

**Summary of the Laboratory Accreditation
Systems Committee Meeting
August 22, 2008**

1. Roll call: Attendance is recorded in Attachment A.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on August 22, 2008 at 11 AM EDT. The meeting was adjourned at 1:09 PM.

2. Minutes

Minutes from August 8 and August 14, 2008 were distributed for final review. A few attachment designations need to be changed and then Ilona T. will forward for posting.

August 8: Move for Approval: Jo Ann Boyd Second: Lou Denny Approved
August 14: Move for Approval: Jo Ann Boyd Second: Dan Hickman Approved

3. Meeting Discussion

- Lemuel Walker (EPA OW) mentioned that EPA should have access to the questions and answers that come in through the Standard Interpretation Requests. This should be taken into consideration when we are ready to post.

- An update was provided by June F. , Dan H. and Ilona T. on the status of the Standards Interpretation Requests. The discussion centered on what to do with requests that are more technical/method related rather than directly related to the standard. The following options were discussed:
 - Prepare a template letter to provide a point of contact to an EPA program or organization that might be able to answer the question. Delete the question from the Standards Interpretation Request listing. The template might include something like: “We have reviewed your request and determined that it is a methods interpretation question ... the Standards Interpretation Request process is not designed to handle these types of requests ... we recommend that you contact your AB or xxxx at yyyy.” Doing something like this will require that we put a contact list together to know whom to recommend.
 - Prepare a template letter to forward the question to the Technical Assistance Committee (TAC) and then delete the question from the Standards Interpretation listing. Would need to explain what the TAC will do with the question and give them a contact person.
 - Keep the question in the Standards Interpretation listing and provide a response based on AB input. This would require working closely with the NELAP Board. A disclaimer would need to be prepared.
 - TNI could consider providing an additional service to the laboratory community. Currently laboratories need to contact the various agencies independently with these types of technical questions. Would TNI want to be a funnel for these questions and provide a website with the questions and answers for laboratories to use.

5. Off-Site Meeting

The possibility of a face-to-face meeting to make significant progress in reviewing the standards was discussed. Most members preferred to have more conference calls and include WebEx options rather than travel to a common location. June F. will review what needs to be done and evaluate whether this will work within the needed time frame.

6. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08 was reviewed by the committee. JoAnn B. will look for format improvements (bullets, numbering). There was a discussion of whether something needs to be included regarding editorial changes. This issue was not resolved and will be further discussed during the September 5, 2008 meeting.

7. Review of new TNI Standard

The LASC continued the review of the new TNI standard - V2:M2. Comments are recorded in Attachment B.

Ilona T. was requested to add the V1:M1 comments into the table and circulate them to the committee members for review/comment/approval. Comments will be reviewed during the September 5, 2008 conference call.

Committee members were also asked to review V3 and V4 and send comments to Ilona T. by Thursday, September 4, 2008. Ilona will compile all comments as a starting point for the September 5th call.

8. Next Meeting

The LASC will meet via conference call on Friday, September 5, 11:00 am EST.

Action Items are included in Attachment C and Attachment D includes a listing of reminders.

Attachment A
PARTICIPANTS

TNI LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen - present	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: iboyn@swri.org
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lanceboyn@mac.com
Brooke Connor - present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Lewis Denny - present	Florida DOH, AB	T: 904-791-1587 E: lew_denny@doh.state.fl.us
George Detsis - present	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson - present	New York DOH, AB	T: (518) 485-5570 E: dmd15@health.state.ny.us
June Flowers – Chairperson Present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: june@flowerslabs.com
Terri Grimes - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Dan Hickman - present	Oregon DEQ, AB	T: 503-693-5777 E: hickman.dan@deq.state.or.us
Marvelyn Humphrey – absent	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - present	Eastman Chemical Company,	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: imckenzi@kdhe.state.ks.us
Dale Piechocki- absent	Underwriters Laboratories, Inc., Lab	T: (574-472-5523 E: dale.r.piechocki@us.ul.com
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com
Jerry Parr – absent	TNI Executive Director	T: 817-598-1624 E: jerry.parr@nelac-institute.org

	Std Ref.	Comment/Question	LASC Review Category					Recommendation				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)
1.	V2M2: Section 3 – Definitions	Definition for “PT Study” is different between Volumes 1, 2 and 3. Definition for “Suspension” is different between Volumes 1 and 2.			X	X						
2.	V2M2: 4.14 5.12 5.2.1 c) 7.3 d) V1M1: 4.1.2	Section 4.1.4 is not consistent with section 5.12 and 5.2.1 c). It is also not consistent with Volume 1, Section 4.1.2. Need input from the PT Committee to understand what the intended purpose is. Section 4.1.4 discusses approved use of non-PTPA accredited PTs, but other sections require the use of PTPA accredited PTs.	X									
3.	V2M2: 5.1.1	Inconsistent with current 2003 Standard (Section 2.7.2 – pg 68). Additional clarification is needed in new standard. The new standard does not state that the lab must successfully analyze two out of the most recent 3 PTs. It only states that two PT samples must be successfully analyzed.					X					

Attachment C

**ACTION ITEMS/BACK BURNER
TNI
LABORATORY ACCREDITATION SYSTEMS COMMITTEE**

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
5	Follow-up with NELAP Board on responses to questions discussed during Assessment Forum.	DAN	???		
7	Set-up possible web conferencing schedule to review the standards.	JUNE	8-29-08		
8	Contact webmaster to ensure that Ilona's name is added to e-mail listing for questions, ask for Does and Don'ts page to be added and discuss how responses to questions can be posted.	ILONA	9/5/08		
9	Update any needed changes to the DRAFT SOP: 5-102: Review of Accreditation Standards for Suitability.	JOANN	9/29/08		
10	Contact Carol Batterton regarding Expert Committee changes to the Standard.	ILONA	9/29/08		
11	Add V1:M1 comments to the table and distribute to committee for review.	ILONA	9/2/08		

12	Review V3 and V4. Send comments to Ilona.	ALL	9/4/08 – CLOSE OF BUSINESS		
13	Compile all V3 and V4 comments and distribute to committee for 9/5 meeting.	ILONA	9/5/08		

