

Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, July 18, 2023 1:00 pm Eastern

1. Welcome and Roll Call

Aaren opened the meeting. The agenda was approved by unanimous consent (see Attachment 2). Yumi moved and Socorro seconded that the minutes of June 20, 2023, be approved, and the vote was unanimous. Attendance is recorded in Attachment 1.

2. Continued Discussion of Revising the Evaluation Process

Aaren requested a summary of the July 3 conversation with the NELAP Accreditation Council about the ideas and possibilities raised thus far. Lynn had provided the options paper, the Key Performance Indicators and Yumi's draft of possible updated checklist questions and talked through progress made. Council members had additional ideas about possible sources of volunteer evaluators and were generally in favor of focusing more on implementation once the documentation was initially reviewed.

A standardized internal audit checklist would probably be acceptable, or at least some standard items for all ABs to include in their internal audits or management reviews, such as the Key Performance Indicators. While most of the Council members thought that standardized method checklists might be a good idea, they noted that the sheer number of methods in existence would make creating and maintaining those an immensely burdensome task.

Discussion turned to assessor competence. Current practice examines whether AB assessors are meeting the requirements of the standard and the requirements of the ABs. The observation of an assessor performing an assessment was dropped several cycles ago, and Cathy cited a compilation of findings that was done prior to that revision, noting that there were no findings coming from the observations over several earlier evaluation cycles. Consensus was that we should be focusing on the AB's compliance with training specifications, both in the standard and the AB quality management systems. Some AB managers are concerned that other ABs are not ensuring that assessors are being thorough and consistent, and that remote observation of assessors on-site may not be adequate to determine how well the assessors are actually performing. Zaneta noted that ANAB and other NGABs also are evaluating their assessors routinely and regularly.

One participant raised a question about the impetus for considering this process revision, which comes from both the Council and this committee. Another suggestion was to provide refresher training for AB program managers, since many of TNI's policies and SOPs don't specifically concern requirements of the standard itself – this would be in addition to refresher training for assessors, which seems to have lapsed according to some comments made. The Assessment Forum has offered a session on writing findings, but very few state employee assessors are traveling to conference and need some other form of training, whether webinar or webcast.

Lynn asked about the conference sessions, and whether the content of the LAB PowerPoint (as distributed with today's meeting reminder) should be included in the Council's presentation, or would it be sufficient for Aaren to verbally summarize the LAB session's discussions. LAB meets Thursday morning, then the Council on Thursday afternoon, at conference. Aaren committed to speaking with the Council Chair, Kristin Brown, to discuss this.

3. Begin Review of Comments

There was only a quarter hour remaining, which did not warrant beginning work on the comments. Aaren will review them and try to group similar comments (and those that are strictly

editorial) to expedite review, and asked for volunteers to help. After the meeting, Mike Perry emailed that he would be willing to help.

4. New Business

There was no new business. The meeting was adjourned upon approval by unanimous consent.

5. Next Meeting

The next meeting will be at conference in Minneapolis, August 3, 10 am Central time. Remote access to this meeting will not be available.

The next planned teleconference meeting is scheduled for **Tuesday, August 15, 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 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	No
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	Yes
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	Yes
Michael Perry michael.perry@lvvwd.com	1/30/2026 (2nd term)	Lab – Southern Nevada Water Authority	Yes
Zaneta Popovska zpopovska@anab.org	1/30/2025 (2nd term)	AB – ANAB	Yes
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes
Associate Members:			
Paul Bergeron Paul.bergeron@la.gov		AB – LDEQ	No
Scott Haas shaas@etilab.com		Lab – Environmental Testing, Inc., and Chair, FAC	No
Taryn Hurley taryn.hurley@deq.ok.gov		AB – OK DEQ	Yes
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	No
Ryan Lerch Ryan.lerch@deq.ok.gov		AB – OK DEQ	Yes
Marlene Moore mmoore@advancedsys.com		Other – Advanced Systems, Inc., Newark, DE	Yes
Mei Beth Shepherd, Vice Chair mbshep@sheptechserv.com		Other – Shepherd Technical Services	No
Aurora Shields Aurora.Shields@kcmo.org		Lab – KC Water	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	Yes

Attachment 2 – LAB Expert Committee Meeting Agenda, July 18, 2023

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (June minutes attached)
- Continued Discussion of Revising the Evaluation Process (see attached Options paper, draft checklist questions, MNELAP KPI pdf, summary of AC discussion and draft PowerPoint for Aaren's use at conference session)
- Begin Review of Comments on V2M1 Draft Standard Revision 1, time permitting (see response-to-comments file and draft module, attached)
- New Business, if any
- Adjourn