		LAB – Alabama Power	Yes
Taryn Hurley <a href="mailto:taryn.hurley@deq.ok.gov">taryn.hurley@deq.ok.gov</a>		AB – OK DEQ	No
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
LeeAnn Kline <a href="mailto:lkline@mireider.com">lkline@mireider.com</a>		M J Reider Associates	Yes
Ryan Lerch <a href="mailto:Ryan.lerch@deq.ok.gov">Ryan.lerch@deq.ok.gov</a>		AB – OK DEQ	Yes
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
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@dgs.virginia.gov">cathy.westerman@dgs.virginia.gov</a>		AB – VA DCLS	Yes

## **Attachment 2 – LAB Expert Committee Meeting Agenda, May 21, 2024**

- 1:00 Welcome and Roll Call
- 1:05 Approval of Agenda
- 1:10 Approval of Minutes (February, March, and April minutes attached)
- 1:15 Consideration of Request from QMS Expert Committee (see attached pdf of email)
- 1:30 Discussion of Revised Draft Language Addressing Issues from NELAP AC Conversation  
(see attached summary of conversation and revised draft language files)
- 1:45 Resume Consideration of Comments on V2M1 Draft Standard Revision 1  
(see attached draft module and response-to-comments files)
- 2:25 New Business, if any (amended to include discussion of rescheduling June meeting)
- 2:30 Adjourn