

**Summary of the
Laboratory Accreditation Systems Committee Meeting
March 27, 2009**

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 March 27, 2009 at 11 AM EDT. The meeting was adjourned at 12:20 PM.

2. Minutes

The Draft minutes from the February 13, 2009 meeting were distributed for review. It was requested that the flow chart that was reviewed during the meeting be attached to the meeting minutes.

A motion was made by Roger to accept the meeting minutes from 2/13/09 with the addition of the flowchart. The motion was seconded by Ann Marie and unanimously approved. The minutes will be forwarded to the TNI website for posting.

3. Standards Interpretation Requests (SIRs)

All completed SIRs are now posted on the TNI website. It looks great! There is still one change to be made. The icon for the standard still references the "TNI Standard". This needs to be corrected to "NELAC Standard". Ilona will work with the webmaster to make this correction.

4. TNI Board Membership - Voting

June encouraged all committee members to access the TNI website to vote for new TNI Board members.

5. NELAP Board Review of Recommendations

LASC received initial comments back on the recommendation delivered to the NELAP Board during the Miami meeting. June emphasized that this document is still a DRAFT.

The committee reviewed the comments and focused in on Parking Lot items. Some of the parking lot items relate to editorial changes that the CSDB is working on. It was decided that the LASCs initial focus needs to be on the status of the editorial and TIA changes so that we can provide additional information to the NELAP Board to help resolve some of the Parking Lot items.

LASC will need to review the items that the NELAP Board is in agreement on and pass this information on to the Expert Committees so that they can continue to make progress on Guidance Documents, SOPs, etc ...

6. CSDB Review of Editorial Changes and TIAs

The chair of the CSDB distributed copies of the standards where editorial changes have been made. There was some confusion as to whether the standards received were only the ones that included ISO language or whether changes are also being made to the non-ISO language copies. It appears that both are being considered.

The committee re-examined Attachment 1 of the NELAP Board Recommendation to find the list of requested editorial changes. Each editorial request was assigned to a committee member for follow-up to determine the status of the requested change – Did CSDB agree that it was editorial and the change is reflected in the updated DRAFT standard? Is the change missing? Etc ... All status reports should be sent to Ilona by April 6th for inclusion in a master table. This table will be distributed to CSDB before the April 9th meeting. The table of assignments can be found in Attachment B.

Roger mentioned that the PT Expert Committee has sent TIAs 2-5 to the CSDB. TIA 1 will be sent next week. TIA 6 has been sent to Jerry Parr and the TNI Board for their assistance prior to finalizing it for submission to CSDB.

7. Next Meeting

The LASC will meet via conference call on April 17, 2009 at 11am EST. TIAs will be a topic of discussion.

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

The meeting was adjourned.

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 – 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 - present	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 - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Dan Hickman - absent	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: jmorg@envsci.com
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

Attachment B
Editorial Changes – Review Assignments

LASC Committee member to report their finding to June and Ilona by Monday April 6, 2009: 1 – editorial changes were made in the TNI and TNI/ISO standard as recommended or they were not, and comment, 2 – the appropriate volume/module is not yet available for review

PROPOSED EDITORIAL CHANGES

	Reference	Reference to LASC Review	Editorial Change	LASC Assignment To Review Revision
1	V1:M2-M7	QS - 1	Correct inconsistent terms (“mandated method”, “reference method” and “standard method”.)	June Flowers
2	V1:M3-M7	QS – 2, 2a, 12	ISO language needs to be removed from the non-ISO version of the standard. A reference to this language needs to be added.	June Flowers
3	V1:M2	QS-3	Add the ISO definition for “Validation” to Terms and Definitions.	Ann Marie Allen
4	V1:M4 & V1:M6, 1.5.3.a	QS-4	Remove “... in the quality manual.” Error.	Brooke Connor
5	V1:M3 – M7 1.6 (third para)	QS-5	State “...the ongoing DOC shall be acceptable as an initial DOC.” Change clarifies intent.	Carol Barrick
6	V1:M4 1.6.1 (last para) V1:M5 – M6	QS-7	Correct inconsistent terms (“demonstration” and “DOC”.)	Dale Piechocki
7	V1:M4 1.7.1.1	QS-9	Correct inconsistent use (“... and be appropriate for a given regulation or decision” vs. “... for the intended use.”)	Dan Dickinson
8	V1:M4 1.7.1.1.h.i	QS-10	Add missing word – “standard.”	Dan Hickman
9	V1:M4 1.7.4.2.a V1:M6 1.7.3.2.c	QS-11	Correct use of “An” to “A.”	George Detsis
10	V2:M2 5.2.2	PT-1	Wording is not applicable and needs to be removed.	Ilona Taunton

	Reference	Reference to LASC Review	Editorial Change	LASC Assignment To Review Revision
11	V2:M2 4.1.4 5.1.2 5.2.1 c) 7.3 d) V1:M1 4.1.2	PT-4	Correct inconsistent language between sections.	JoAnn Boyd
12	V2:M2 5.1.4	PT-5	Correct grammar.	Judy Morgan
13	V2:M2 5.2.1 a)	PT-6	Wording should read: The laboratories “participate in at least 2 TNI compliant PT samples per year ...”	Lance Boynton
14	V2:M2 7.3 a)	PT-8	The clause must be changed to read: “when the result reported by the laboratory is scored not acceptable by the PT Provider”.	Lew Denny
15	V1:M1 6	PT-11	Text in V2:M2 and V3 needs to be added to V1:M1 to ensure lab is knowledgeable about requirements for corrective action PTs. Most labs will only be reading Volume 1.	Marvelyn Humphrey
16	V3 2	PT-18	Add missing reference.	Roger Kenton
17	V4 4.3.2-b	PT-21	Include “assigned value” in listing.	Terri Grimes
18	V 4 6.5.2	PT-23	Correct term. Should be “withdraw”, not “revoke.”	Lance Boynton

Attachment C

ACTION ITEMS

TNI

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
38	Ensure Standards Review SOP is finalized and posted on website.	JOANN	3/31/09		
39	Prepare recommendation into tables for the Expert Committee Chairs and prepare a status note.	JUNE, ILONA	3/15/09		
40	Talk to Jerry about additional EPA Representation.	JUNE	4/17/09		
41	Correct SIR website from "TNI Standard" to "NELAC Standard".	ILONA	4/3/09		
42	Distribute review assignments to the committee.	JUNE	3/27/09		
43	Review assigned editorial change and send status to Ilona.	ALL	4/6/09		
44	Prepare summary table of status on all requested editorial changes and send to CSDB.	JUNE ILONA	4/8/09		

