

**Summary of the
Laboratory Accreditation Systems Committee Meeting
October 24, 2008**

1. Roll call: Attendance is recorded in Attachment A. Jeff Flowers (Chair – AB Expert Committee) and Nilda Cox (representing On-site Expert Committee) were also present.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on October 24, 2008 at 11 AM EDT. The meeting was adjourned at 1 PM.

2. Minutes

The Draft minutes from the October 10, 2008 meeting were distributed for review. Committee members will be asked to approve these via e-mail.

Added 11-8-08:

Results of e-mail distribution:

Motion: Accept Minutes from 10/10/08.

Motion: Dan Hickman Second: Terri Grimes

Approved by Committee (Terri, Brooke, June, Roger, Ann Marie, Lance, Dan Hickman).

Ilona will submit to Webmaster for posting.

3. Review of new TNI Standard

- Committee members reviewed V2:M1 and V2:M3 the previous 2 weeks and sent comments/questions to Ilona for inclusion in a master table to be used for discussion during today's meeting. Web conferencing was used to facilitate the review and to make any changes to the contents of the table. Each item was discussed and the group agreed whether the comment/question should be deleted or added to the final tables that will be distributed to the AB and On-Site Expert Committees for their final comment. Jeff Flowers and Nilda Cox participated in this discussion.
- The review of V2:M1 is now complete. A table of final comments/questions has been prepared for the AB Expert Committee (Attachment B) and June will forward this to them. They will review the table and respond back to the LASC with how they plan to address each of the items.
- The review of V2:M3 included one comment (included below.) It was decided that committee members needed a little more time to review this section before finalization. LASC members should review this section over the next week and provide additional Questions/Comments to Ilona by 10/31/08 (Friday) for inclusion into the master table. Based on comments received, June will determine whether an additional meeting will need to be planned to review these comments. Committee members should use the version of the standard distributed by Ilona from Ken Jackson on 9/16/08.

V2:M3 6.12.4 6.12.2	Issue with 30 day requirement. ABs have expressed concerns that 30 days is not enough. Add language that if 30 day time frame can not be met, this must be communicated to the agency or lab to determine a new due date. Would this need to be put in a guidance document?
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- The next meeting will focus on reviewing the comments expected back from the PT Expert Committee and Quality Systems Expert Committee. The next step will be preparation of LASC's recommendation to the NELAP Board.

4. Next Meeting

The LASC will meet via conference call on November 14, 2008 (Friday) at 11am EST. Please note that an additional meeting may be called the week of November 3rd or November 10th to accommodate comments to V2:M3.

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 - absent	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Jo Ann Boyd – absent	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
Carol Barrick - absent	FCC Environmental	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – absent	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Lewis Denny - absent	Florida DOH, AB	T: 904-791-1587 E: lew_denny@doh.state.fl.us
George Detsis - absent	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 - present	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 – present	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: jmorg@envsci.com
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: imckenzi@kdhe.state.ks.us
Dale Piechocki- present	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

Attachment B

Comments and Questions from LASC on New TNI Standards – Accreditation Body

	Std Ref.	10-24-08-v2 Comment/Question	LASC Review Category				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission
1	V2:M1 – 2.0	Acronyms used need to be spelled out. Could be part of a guidance document?					
2	V2:M1 – 4.3.5, 5.7.3b, 6.3.2	Seem to be for ABs that have more than one person on the staff but this is not always the case. - Potential implementation issue because in some states the assessor and governing AB is the same person. There is no out. With labs there is language that allows for QA Officers to be part of lab management in smaller labs. - Do smaller states need another person? ½ time person? Can you have one person and define different roles that this person has? Similar to QA Officer for small labs. - Look at 4.3.1. Make sure that quality system accounts for this. Define safeguards for objectivity. Define how something like 4.3.5 is handled in a one person state accreditation program.		X			

	Std Ref.	10-24-08-v2 Comment/Question	LASC Review Category				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission
3	V2:M1 - 7.6.2	<p>"Accreditation Body shall appoint" – many state ABs don't have this authority. Does something need to be added to the "Note" to clarify that the state needs an appeals process that the ABs can refer to? Perhaps add back some Ch 6 language that states this can not precede any state laws defining an Appeals Process. Add this to the end of the "Note"?</p> <p>Something like 7.9.4.2 language needs to be applicable to this section? Would it be an editorial addition to refer to 7.9.4.2?</p> <p>Additional Information regarding possible language as discussed during the 10/24/08 LASC conference call is included in Note 1 below.</p>	X	X			
4	V2:M1 – 7.7.3	Need a guidance document or perhaps an additional "Note" in the standard to refer to specific policies and SOPs that put specific timelines on the renewal process.	X	X			
5	V2:M1 – 7.7.1	"Surveillance on-site assessments" needs to be defined. There is a limited definition in V2M3 but this too needs to be explained in guidance.	X				

Note 1:

In the context of these two sections (ISO 9001: 2000 and ISO 17025: 2005), "regulatory requirements" & "regulatory authorities" are referring to the legal requirements, ie local laws, that must be followed to be compliant with the standard. These clauses prohibit an organization to operate outside the limits of the law and still be compliant with the standard.

The language is probably not as clear as it could be but it does offer the State AB's some assurance that their local legal processes must be complied with.

ISO 9001:2000

Quality management systems – Requirements

1. Scope

1.1 General

This International Standard specifies requirements for a quality management system where an organization

- a) needs to demonstrate its ability to consistently provide product that meets customer and **applicable regulatory requirements**, and
- b) aims to enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system and the assurance of conformity to customer and **applicable regulatory requirements**.

ISO 17025:2005

4 Management requirements

4.1.2 It is the responsibility of the laboratory to carry out its testing and calibration activities in such a way as to meet the requirements of this International Standard and to satisfy the needs of the customer, **the regulatory authorities** or organizations providing recognition.

ATTACHMENT C

ACTION ITEMS

TNI

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
28	Continue review of V2:M3. Prepare comments on table distributed 9/5/08 and send to Iona by 10/31/08.	ALL	10/31/08	DONE	
29	Prepare master summary of V2:M3 and plan additional meeting if needed.	JUNE ILONA	10/31/08	DONE	
30	Invite Nilda Cox to any additional meeting that may be planned to review V2:M3 comments.	JUNE	11/3/08	N/A	
31	Forward completed V2:M1 table to AB Expert Committee for comment.	XX	10/28/08	DONE	

