

Summary of the Laboratory Accreditation Body Expert Committee Meeting
Tuesday, August 15, 2023 1:00 pm Eastern

1. Welcome and Roll Call

Aaren opened the meeting, but in the absence of a quorum, neither the agenda nor the July and conference minutes could be approved. Attendance is noted in Attachment 1 and the agenda as distributed is in Attachment 2.

2. Discussion

Aaren explained that she plans to continue the committee's major activities on a two-track process, addressing comments on the Draft Standard Revision 1 during formal meetings while formulating a proposal for revising the evaluation process using an email review and comment process, with volunteers providing more detailed write-ups of the various options discussed already, to be combined into a more formal proposal once consensus is reached. She did note that she plans to vote ALL comments as either persuasive or non (or editorial) at the September meeting, so that the language can be discussed even if a quorum is not attained at later meetings.

The various topics having volunteer authors (and suggested "helpers") were as follows:

- Assessor competency – Yumi (with Bill if he's willing)
- Revised checklist and application form – Aaren (based on the draft Standard)
- Internal audits – Yumi (AB audits, not lab audits)
- Key performance indicators, either in the application or for internal audits – Aaren and Yumi
- Document review for renewal applications – Lynn
- Team expansion – ???
- Other possible topics – please volunteer if you're interested?

Addressing comments: Jerry has verified that we may omit ISO language that we deem not needed, so long as that deletion is subjected to a public comment period (which we will need to do, based on comments submitted, anyway). We will need to consider whether the NGAB recognition would be negatively impacted by any omission before making a final decision, but two likely areas are the "publicly available" status of labs and the requirement for separate logos.

NOTE: The latest approved version of the Standards Development SOP 2-100 explicitly states that the decisions about whether comments are persuasive or non-persuasive, or editorial, will require only a simple majority vote. This practice has differed with different committees, since the super-majority approval for standards was interpreted by some to require two-thirds approval for every aspect of the standards development process.

More on assessor competency: Cathy commented that discussion of how to strengthen the assessment of assessor competency took place during conference, and that the ISO 17011 language requires "surveillance" of assessors, which implies in-person and not remote. One NELAP AB had pointed out that it has multiple third party assessors but that each one typically does maybe one assessment every three years, so that direct surveillance would be more difficult than simply doing the assessment using a state assessors. Still, using only remote technology for AB oversight of assessors would be far from satisfactory. This topic may warrant further consideration.

Training for non-AB staff used in evaluations: the evaluator training will need to be updated after this revision of V2M1 is complete, and the idea of using "outside" evaluators remains as only a discussion topic, so this issue will need to be addressed at a later date. One comment was that perhaps ALL evaluators should be required to first "observe" an evaluation before they are assigned to perform one.

Inviting commenters to LAB committee meetings when their comments are discussed: Lynn will attempt to schedule the major commenters of possibly contentious issues for one or more of the upcoming fall meetings (September, October and November). Also, at least one of the comments (about release of assessment reports) will need to be addressed with the full Accreditation Council before it is resolved.

A possible new issue for the standard: at least one AB does not accredit prep methods and does not require assessors to note in their reports whether and which prep methods were assessed. This presents problems for other ABs in granting secondary accreditation, where the secondary AB does require accreditation of prep methods. Should this be addressed in the standard itself?

Aaren to check with AC: Aaren will ask that the Council provide any additional items that need to be in the standard (such as including prep methods in assessment reports and the designation of a primary AB on lab certificates).

3. Next Meeting

The next planned teleconference meeting is scheduled for **Tuesday, September 19, 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	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	No
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
Program Administrator: Lynn Bradley Lynn.Bradley@nelac-institute.org	N/A		Yes (via WebEx)
Associate Members:			
Paul Bergeron Paul.bergeron@la.gov		AB – LDEQ	
Scott Haas shaas@etilab.com		Lab – Environmental Testing, Inc., and Chair, FAC	
Taryn Hurley taryn.hurley@deq.ok.gov		AB – OK DEQ	Yes
Paul Junio paul.junio@pacelabs.com		LAB – Pace Labs, Inc.	
Carl Kircher, Chair carl_kircher@flhealth.gov		AB – Florida Department of Health	
LeeAnn Kline lkline@mjreider.com		M J Reider Associates	Yes
Ryan Lerch Ryan.lerch@deq.ok.gov		AB – OK DEQ	
Marlene Moore mmoore@advancedsys.com		Other – Advanced Systems, Inc., Newark, DE	
Mei Beth Shepherd, Vice Chair mbshep@sheptechserv.com		Other – Shepherd Technical Services	
Aurora Shields Aurora.Shields@kcmo.org		Lab – KC Water	
Nicholas Slawson nslawson@a2la.org		AB – A2LA	
Ilona Taunton Ilona.taunton@nelac-institute.org		Other – TNI Program Administrator	
Cathy Westerman cathy.westerman@dgs.virginia.gov		AB – VA DCLS	Yes

**Attachment 2 – LAB Expert Committee Meeting Agenda, August 15, 2023
(not approved due to lack of a quorum)**

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (July and conference minutes attached)
- Next Steps on Revising the Evaluation Process
- Begin Review of Comments (sorted version of response-to-comments file and Revision 1 draft module attached)
- New Business, if any
- Adjourn