

**Laboratory Accreditation System Executive Committee Meeting Minutes  
June 25, 2013**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Minutes of the May 28 meeting were approved with Carl initiating the motion for approval and Barbara seconding; they were approved unanimously.

2) Updates

Assessment Forum

Jack and Barbara will work out how to moderate this session, juggling with other commitments.

Members of this subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel.

Mentor Sessions

Betsy had provided Judy with a status update that the planned cyanide session offered by Lipps is "ready to go."

Members of this subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

SIR SOP

Revisions of the SIR SOP are not quite ready for presentation to the full committee for adoption yet. The fundamental process remains but much clarification has been added about criteria to actually be a request for interpretation versus a "how-to" request or other issues than actual interpretations. The committee's consensus preference is to share the draft final revisions with the full committee prior to conference but discuss it in San Antonio and hold the vote for adoption after that discussion occurs.

Original volunteers were Kristin Brown, Jack Farrell, Carol Haines, Carl Kircher and Judy Morgan. Myron Gunsalus joined the group.

AC Policy on Notification of AB Changes

The email vote, as agreed at the LAS May meeting, was completed on June 7. The policy was approved with 11 "yes" votes, one abstention and 3 non-responding. The policy has been forwarded to the NELAP Accreditation Council (AC) for its consideration.

Volunteers were Ann Marie Allen, JoAnn Boyd, Betsy Kent and Mitzi Miller.

SIR Subcommittee

The subcommittee has reviewed all of the backlogged SIRs that were returned to LAS by the AC. The 8 SIRs for which the AC recommended changes were reviewed and either revised or accepted by the full LAS EC, an additional step designed to ensure that

a balanced committee representing the full consensus of stakeholders would have the final say, even as the AC needs wording for an interpretation that is implementable and enforceable.

Responses for SIRs 80, 82, 101, 133, 141 and 148 were approved with minor or no revisions, and SIRs 112 and 129 were determined not to have been SIRs all along. These were accomplished as a “group” motion, with Carl initiating the approval and Ann Marie seconding.

The “no SIRs” will be returned to the submitter; the approved responses for the 6 approved SIRs, along with all of the other responses reviewed by the SIR Subcommittee, will be returned to the AC’s voting site for acceptance as implementable. NOTE: Lynn is working with the TNI Webmaster about how best to make these changes on the voting site.

Members of this subcommittee are Kristin Brown, Kirstin Daigle, Terri Grimes, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support to be provided by Lynn.

#### Review of Revised NELAP Evaluation SOP

The draft revisions were ready for full committee approval, but reviewing the SIRs had already sent the meeting into overtime, so this review was postponed until the July meeting.

NOTE: As of July 1, the NELAP AC has resolved how it will use third party evaluators, state AB representatives and some EPA regional staff to retain the “team” concept for evaluations. These decisions will be incorporated into the Evaluation SOP before it returns to the LAS for vote in July.

Volunteers for this group were David Caldwell, George Detsis, Judy Morgan and Kim Sandrock.

#### 4) Next Steps

All groups with un-completed tasks will continue; no new items have arisen thus far. The work of the “ad hoc” group that developed the draft AC policy is completed – thank you all!

Ann Marie moved and Carl seconded that the meeting be adjourned at 3:40 pm.

#### 5) Next Meeting

The next meeting of the LAS EC will be Tuesday, July 23, 2013, at 1:30 pm Eastern time. The agenda will be updates from the various groups, with possible final approval of the Evaluation SOP and discussion of the SIR SOP, plus any new business items that may arise.

Action Items are included in Attachment B.

## Attachment A

## PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	<a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>	3 years, 12/14	Assmt Forum	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	1 year, 12/13		Southwest Research Inst.	Lab/FSMO	No
4	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/14	SIRs/Assmt Forum	UT Bur. of Lab Improvement	NELAP AB	yes
5	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	No
6	Maurice Downer	<a href="mailto:Tracmac5@gmail.com">Tracmac5@gmail.com</a>	1 year, 12/13		Tracmac, Inc.	Other	No
7	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/15	Mentor, AssmtFrm	Pima County, AZ	Lab/FSMO	Yes
8	Carol Haines	<a href="mailto:haines.carol@epa.gov">haines.carol@epa.gov</a>	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1 year, 12/13	SIRs	NH ELAP	NELAP AB	yes
10	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
11	Carl Kircher	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	3 years, 12/15	SIRs, ad hocs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14		Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	yes
14	Kim Sandrock	<a href="mailto:Kim.Sandrock@state.mn.us">Kim.Sandrock@state.mn.us</a>	3 years, 12/15	Training	MN ELAP	NELAP AB	yes
15	Carol Schrenkel	<a href="mailto:schrenkc@verizon.net">schrenkc@verizon.net</a>	1 years, 12/13	Mentor, Ass. Forum		Other	Yes
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	Yes
Associate Members							
	Aaren Alger	<a href="mailto:aalger@state.pa.us">aalger@state.pa.us</a>			PA DEP	NELAP AB	No
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	<a href="mailto:kirstin.daigle@testamericainc.com">kirstin.daigle@testamericainc.com</a>		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>		Assmt Forum	US DOE	Other	No
	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum	Analytical Excellence	Other	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	yes

	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	No
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					yes

**Attachment B****Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
1	Complete revisions to SIR SOP 3-105	Ad Hoc group (leader TBD)	<del>May 27, 2013</del> July 31, 2013	review and expansion underway, will be discussed at 7/23/13 meeting and at conference
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	<del>May 27, 2013</del> July 31, 2013	AC decision regarding 3 <sup>rd</sup> party evaluators established July 1, 2013
3	Complete development of policy for NELAP AC, and relevant SOP if needed	Ad Hoc group (leader TBD)	May 27, 2013	Approved policy June 7, 2013 by email vote
6	Determine how to address multiple SIRs returned by NELAP AC	J. Morgan & subcommittee	July 31, 2013	June 25, 2013
7				
8				