

Summary of the Laboratory Accreditation Body Expert Committee Meeting
 Tuesday, September 19, 2023 1:00 pm Eastern

1. Welcome and Roll Call

In Aaren’s absence, Vice Chair Yumi opened the meeting, but in the absence of a quorum, neither the agenda nor the July and conference minutes could be approved. Yumi requested that an email vote be taken for approval of the minutes. Attendance is noted in Attachment 1 and the agenda as distributed is in Attachment 2.

2. Discussion of Minnesota’s Comments on the V2M1 Draft Standard Revision 1

As the purpose of inviting the Minnesota ELAP leadership was to discuss in more detail the comments submitted by Lynn Boysen, Yumi determined that the planned conversation could still take place, as several committee members were present and the details would be reported in the minutes. Yumi then deferred to Lynn Boysen to walk through the comments she submitted that had been highlighted in the response-to-comments spreadsheet as likely to benefit from additional information. The comment number (from the spreadsheet) and a summary of the discussion are presented here, in order of progression through the Draft Standard.

Comment	Section #	Additional Detail of Comment
43	1.0	The actual section 1.0 is titled “Scope” but a longer title is given in the Index – these two need to match
44	1.0	Commenter asks that “can” be replaced with “may” in all cases; however, “can” is in the ISO language and cannot be changed
32	3.21	Yes, we have learned that we can omit ISO text
20	1.0 and all	Commenter asks that “should” and “can” not be used in the Standard; explanation is that those terms are in Notes only. Verify that “can” is only in notes or ISO text (7.6.6.3 uses “can” in TNI text; “should” is only in Notes except for one appropriate use in §1.0)
22	4.2.a Note	Commenter believes that the additional TNI text makes the ISO note more confusing and would like it to be removed
24	4.4.13	Commenter wants to add “vendor” as well as “specified persons” and “consultancy”. This will require an additional sentence or clause
42	6.1.2.11	Commenter wants to be told how to document the training; current requirement is that the AB have a procedure
19	6.1.2.11.c Note1	Rev.1 was written to be less specific, but commenter would like provision for AB-developed training added to Note 1
34	6.1.2.2	Commenter believes that the note should be placed at the beginning, so that the reader can immediately jump to the Annex
26	6.1.3.2.1 Note	<i>Wants note restored and the option to do assessor observations virtually specifically added.</i> <i>(Deleted note was NOTE:— A qualified assessor may evaluate the ability of an assessor to perform unsupervised assessments by: direct observation, observing the assessor perform an assessment in its entirety; or by limited observation, observing the assessor performing parts of an assessment and allowing the assessor to conduct some parts of the assessment independently.</i>
46/48	6.1.3.7	Commenter prefers to keep this clause for historical reconstruction purposes
28	6.2.2.2	Commenter notes that MN “approves” third party assessors but does not have contracts with them, and wants the Standard to allow such an arrangement, whereas the Standard presently only recognizes contracts

50	6.2.3.1	Commenter wants “reasonable period” defined or else removed from the Standard. (ISO text, can be defined in AB procedure) Also wants endpoints of time period defined
30	7.4.7.1	Commenter wants introductory phrase “At a minimum” removed, as this is the requirement
36	7.6.4.1	Commenter wants “carefully” removed, believes that term is vague
38	7.8.4	Commenter prefers that we delete the ISO text about flexible scopes
52	7.9.3	In the phrase “if the accreditation body determines that an on-site assessment is not applicable”, commenter wants “not applicable” to be defined
40	7.9.4.2	Commenter notes that 7.9.3 requires 2 years, while 7.9.4.2 is 2 years plus/minus 6 months, and suggests deleting the plus/minus 6 month delay, or to make that as a note
54	9.7.2	Commenter desires to strike the annual audit requirement and keep the ISO language. (TNI chooses annual, but perhaps the ISO text could be deleted?)
18	V2M1	Comment withdrawn by oral statement from Lynn Boysen during conversation
41	7.9.5	Participant notes that “extraordinary assessments” is here and should be added to the definition section (3.14 as suggested by commenter?)

3. Next Meeting

The next planned teleconference meeting is scheduled for **Tuesday, October 17, 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	No
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	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	Yes
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	No
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	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	No
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
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

Guests :			
Lynn Boysen, MN ELAP Lynn.boysen@state.mn.us			
Stephanie Drier, MN ELAP Stephanie.drier@state.mn.us			
Windsor Molnar Windsor.molnar@state.mn.us			

**Attachment 2 – LAB Expert Committee Meeting Agenda, September 19, 2023
(not approved due to lack of a quorum)**

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (July, conference, and August minutes attached)
- Begin Review of Comments on DS Revision 1 (Lynn Boysen invited to discuss MN's comments -- Response-to-Comments and annotated DS Rev 1 attached)
- New Business, if any
- Adjourn