

**Laboratory Accreditation System Executive Committee
Meeting Minutes**

February 27, 2012

1) Roll call and approval of minutes:

Chair, Kirstin Daigle, called the TNI LAS EC meeting to order on February 27, 2012, at 12:12 pm EST. Attendance is recorded in Attachment A – there were 11 Executive Committee members present.

The minutes from the December 21, 2011 meeting were reviewed. Ann Marie motioned to accept the minutes. The motion was seconded by George and unanimously approved.

The minutes for the Sarasota meeting were reviewed. Ann Marie motioned to accept the minutes. The motion was seconded by JoAnn and unanimously approved.

2) Recap of Sarasota

George provided a summary of the Sarasota meeting.

LAS EC needs to look more at coordination between the states and DoD and DoE - sharing of reports and having people participate in audits.

Can governmental agencies share reports with the states? They require freedom of information requests in some cases.

Questions: Is a third party audit acceptable to TNI? What is a qualified TNI auditor?

There is a desire to share reports, but there is a need to work through the hurdles to make partnering happen. The mechanics need to be worked out. Perhaps there are parts of previous assessments that can be used and then the new audit team can expand on the audit for their specific areas of interest. JoAnn noted that some ABs expressed concern whether their assessments will be needed. For some states this is a concern and others states were favorable due to reductions in resources in their departments.

Kirstin noted that LAS EC needs to develop a process to simplify this sharing process. A straw man needs to be prepared.

3) Review Committee Membership and Terms

Committee members were asked when they joined the committee. A number of people have been on the committee since its start-up in 2007. The committee needs to address how this rotation should happen. Start dates have been added to Attachment A.

Marvelyn is rotating off. There is a candidate – Carol Haines (Region 10). Ilona will get her e-mail address and send her a meeting invitation.

Aaren – In the past LAS EC talked about having the Chair or Vice-Chair of the NELAP AC on the committee. Kirstin will talk to Aaren.

Kirstin will be looking at the overall balance of the committee. Roger commented that it would be helpful to have some struggling ABs join the committee. There are currently 3 ABs. Kirstin responded that if they can't join the committee, we should invite them into conversations.

Kirstin asked if there was anyone who would like to rotate off the committee? Everyone was willing to continue to serve.

Jerry Parr challenged the committee to take over the management of the NELAP Accreditation Program. The NELAP AC is responsible for the Accreditation Process and their Accreditation program. LASEC would be responsible for working with the budget, etc.

Some committee members mentioned that Monday's were not a good conference call day. The committee discussed different options. They decided on the fourth Wednesday at 2pm each month.

An informal strategic review call will be set-up for Monday, March 12th at 1pm. Kirstin will confirm this time with Jerry. Ilona will have the call recorded and will forward this recording to the committee. The recording is only available for 30 days.

4. Review of SOP (3-106)

Kirstin asked what people learned during the review of the 2009 standard. Lessons learned in the review process included:

- Ilona commented that more follow-up was needed on issues the NELAP AC had. This process needs improvement.
- We should have started sooner.
- The order of approvals did not occur as written in the standard. Everyone on the call agreed that they would have really wanted to review it before it was voted on.
- There was a problem with consistency within modules.

- There was an issue where a copy of the standard posted did not incorporate changes that were approved by the Expert Committee. The wrong standard was posted.
- Does the AB Expert Committee need to be part of this review process?
- The screen sharing in meetings and tables to summarize concerns worked well.
- The SOP needs more process.

The committee preferred to review and update the SOP together. The committee got through the beginning of 4.1. (Attachment B).

5) New Business

- None.

6) Next Meeting

The next meeting will be planned for Monday, March 12 at noon EST. This will be an informal strategic review meeting.

Action Items are included in Attachment C.

The meeting was adjourned at 1:30 pm EST. (Motion to adjourn – Ann Marie. Second – JoAnn. Unanimously approved.)

Attachment A**PARTICIPANTS
TNI LABORATORY ACCREDITATION COMMITTEE**

Member	Affiliation	Contact Information
Ann Marie Allen Present (Joined – Jan 2007)	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Aaren Alger Absent	Pennsylvania DEP	T: 717-346-8212 E: aaalger@state.pa.us
Jo Ann Boyd Present (Jan 2007)	Southwest Research Institute, Lab	T: 210-522-2169 E: jboyd@swri.org
Carol Barrick Present (Jan 2009)	Mosaic, LLC, Lab	T: 813-361-6911 E: cabarrick@msn.com
Kristin Brown Present (Jan 2010)	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: kristinbrown@utah.gov
George Detsis Present (Jan 2007)	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson Present (Jan 2007)	New York DOH, AB	T: 518 485-5570 E: dmd15@health.state.ny.us
Kirstin Daigle – Chairperson Present (Jan 2012)	TestAmerica	T: 802-660-1990 Kirstin.Daigle@testamericainc.com
Terri Grimes Present (Jan 2007)	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Marvelyn Humphrey Absent (Rotating off)	USEPA Region 6, EPA	T: 281-983-2140 E:
Roger Kenton Present (Jan 2007))	Eastman Chemical Company, Lab	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan Absent (Jan 2007)	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Mitzi Miller Present (Jan 2011)	Dade Moeller & Associates	T: 509-531-0255 E: mitzi.miller@moellerinc.com
Julia Sudds Present (Jan 2010)	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: jsudds@babcocklabs.com
Ilona Taunton Present	TNI Program Administrator	T: 828-712-9242 E: ilona.taunton@nelac-institute.org

Attachment B - Work on SOP for Review of Standards

1.0 Purpose

This SOP describes the process for review of accreditation standards to determine suitability for use in the TNI NELAP accreditation program.

2.0 Summary

This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be recommended for implementation by the NELAP Accreditation Bodies. (Come back to this after the SOP is more completed.)

3.0 Definitions

(Need to look at the standard and other TNI SOPs and make sure they are consistent.)

Expert Committee: A committee whose duties include the development and maintenance of consensus standards for the accreditation of environmental laboratories.

Laboratory Accreditation Systems Executive Committee (LASEC): A committee whose duties include the review of accreditation standards developed by TNI Expert Committees for their suitability for use by NELAP accreditation bodies in a national environmental laboratory accreditation program.

(May need to add a definition for CSDP.)

4.0 Procedure

4.1 General Requirements

It is the responsibility of the LASEC to provide a consensus recommendation as to whether or not a standard should be implemented by TNI recognized accreditation bodies in their accreditation programs. (Needs some rewording and a flow chart to describe the process would be helpful. Where does LASEC fit in the flow chart? Where does this SOP come into play?)

4.1.1 The LASEC will review all standards provided to the LASEC by TNI Expert Committees and develop a recommendation as to the standards suitability for use in TNI's NELAP accreditation program. This review will evaluate the standard compared to the current standard in use by the program and will not consider factors such as the desire of the stakeholder community for a different standard. [JP Note: this is poorly worded. It's

like an election; we can have candidate A or B, but not some combination or someone not in the race.] The review will consider implementation issues that could be faced by accreditation bodies, laboratories, or other stakeholder groups. While recognizing that any new standard will always require the affected stakeholders to make some changes, the LASC will review the new standard for any significant barriers that would prevent the standard from being implemented in a timely and cost-effective manner.

Attachment C

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
2	Work on references for SIRs in 2009 SIR database.	Judy Ilona (Jerry)	Establish date at next meeting.	Jerry was not able to locate the work he did.
6	Prepare a lab perspective on sharing of audits.	Judy JoAnn	11-28-11	Complete
10	Contact Judy and APHL regarding 6.4.	Kirstin	12/15/11	Complete
11	Send meeting invitation to Carol Haines.	Ilona	3-12-12	Complete
12	Talk to Aaren about NELAP AC representation on LAS EC.	Kirstin	3-12-12	
13	Review committee rotation based on start dates added to Attachment A.	Kirstin	October 2012	