

Summary of the Laboratory Accreditation Body Expert Committee Meeting
 Tuesday, June 25, 2024 1:00 pm Eastern

1. Welcome and Roll Call

Aaren welcomed everyone to this meeting, which was rescheduled due to availability of both the Chair and Vice Chair. Attendance is recorded in Attachment 1, and the agenda was declared approved after the addition of an item to vote on Amy Steuerwald’s voting member application. The original agenda is in Attachment 2. The minutes of May 21, 2024, were unanimously approved after a motion by Yumi, seconded by Nilda.

This was Yumi’s last meeting as Vice Chair, as she is moving to a position where active participation in LAB will not be possible, but she will remain an associate member because of her interest in seeing the Draft Standard completed.

2. New Member Election

Amy Steuerwald’s application for voting membership was shared with the committee when received on June 23. Yumi moved and Nilda seconded that Amy’s application be approved, and the vote was unanimously in favor. Welcome to LAB, Amy!

3. Follow-up Discussion About Technical Specialist Reviews

Several suggestions were offered but none received consensus approval. First, the possibility of redefining a “deputy” Technical Specialist (TS) as the interim person, and second, perhaps the issue should be a NELAP AC Policy or SOP for making rapid TS decisions or for any lab staff where specific requirements are set forth in Volume 1. No resolution emerged.

4. Review Revised Draft of Remote Assessment Language

Yumi had provided yet another revision to the draft proposal. Paul Bergeron informed the committee that he could not commit to any timeline for a LA DEQ decision to change its current requirement for on-site assessments only. All but one of the NELAP ABs (and all NGABs, apparently) are using on-site assessments only, so after consideration, the following language was inserted.

7.9.3.1 The accreditation body shall not perform remote initial assessments or reassessments except when a local, state, federal, or international government has declared a state of emergency that restricts travel such that an on-site assessment is not possible.

5. Resume Review and 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.

Com-ment #	Row # (R2C file)	Section	Per sua-sive/ Non	Motion and Vote	Discussion	Assignment to Revise, if persuasive
20 & 44	4 & 16	1.0	NP	Yumi/Nilda	Cannot change ISO language	NA
14	78	3.14			Tabled until can identify correct definition among	

					glossary, 17025 and 17011	
32 & 38	? & 64					
33 & 21	14 & 13	4.2	NP	Nilda/Socorro unanimous	“legally enforceable” is only problematic for MN because it has no contractual arrangements with its third party assessors – the assessors only contract w/ labs	
46 & 23	18 & 19	4.3.3.f	P	Yumi/Nilda unanimous	TNI Policy Title and number will be added to note in both locations	TNI Policy 1-103, Use of TNI Symbols
24	20	4.4.13	P	Yumi/Nilda unanimous	Added vendors, but in §6.2.2.1.b	
56	21	4.6.2	NP	Amy/Yumi unanimous	Comment already addressed in existing language	
5	22	5.7.k	P	Yumi/Amy unanimous	Delete reference	
34	28	6.1.2.2	NP	Nilda/Yumi unanimous	Note is ISO text, cannot be relocated	

At this point, there was no longer a quorum, so the consideration of comments halted until the next meeting.

6. Discussion of Upcoming Conference LAB Session

LAB has a half-day committee meeting scheduled on Tuesday morning of conference. Lynn and Aaren discussed how and what to present during this time.

The 9:00 – 10:00 hour will be a summary of changes already agreed upon from discussions with commenters and the NELAP AC. After break, from 10:30 – noon, Aaren will walk meeting participants through the remaining substantive comments and describe the likely result of their consideration, with the caveat that committee votes about persuasiveness or non-persuasiveness of these comments have not yet been taken. The suggested or proposed change (or lack thereof) will be displayed along with the current text of the draft standard, for discussion purposes.

7. New Business

There were no new business items raised.

6. Next Meeting

The next planned teleconference meeting is scheduled for **Tuesday, July 16, 2024, at 1:00 pm Eastern**. A new Vice Chair will need to be elected at this meeting.

Aaren asks that committee members unable to attend please notify her and Lynn prior to the meeting date.

Attachment 1 LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
Aaren Alger, Chair Aaren.s.alger@gmail.com	1/30/2026 (2nd term)	Other – Alger Consulting & Training	Yes
Socorro Baldonado sbaldonado@mwdh2o.com	1/30/2026 (2nd term)	Lab – Metropolitan Water District, La Verne, CA	Yes
Nilda Cox nilda.cox@et.eurofinsus.com	1/30/2025 (2nd term)	Lab – Eurofins Eaton Analytical LLC	Yes
Yumi Creason, Vice Chair ycreason@pa.gov	1/30/2025 (1 st term)	AB – Pennsylvania	Yes
Bill Hall george.w.hall@des.nh.gov	1/30/2026 (1st term)	AB – NH DES	No
Sviatlana Haubner Sviatlana.Haubner@cincinnati-oh.gov	1/30/2025 (1 st term)	LAB – Cincinnati Metropolitan Sewer District	Yes
Michella Karapondo Karapondo.michella@epa.gov	1/30/2025 (1st term)	Other – EPA OGWDW TSC/Cincinnati	No
Michael Perry michael.perry@lvvwd.com	1/30/2026 (2nd term)	Lab – Southern Nevada Water Authority	No
Zaneta Popovska zpopovska@anab.org	1/30/2025 (2nd term)	AB – ANAB	No
Amy Steuerwald amy.steuerwald@health.ny.gov	1/30/27 (1st term)	AB – NY DOH	Yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Paul Bergeron Paul.bergeron@la.gov		AB – LDEQ	Yes
Debbie Bond dbond@southernco.com		LAB – Alabama Power	No
Taryn Hurley taryn.hurley@deq.ok.gov		AB – OK DEQ	No
Paul Junio paul.junio@pacelabs.com		LAB – Pace Labs, Inc.	No
Carl Kircher, Chair carl_kircher@flhealth.gov		AB – Florida Department of Health	No
LeeAnn Kline lkline@mjreider.com		M J Reider Associates	Yes
Ryan Lerch Ryan.lerch@deq.ok.gov		AB – OK DEQ	Yes
Marlene Moore mmoore@advancedsys.com		Other – Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd, Vice Chair mbshep@sheptechserv.com		Other – Shepherd Technical Services	No
Nicholas Slawson nslawson@a2la.org		AB – A2LA	No
Ilona Taunton Ilona.taunton@nelac-institute.org		Other – TNI Program Administrator	No

Cathy Westerman cathy.westerman@dgs.virginia.gov		AB – VA DCLS	No
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Attachment 2 – LAB Expert Committee Meeting Agenda, June 25, 2024

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (May minutes attached)
- Follow-up to QMS discussion about TS reviews (if anything)
- Review Revised Draft of Remote Assessment Language (decision still pending response from LA DEQ)
- Create Draft Definition for Extraordinary Assessment (from May meeting)
- Resume Review and Voting on Remaining Comments (Response-to-comments file and draft module attached)
- Discussion of Upcoming Conference (LAB session Tuesday morning)
- New Business, if any
- Adjourn