

Summary of the Laboratory Accreditation Body Expert Committee Meeting  
 Tuesday, September 25, 2022 1:00 pm Eastern

1. Welcome and Roll Call

Aaren opened the meeting. Attendance is recorded in Attachment 1. The agenda was approved by acclamation. The minutes of June 21, July 19, August 2 and August 16 were approved by unanimous vote after a motion by Yumi seconded by Sviatlana.

2. Continued Work on the Draft Standard Revision 1

Aaren noted that only five comments remain to be voted – D, E, F, G and #12. The letter-named comments were provided by associate member Cathy after the comment period closed but were included in the response-to-comments file; comment #12 had been previously postponed. An email vote to approve a persuasive ruling for comments E and G failed to attain a quorum of votes, since the previous meeting. The votes and a brief summary of any discussion are noted in the table below.

Com-ment #	Section	Per sua-sive/ Non	Motion and Vote	Discussion	Assignment to Revise, if persuasive
E	7.6.13	P	Yumi/Sviatlana, unanimous	The original language provoked a SIR from the NELAP Lead Evaluator, but no agreement was ever reached on the SIR and it was eventually withdrawn.	Language agreed upon earlier, to allow AB to extend for weekends/ holidays w/o documentation, and with written justification for other reasons
G	8.2.2	P	Yumi/Sviatlana, unanimous	Issue was discussed at 8/2/22 conference session. Most information is available in LAMS, and state agencies' websites are not simple to update for a small program. Information not in LAMS will always be available on request, but participants chose to declare that this section is not applicable to TNI or NELAP ABs	
D	6.4.1.1 & 7.6.6.b.3	P	Michella/Yumi, unanimous with Mike abstaining	EPA OGWDW believes that EPA recognition certification/accreditation is dependent upon AB review of the site report. Remove §7.6.6.b.3	

F	7.9.3	P	Mike/Yumi, unanimous	ISO language needs clarity about the use of remote assessments. Remove the note and clarify what constitutes an acceptable minimum standard for performing remote assessments and that criteria for when they should or should not be allowed must be established (e.g., visual technology mandatory, max of 6 years between site visits w/ initial assessment required to be an in-person site visit)	Yumi will draft language for this section, probably for the November meeting
12	6.1.2.9.1	NP	Yumi/Mike, unanimous	The TM role will no longer exist in the next revision of Volume 1 (V1M2). Additionally, the committee believes that the qualifying requirements for an assessor and a Quality Manager need not be similar. If timing of revisions allows, LAB will consider checking the status of the Technical Specialist qualifications prior to finalizing V2M1	

Draft language for internal audit requirements, §9.7, was offered by Aaren several months ago, and comments from Marlene were incorporated into a draft that was circulated for the July and August teleconferences. This language met with consensus approval and will be inserted into the draft V2M1 module as written.

Participants discussed how to handle the assessor training and qualifications revisions (comments previously voted persuasive and discussed at several conference sessions. The concept agreed upon eliminates the examination and permits alternative training programs (to be defined by the AB), and hopes for a better characterization of what “technical discipline” means (technologies and methods?). Aaren agreed to draft some language for this replacement and Mike will work with her.

Aaren also asked for one or more volunteers to draft language for remote assessment clarification. After the meeting, Yumi emailed an offer to work on this draft, but noted that she may not be able to finalize it until after October.

Aaren asked that each committee member read through the entire module looking for inconsistencies and to see how it is “as a whole”, since we have been so very focused on individual clauses for so many months now.

4. New Business

There was no new business.

5. Next Meeting

The next teleconference meeting is scheduled for **Tuesday, October 18, 2022, at 1:00 pm Eastern**, but may be rescheduled due to the Vice Chair's availability; a poll of members will determine the actual 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 <a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	1/30/2023 (1 <sup>st</sup> term)	Other – Alger Consulting & Training	Yes
Socorro Baldonado <a href="mailto:sbaldonado@mwdh2o.com">sbaldonado@mwdh2o.com</a>	1/30/2023 (1 <sup>st</sup> term)	Lab – Metropolitan Water District, La Verne, CA	No
Nilda Cox <a href="mailto:nilda.cox@eurofinset.com">nilda.cox@eurofinset.com</a>	1/30/2025 (2nd term)	Lab – Eurofins Eaton Analytical LLC	No
Yumi Creason, Vice Chair <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>	1/30/2025 (1 <sup>st</sup> term)	AB – Pennsylvania	Yes
Sviatlana Haubner <a href="mailto:Sviatlana.Haubner@cincinnati-oh.gov">Sviatlana.Haubner@cincinnati-oh.gov</a>	1/30/2025 (1 <sup>st</sup> term)	LAB – Cincinnati Metropolitan Sewer District	Yes
Michella Karapondo <a href="mailto:Karapondo.michella@epa.gov">Karapondo.michella@epa.gov</a>	1/30/2025 (1st term)	Other – EPA OGWDW TSC/Cincinnati	Yes
Michael Perry <a href="mailto:michael.perry@lvvwd.com">michael.perry@lvvwd.com</a>	1/30/2023 (1 <sup>st</sup> term)	Lab – Southern Nevada Water Authority	Yes
Zaneta Popovska <a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>	1/30/2025 (2nd term)	AB – ANAB	Yes
<b>Program Administrator:</b> Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
<b>Associate Members:</b>			
William Batschelet <a href="mailto:wbatsche@aol.com">wbatsche@aol.com</a>		Other – Retired from US EPA R8	Yes
Scott Haas <a href="mailto:shaas@etilab.com">shaas@etilab.com</a>		Lab – Environmental Testing, Inc., and Chair, FAC	No
Bill Hall <a href="mailto:george.w.hall@des.nh.gov">george.w.hall@des.nh.gov</a>		AB – NH DES	
Paul Junio <a href="mailto:paulj@nslab.com">paulj@nslab.com</a>		LAB – Northern Lake Services	No
Catherine Katsikis <a href="mailto:catherinekatsikis@gmail.com">catherinekatsikis@gmail.com</a>		Other – Laboratory Data Consultants	Yes
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>		AB – Florida Department of Health	No
Marlene Moore <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>		Other – Advanced Systems, Inc., Newark, DE	No
Mei Beth Shepherd, Vice Chair <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>		Other – Shepherd Technical Services	Yes
Aurora Shields <a href="mailto:Aurora.Shields@kcmo.org">Aurora.Shields@kcmo.org</a>		Lab – KC Water	No
Nicholas Slawson <a href="mailto:nslawson@a2la.org">nslawson@a2la.org</a>		AB – A2LA	No
Ilona Taunton <a href="mailto:ilona.taunton@nelac-institute.org">ilona.taunton@nelac-institute.org</a>		Other – TNI Program Administrator	No
Cathy Westerman <a href="mailto:cathy.westerman@dgs.virginia.gov">cathy.westerman@dgs.virginia.gov</a>		AB – VA DCLS	Yes

## **Attachment 2 – LAB Expert Committee Meeting Agenda, September 25, 2022**

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (June, July, August 2 and August 16 minutes attached)
- Continued Work on the Draft Standard Revision 1 (most recent draft module and response-to-comments file attached)
  - Vote on Remaining Comments (Persuasive/Non-persuasive)
    - Comments E & G (time for votes on the motion and second by Yumi and Mike to rule these persuasive expired with no votes cast)
    - Comments D & F
    - Comment 12
  - Review Proposed Internal Audit Language (attached)
  - Discuss Potential Language for Assessor Training and Qualifications (refer to LAB minutes from conference, 8/2/22)
  - Discuss Potential Language for Remote Assessments (see email of draft NELAP AC minutes from September 12 plus LAB minutes from conference, 8/2/22)
- New Business, if any
- Adjourn

**Attachment 3 – Summary of Comments Addressed at this Meeting**

Comment Number	Vote & Justification (Persuasive/non-persuasive)	Editorial (Y/N)	Section/Clause	Comment	Committee Action	Date Addressed	Committee Comment
12	NP		6.1.2.9.1	6.1.2.9.1 is totally unequitable and non-uniform when compared to the insistence among ABs that laboratory Technical Managers be required to have Bachelors Degrees as well as specified credits in various disciplines. If commensurate experience is allowed for those who would assess laboratories, then commensurate experience MUST be allowed for those who are running those laboratories. There cannot be this unequitable ability to rely on commensurate experience on the one hand, but not on the other.	The TM role will no longer exist in the next revision of Volume 1 (V1M2). Additionally, the committee believes that the qualifying requirements for an assessor and a Quality Manager need not be similar. If timing of revisions allows, LAB will consider checking the status of the Technical Specialist qualifications prior to finalizing V2M1	9/25/2022	discussed at August 2,2021, conference session; determination of persuasive/non-persuasive postponed. Postponement affirmed 3/22/22. Vote taken 9/25/22
D	P		6.4.1.1 and 7.6.6.b.3	6.4.1.1 - re: TNI language re: review/approval of assessment reports when portions of the accreditation process are contracted out. Consider that ISO language in 6.4.5 requires the AB to "take responsibility for all activities outsourced to another body" and 7.6.6.b.3 has TNI language on this topic too (language that allows the report "not be" issued by the AB).	remove 7.6.6.b.3	9/25/22	

E	P	7.6.13	<p>7.6.13 - re: TNI language on extending the 30-day period if it falls on a weekend/holiday - I think the last sentence needs to be removed, and this should be written to "allow" or "accept" the extension of the 30 days rather than to "require" it. As currently written, this "permission" becomes burdensome (wherein all deadlines that fall on a weekend must be manually adjusted to a weekday or else the AB is not meeting the standard.) Suggested language: 7.6.13 When the last day of a the thirty calendar day timeframe specified <u>within this section in clauses 7.6.6(b)(1), 7.6.10, or 7.6.14</u> occurs on a non-business day, <u>such as a holiday or weekend, the due date may be met by submission of the required response on the next business day. <del>the due date for completion of the action is extended to the required accreditation body actions performed on the next business day shall be considered to meet the timeframe requirements.</del></u> Any other extensions to the timeframe requirements shall be justified by prevailing statutory regulations or by documented, exceptionally permitted reasons for the delay. <del>The accreditation body shall communicate such extensions to the conformity assessment body with information on the expected date of completion.</del></p>	language was revised earlier to allow for undocumented extensions for weekends/holidays and documented extensions for other exceptional reasons	9/25/22	Issue was once submitted as SIR 262 that was later withdrawn after failure to reach agreement on response to the SIR
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F	P		7.9.3	<p>7.9.3 re: 2-year assessment schedule: The TNI-added "note" seems to detract from what ISO was communicating, suggesting that review of an internal audit or PT data is comparable to a remote assessment. This "MAY" be what ISO intended in its very confusing section ... but this needs some additional thought and discussion as this is an important topic in the post-pandemic world. This language has taken a different meaning since March 2020!!</p>	<p>language to be drafted that clarifies usage of remote assessments to include technology requirements and criteria for deciding if a lab is eligible for remote assessments</p>	9/25/22	<p>Aaren met with NELAP AC 9/12/22, and we await assurance from ALL NELAP ABs that they will be able to accept secondary accreditations when the assessment was done remotely.</p>
G	P		8.2.2	<p>8.2.2 re: publicly available, "without request", language on suspensions: ... Suggested improvement by adding a note: Note: For purposes of compliance with the TNI Standard, this clause has been met when an accrediting body has maintained information on its laboratories, including current Field of Accreditation information, in the National Database maintained by TNI as long as the accrediting body can provide additional information upon request.</p>	<p>a clause will be added to state that this requirement is not applicable to TNI/NELAP</p>	9/25/22	<p>see discussion in 8/2/22 conference minutes</p>