

Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, July 16, 2024 1:00 pm Eastern

1. Welcome and Roll Call

Aaren welcomed everyone to this meeting. Attendance is recorded in Attachment 1, and while there was not a quorum, an adequate number of participants were present to have discussion. The agenda was declared approved and is in Attachment 2. The minutes of June 25, 2024, will be held for approval at the August teleconference.

2. Initiate Nomination(s) and Possible Vote for Vice Chair

Aaren asked that all committee members, including associates, please consider whether they would be willing to serve as Vice Chair. The duties of the Vice Chair are normally to review the preliminary agenda (along with the Chair) and to step into the role of Chair if the Chair is unavailable for some reason.

2a. In reflecting on Yumi's significant contributions to revising the evaluation process thus far, she noted that the effort has lingered in the background, but will be reactivated sometime soon. To that end, she mused that perhaps Yumi (or other experienced evaluators) might be interested in serving as a contract member of evaluation teams. This would require a modest raise in AB dues but would relieve AB staff of the additional workload. Further discussions will explore this possibility.

3. Follow-up to QMS Discussion about TS

From a discussion during the TNI Board meeting on July 10, Aaren clarified for the Board that LAB was only attempting to be responsive to QMS Expert Committee's request for the draft module to include language requiring rapid turnaround for review of qualifications for interim or replacement Technical Specialists. The suggestion arose that we add a general requirement that each AB have a policy or procedure for evaluating professional staff qualifications for positions that have specific education and experience requirements in Volume 1.

Participants discussed where this addition might go, as it does not fit in §7, although several options were examined. One AB participant noted that an AB is highly invested in rapid approvals of qualifications because they do not want the lab to be testing without the necessary supervision. Discussion was again tabled, but this issue will become one of the topics for discussion during the LAB session at conference.

4. Discussion of Upcoming Conference LAB Session

LAB has a half-day committee meeting scheduled on Tuesday morning of conference. At least half of the committee voting members plan to attend conference, but the session will not be a "working" meeting (no votes), rather focused on discussion of issues already resolve and the priority issues remaining that are not amenable to simple solutions. From the June meeting, we had agreed that the 9:00 – 10:00 hour will be a summary of changes already agreed upon from discussions with commenters and the NELAP AC, then after break, from 10:30 – noon, Aaren will walk meeting participants through the remaining substantive comments, with suggested or proposed changes (or lack thereof) displayed along with the current text of the draft standard, for discussion purposes.

The following topics were identified as useful issues for discussion at conference:

- How are third party assessors qualified? ISO language refers contracts, but at least one NELAP AB selects and approves third party assessors but does not establish contracts with them – the only contractual arrangement is between the lab and the assessor.

Additionally, when an AB contracts with an NGAB to perform assessments as third party assessors, the qualifications and experience of the individual assessor are not examined.

- Should Annex A be retained in the TNI Standard? This Annex seems only to be a tabular distillation of §6.3 of the module. Discuss the pros and cons of retaining or omitting it.
- Should we add a requirement that either the content of the assessment report itself or the materials retained as part of the assessment record reflect that all “prep methods” were assessed? Some ABs accredit prep methods separately, some include them as part of the method assessment, but in some cases, it’s difficult or impossible to establish after-the-fact whether prep methods were examined or not.
- The Technical Specialist issue noted in item 4 above.

Several other possibilities were discussed and dismissed and are not itemized here. Those comments will be discussed in the routine review and determination of the persuasiveness of submitted comments.

5. New Business

There were no new business items raised.

6. Next Meeting

The next LAB meeting will be the **Tuesday morning session at conference in Garden Grove, CA, on August 6, 2024.** Remote connectivity will not be available for this session.

The next planned teleconference meeting is scheduled for **Tuesday, August 20, 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	No
Nilda Cox nilda.cox@et.eurofinsus.com	1/30/2025 (2nd term)	Lab – Eurofins Eaton Analytical LLC	No
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	No
Michella Karapondo Karapondo.michella@epa.gov	1/30/2025 (1st term)	Other – EPA OGWDW TSC/Cincinnati	Yes
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	Yes
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
Yumi Creason ycreason@pa.gov		Other	No
Taryn Hurley taryn.hurley@deq.ok.gov		AB – OK DEQ	No
Paul Junio paul.junio@pacelabs.com		LAB – Pace Labs, Inc.	No
LeeAnn Kline lkline@mireider.com		M J Reider Associates	Yes
Ryan Lerch Ryan.lerch@deq.ok.gov		AB – OK DEQ	No
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@dqs.virginia.gov		AB – VA DCLS	Yes

Attachment 2 – LAB Expert Committee Meeting Agenda, July 16, 2024

6. Welcome and Roll Call
7. Approval of Agenda
8. Approval of Minutes (June minutes attached)
9. Initiate Nomination(s) and Possible Vote for Vice Chair
10. Follow-up to QMS Discussion about TS
 - a. From July 10 Board discussion, consider adding a requirement that the AB have a policy or procedure for evaluating and approving professional lab staff where specific requirements in Volume 1 apply
11. Resume Review of Comments with Voting on Persuasive/Non and Modifying Language if Required (draft module and response-to-comments documents attached)
12. Attendance at Conference (LAB Session, Tuesday morning, August 6, 9 - noon PDT)
13. New Business, if any
14. Adjourn