

**Summary of the  
Laboratory Accreditation Systems Committee Meeting  
September 26, 2008**

1. Roll call: Attendance is recorded in Attachment A. Paul Junio (In-Coming Chair – Quality Systems Expert Committee) was also present.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on September 26, 2008 at 11 AM EDT. The meeting was adjourned at 12:15 PM.

2. Minutes

The Draft minutes from the September 12 and September 18, 2008 meeting were distributed for review.

Motion: Accept Minutes

09/12/08 Motion: JoAnn Second: Carol Approved

09/18/08 Motion: Ann Marie Second: Lance Approved

Iлона will submit to Webmaster for posting.

3. Review of new TNI Standard

- Paul Junio gave the group an overview of the changes made to the Quality Standard (Attachment B). He highlighted a few items in the summary he presented:
  - o Ongoing DOC. This has now been left up to the lab to decide how to do this. A lab may choose to use ongoing daily QC.
  - o The numbering system they used in the standard was commented on during the voting process, but they felt the way they chose to do it would be the simplest for users of the standard. They used the numbering from the ISO standard and then continued that numbering system if they added any additional information.
  - o They tried to remove as much redundant language as possible. This makes it easier when a change needs to be made ... the change is only needed in one section instead of multiple sections.
  - o ISO language is in italics. Additions are in a standard font.
  - o They included their own definitions. They didn't want these to change as ISO language might be updated in the future. They are also probably more relevant.
  - o The committee's goal is to not change the standard until it has actually gone into use. It is felt this will give more credibility to the standard. There may be a few editorial changes (e.g., 5.8.7.3 (a) references a section that doesn't exist), but the substance shouldn't change.
- Dan Hickman asked about the difference between "Not Required" and "Removed" used in the TNI Audit Checklist provided to LASC to help with the standard review process. Paul followed up on this question via e-mail and responded: *There was no intention to have a difference between them. A quick explanation of the logic on each of them is attached (see Attachment B.)*

- Ann Marie raised the concern about implementation help for laboratories. Paul felt there will be a need for some guidance documents to explain what is needed. They prefer to use these types of documents rather than modifying the standard. The Quality Systems Expert Committee is talking to Jerry Parr about working on the Document Control Guidance Document that the Technical Assistance Committee (TAC) has determined is needed.
- There were no comments on V1 : M2 to add to the comment table. The next sections for review are V1: M3, M4, M5, M6, M7. LASC members should review these sections over the next two weeks and include them in the blank Questions/Comment table distributed to committee members on 9/5/08. Comments are due to Ilona on 10/8/08 for inclusion into a master table that the committee will use to perform its review on 10/10/08. Use the version of the standard distributed by Ilona from Ken Jackson on 9/16/08.
- The next section to review will be V2:M1 and then V2:M3.

#### 4. Next Meeting

The LASC will meet via conference call on Friday, 10-10-08 at 11am EST. The main topic for the call will be review of the Quality Systems standard.

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

**Attachment A**  
**PARTICIPANTS**

**TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
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Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: <a href="mailto:iboyn@swri.org">iboyn@swri.org</a>
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: <a href="mailto:lanceboyn@mac.com">lanceboyn@mac.com</a>
Carol Barrick - present	FCC Environmental	T: 813-361-6911 E: <a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a>
Brooke Connor – present	USGS	T: 303-236-1877 E: <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>
Lewis Denny - present	Florida DOH, AB	T: 904-791-1587 E: <a href="mailto:lew_denny@doh.state.fl.us">lew_denny@doh.state.fl.us</a>
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June Flowers – Chairperson Present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: <a href="mailto:june@flowerslabs.com">june@flowerslabs.com</a>
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Dan Hickman - present	Oregon DEQ, AB	T: 503-693-5777 E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a>
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: <a href="mailto:humphrey.marvelyn@epa.gov">humphrey.marvelyn@epa.gov</a>
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Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorgn@envsci.com">jmorgn@envsci.com</a>
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: <a href="mailto:imckenzi@kdhe.state.ks.us">imckenzi@kdhe.state.ks.us</a>
Dale Piechocki- absent	Underwriters Laboratories, Inc., Lab	T: (574-472-5523 E: <a href="mailto:dale.r.piechocki@us.ul.com">dale.r.piechocki@us.ul.com</a>
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Jerry Parr – absent	TNI Executive Director	T: 817-598-1624 E: <a href="mailto:jerry.parr@nelac-institute.org">jerry.parr@nelac-institute.org</a>

## Attachment B

### Quality Systems Change Summary

Presented by Paul Junio

Items not required in the TNI Standard that were in the 2003 NELAC Standard

- 5.5.5.2.1. e syringe attestation
- D.1.6. b glassware cleaning
- D.2.1.3. recommendation deleted
- D.6.3.2. b fiber counting course
- D.6.6.1.3. b recommendation deleted

Items removed from the 2003 NELAC Standard

- 5.4.10.6. b report data only if QC is ok
- 5.5.5.2.1. f autoclave documentation
- D.1.2.1. c LOD related to LOQ
- D.2.5. b data plotting
- D.2.8. h expected chronic value

Additions / New Items

General – There is a consistent layout between the Technical Modules, such that sections contain the same items (i.e., 1.6 is always Demonstration of Capability). Within DOC, we added clarification. This section contains subsections on (1) General Requirements, (2) Initial DOC, and (3) Ongoing DOC

ISO/IEC 17025:2005 Structure

Placement of additional NELAC Requirements was made at the end of all ISO language. Quality Systems made the decision that we didn't want to deal with the numbering mess that could be created if we started inserting within already numbered ISO language (that we can't change anyway), so we placed it after the ISO language, and picked up the numbering from that point. KEY – you can't understand Volume 1 Module 2 without having the ISO language.

Redundant language removed

Clarifications

M5 1.7.5.b) – chlorination checks. While people may not like this clarification, it is the requirement as stated in various approved sources.

Quality Manual requirements were pulled from all over the Standard and put into two sections:

M2 4.2.8.3 – This is what MUST be in the Quality Manual

M2 4.2.8.4 – This is what MAY be in the Quality Manual or exist elsewhere.

We tried to remove prescriptive language where ever we found it. If there is more than one way to accomplish the requirements of the Standard, we tried to leave it open. Thus, ongoing DOC (for

example) doesn't have to follow the same requirements of initial DOC – the laboratory can determine how it wants to do this.

### From Audit Checklist Review:

5.4.10.6.b	Removed	To the extent possible, are sample test results reported only if QC measures are acceptable?	Qualifying data is allowed
5.5.5.2.1.e	Not Required	Do glass microliter syringes come with a certificate attesting to established accuracy or is the accuracy initially demonstrated and documented by the laboratory?	Demonstrated by the method working
5.5.5.2.1.f	Removed	For chemical tests, is the temperature, cycle time, and pressure of each run of autoclaves documented by the use of appropriate chemical indicators or temperature recorders and pressure gauges?	Not used for chemical tests
5.5.6.4.f	NA	Do all containers of prepared reagents used bear a preparation date?	Not on container but in records
5.5.8.3.2	NA	Is this sample acceptance policy available to sample collection personnel?	Only if the lab does sampling
D.1.2.1.c	Removed from the current standard	Does the laboratory have established procedures to relate LOD with LOQ?	There is no relationship between the LOD and LOQ, although you can say one is less than the other
D.1.6.b	Not Required	Is glassware cleaned to meet the sensitivity of the test method?	Demonstrated by the method working
D.1.6.b	Not Required	Are any cleaning and storage procedures not specified by the test method documented in laboratory records and SOPs?	Demonstrated by the method working
D.2.5.b	Removed.	Is the data plotted in the form of a curve relating to the dose of chemical or concentration of sample to cumulative percentage of test organisms demonstrating a response such as death?	Not required in current TOX methods
D.2.5.b	Removed	Is evaluation criteria established for interpretation of concentration or dose response curves?	Not required in current TOX methods
D.2.8.h	Removed	Is the expected chronic value based on professional judgment and the best available scientific data? Note: (The "USEPA Ambient Water Quality Criteria Documents" and the EPA AQUIRE database provide guidance and data on acceptability and toxicity of individual metals and organic compounds).	Not required in current TOX methods
D.6.2.1.3	Not Required	Does determination of precision and accuracy follow guidelines in NISTIR 5951, Guide for Quality Control on the Qualitative and Quantitative Analysis of Bulk Asbestos Samples: Version 1? (Recommendation)	Recommendation removed
D.6.3.2.b	Not Required	Have all individuals performing airborne fiber analysis taken the NIOSH Fiber Counting Course for sampling and evaluating airborne asbestos dust or an equivalent course?	Air Asbestos is not a NELAC FOT

D.6.6.1.3.b	Not Required	Is there an error rate of less than 1% on the qualitative analysis for samples that contain chrysotile, amosite, and crocidolite? (A slightly higher error rate may occur for samples that contain anthophyllite, actinolite, and tremolite, as it can be difficult to distinguish among the three types)? (Recommendation)	Recommendation removed
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**Attachment C**

**ACTION ITEMS**

**TNI**

**LABORATORY ACCREDITATION SYSTEMS COMMITTEE**

	<b>ACTION</b>	<b>WHO</b>	<b>ANTICIPATED COMPLETION DATE</b>	<b>COMPLETION DATE</b>	<b>COMMENTS</b>
22	Review Quality Systems – V1:M3, M4, M5, M6, M7. Prepare comments on table distributed 9/5/08 and send to Ilona by 10/8/08.	ALL	10/8/08	10/9/08	
23	Prepare master summary of V1:M3, M4, M5, M6, M7 comments for 10/10/08 meeting.	ILONA	10/9/08	10/9/08	

