

**Summary of the
Laboratory Accreditation Systems Committee Meeting
March 12, 2010**

1. Roll call / Minutes:

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by Ilona Taunton, Program Administrator, on March 12, 2010 at 12:15pm EST. June Flowers (Chair) was caught in an unexpected meeting and could not join. Attendance is recorded in Attachment A.

Meeting minutes for the February 12, 2010 meeting will be reviewed at the next meeting. June is completing them and will send them out for review.

2. Implementation Project Summary

The committee used SharePlus to review and update a DRAFT copy of the Implementation Project Summary. Updates can be viewed in Attachment B.

LASC will continue to reach out to the other TNI committees and boards to find out what they are working on towards implementation of the new standard. This information will be added to the table and reviewed at the next meeting. Everyone is encouraged to review the table and provide ongoing updates through the month. Send updates to June and Ilona.

3. New Business

None.

4. Next Meeting

The next teleconference is Friday, April 9, 2010 at noon EST.

The meeting was adjourned at 1:15pm EST (motion made by Mitzi, seconded by JoAnn and unanimously approved.)

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
Aaren Alger – Absent	Pennsylvania DEP	T: 717-346-8212 E: aaalger@state.pa.us
Jo Ann Boyd – Present	Southwest Research Institute, Lab	T: 210-522-2169 E: jboyd@swri.org
Lance Boynton - Present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lanceboynton@mac.com
Carol Barrick - Present	Mosaic, LLC	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – Present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Kristin Brown - Absent	Utah Bureau of Lab Improvement	T: 801-965-2541 E: kristinbrown@utah.gov
George Detsis - Present	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson - Absent	New York DOH, AB	T: (518) 485-5570 E: dmd15@health.state.ny.us
June Flowers – Chairperson Absent	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
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
Mitzi Miller - Present		E: mitzi.miller@moellerinc.com
Julia Sudds - Absent	E.S.BABCOCK&Sons, Inc	T: 951-653-3351 x229 E: jsudds@babcocklabs.com
Ilona Taunton – Present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com

Attachment B – Implementation Project Summary (2-12-10-v1)

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
1	02/12/10	Implementation Tools	QAM Template Subcommittee	<p>QAM Template Update Update 2003 NELAC QAM Template. Create a tool that will help laboratories prepare a QA Manual compliant with the new TNI Standard. Include multiple examples of documents, forms and procedures that might be helpful to laboratories. Work with Expert Committees to provide these examples. Draft should be done for the Washington, DC meeting to get input from membership. QA Manual meeting planned for Monday am session.</p>	12/31/10	05/01/10		
2	01/27/10	Implementation Tools	QS Expert Committee	<p>Guidance Document - On-going DOCs Clarify need for on-going DOCs through providing examples to QAM Template Subcommittee. (V1:M4 1.6.3) Original LASC Recommendation.</p>	05/31/10	04/01/10		

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
3	01/27/10	Implementation Tools	PT Expert Committee	<p>Guidance Document - PTRL Issue There is still an issue regarding the clarification and use of the PTRL. Include LASC in final review of document. (V1:M1, V2:M1, V3) Original LASC Recommendation. Need a plan from the PT Providers on how this is being addressed.</p>	06/30/10	04/01/10	<p>3/9/10: Ilona met with the PT Expert Committee. They are looking at formulating a document that answers three basic questions: 1. Lab: How do I report? 2. PT Provider: How do I score? 3. AB: What do I do with the PT data? A subcommittee has been formed to work on this and they will look at possible formats. Adding this to a master list of FAQs is a possibility. They hope to have something together by May 2010.</p>	
4		SOP/Policy Documents	AB Expert Committee	<p>Guidance/Policy - Timelines for Renewal 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. (V2:M1 7.7.3) Original LASC Recommendation.</p>				
5		SOP/Policy Documents	AB Expert Committee	<p>Guidance/Policy - Surveillance On-site Assessments "Surveillance on-site assessments" needs to be defined. There is a limited definition in V2M3 but this too needs to be explained in guidance. (V2:M1 – 7.7.1) Original LASC Recommendation. Jerry is concerned that this might not be allowed in the standard - if it is not - perhaps it should be considered.</p>				

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
6		SOP/Policy Documents	Policy Committee	Procedure - Conflict Resolution Prepare procedure to resolve conflicts/complaints.	06/01/10			
7		Implementation Tools	LASC	Standard Interpretation Requests (SIRs) Review current interpretations from 2003 Standard and map to new TNI Standard. Is an interpretation still relevant and if so, what is the section reference in the new standard?	08/01/10			
8		Implementation Tools	LASC	SIRs Set-up site for requests for the new TNI Standard. Include old interpretations that are still relevant.	06/01/10			
9		Training - Labs	LASC	Can I Implement the New Standard Now? LASC needs to prepare an answer to this question for a Training Workshop PPT slide. Consider preparation of guidance on how to move to the new standard - what do you need to add and when? What can you stop doing? etc ...	Complete. Training now addresses this issue.		3/3/10: Needs to be turned into a mini document since the presentation is not available on the website. Jerry will send update and LASC will be asked to review specific parts that Jerry will outline.	
10		Training - Labs	LASC	Review Workshop Training PPT Review slides 31 - xx. Is there anything missing? Use info to help with Action Item #9.	02/28/10			x

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
11		Implementation Issues	LASC / NELAP Board	Resolution for Potential New TIA Implementation Issues Will states have an issue implementing any new TIAs? Can they enforce them? Should Policies and SOPs be used instead?			3/3/10: There will not be any new TIAs for Volume 1. There may be a request for a standards interpretation. A new TIA for Volume 1 would require everything to start over.	
12			LASC	Quality Systems Checklist - AB Audits	12/31/10		3/3/10: This will need to be done and ready for AB training in Savannah (1/2011)	
13		Implementation Tools	TAC	LOD/LOQ Guidance PDF of presentation given in Chicago is on the website. A subcommittee has been formed to evaluate the best way to give this training? Most feel a webinar would be the most effective and that there needs to be a charge for this training.	06/01/10			
14		Implementation Issues	CSDB	TIA Implementation TIAs already approved have a window of time that they can be in place. What happens if this time runs out before the new language is voted in.			Working drafts done by August to include the TIA language. These specific portions of the standard will be voted on.	
15			PT Expert Committee	PT TIAs Incorporate TIAs and prepare a working DRAFT standard by May 2010. Public comment should happen in June and then they will be ready for additional discussion in DC in August.				

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
16			TAC	Nationwide New Standard Training Workshops Make training on the new standard available to laboratories across the country.	04/01/10			
17		Training - ABs	TAC	AB Training Training for ABs needs to be developed and performed.	08/01/10		Given in DC. Will become Webinar after that in the fall.	
18		Implementation Tools	On-Site	Basic Assessor Training Curriculum Guidance			In progress.	
19		Implementation Tools	On-Site	Technical Assessor Training Curriculum Guidance			In progress.	
20		Implementation Tools	On-Site	Laboratory On-site Assessment Guidance			In progress.	
21		Training - Evaluators	TAC	Evaluator Training Training for the evaluators needs to be performed. Needs to be developed and training needs to be done.	11/01/10		Needs to be done by Savannah.	
22			NELAP Board LASC	Update Evaluation SOP Update Evaluation SOP to be consistent with new standard. Prepare DRAFT before DC so that comments can be received at the meeting.	10/01/10			
23		Implementation Tools	On-Site	Checklist for the assessment of AB's based on the OSA module.	10/15/10			

#	Date Assigned	Category	Assigned To	Project Title / Details	Expected Completion Date	Next Review Date	Status Update (Include Date of Review and Action Items)	Completed
24		Implementation Issue	PT Board NELAP Board	PT Board Acceptance/Adoption of Vol 3 & 4 How is the 2003 NELAC standard referenced in state regulations? Though Vol 3 & 4 may not be referenced in the state updates, are the topics that Vol 3 & 4 cover in the state regulations now? Doesn't the PT Board adoption cause some problems?	04/15/10		A2LA auditing against new Standard. Timing issue.	

Attachment C

Action Items – LASC

	Action Item	Who	Expected Completion	Actual Completion / Comments
54	Tabulate votes to determine new LASC members. Notify June with results.	June/ Ilona	1/4/10	Complete
55	Forward names of new members to the TNI Board for approval.	June	1/6/10	
56	Prepare direction for the AB Committee to work on #5 and 6 on the PROPOSED POLICY/SOP/GUIDANCE DOCUMENTS table.	Committee	2/12/10	
57	Work with William (TNI webmaster) to develop voting system on website for SIRs.	Ilona	2/12/10	Complete
58	Raise issue with TNI Board on amount of SIR discussion to include in committee/board minutes.	Ilona	1/28/10	Complete
59	Meet with various TNI committees and boards to get input for Implementation Project Summary.	Ilona	5/1/10	
60				
61				

Attachment D

Backburner / Reminders – LASC

	Item	Meeting Reference	Comments
1			
2			
3			
4			
5			