

**Summary of the  
Laboratory Accreditation Systems Committee Meeting  
May 8, 2009**

1. Roll Call

Attendance is recorded in Attachment A. Guests Bob Wyeth, CSDB and Paul Junio, Quality Systems were in attendance.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on May 8, 2009 at 11 AM EDT. The meeting was adjourned at 12:10 PM.

2. Minutes

The Draft minutes from the April 17, 2009 meeting were distributed for review. A motion was made by Brooke to accept the minutes from April 17, 2009. The motion was seconded by Roger and unanimously approved. The minutes will be submitted for posting to the TNI website.

3. TNI Standard Finalization

a. Discussion of Editorial Changes

LASC is awaiting receipt of the edited TNI standards back from CSDB. Attachment B contains the LASC comments that were forwarded to the CSDB on April 7, 2009, and again with the LASC Meeting Minutes from the April 17, 2009 meeting, sent on May 7, 2009. Bob Wyeth reported that the CSDB is meeting Thursday May 14 to further discuss the outstanding issues. Paul Junio reported that all of the Quality System edits were made and forwarded to Ken Jackson, Jane Wilson and Jerry Parr with the understanding that they would issue them to LASC. Paul offered to send LASC the documents but the committee chair denied them. The process is for CSDB to document control and approve the revised standards before LASC review.

b. Discussion of Tentative Interim Amendments (TIAs)

TNI members had the opportunity to review the web posted PT TIA's and provide comments. Kirstin reported via email that the PT Committee will review all comments and will report back to CSDB with the final documents. Attachment B summarizes LASC comments as of the April 17th conference call. Further review by LASC will be necessary to assure that the recommendations are addressed across the standards and TIA's,

c. Discussion for Guidance Documents, Policies, SOPs

LASC had been informed that the CSDB chose not to define a format for separate guidance documents to be used for implementing the TNI standards. There is concern that a "Guidance" document cannot be put in to a regulation and therefore would not be

enforceable. Brooke expressed the concerns of small labs and interpretation issues among AB's when a standard is not clearly defined. Lance reminded the group of the previous suggestion to handle some of these issues as "FAQ's" on the website. LASC is awaiting response for direction from the CSDB and the NELAP Board.

#### 4. Standards Interpretation Requests (SIRs)

Ilona reported that there was little activity this month. The Expert Committees are working on the recommendation issues.

#### 5. Next Meeting

The LASC will meet via conference call on June 12, 2009 at 11am EST.

The meeting was adjourned abruptly due to a disconnection. No action items remained for discussion.

**Attachment A**  
**PARTICIPANTS**

**TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
Ann Marie Allen - absent	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: <a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>
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 - absent	Florida DOH, AB	T: 904-791-1587 E: <a href="mailto:lew_denny@doh.state.fl.us">lew_denny@doh.state.fl.us</a>
George Detsis - absent	Department of Energy, Government	T: 301-903-1488 E: <a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>
Dan Dickinson - present	New York DOH, AB	T: (518) 485-5570 E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>
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>
Terri Grimes - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.us</a>
Dan Hickman - absent	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>
Roger Kenton - present	Eastman Chemical Company,	T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Judy Morgan - absent	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorg@envsci.com">jmorg@envsci.com</a>
Dale Piechocki- present	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>

Guests: Bob Wyeth and Paul Junio were in attendance

## Review of Summary of Action Items/Conditions (NELAP Board Recommendation – Attachment B)

### UPDATE: PROPOSED EDITORIAL CHANGES

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
1	V1:M2-M7	QS - 1	Correct inconsistent terms (“mandated method”, “reference method” and “standard method”.)	Awaiting revised modules	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.	Awaiting revised modules	June Flowers
3	V1:M2	QS-3	Add the ISO definition for “Validation” to Terms and Definitions.	This has not been addressed	Ann Marie Allen
4	V1:M4 & V1:M6, 1.5.3.a	QS-4	Remove “... in the quality manual.” Error.	I found the removal of “..in the quality manual” from section 1.6.2.2 of EL-V1M7-2008 (Toxicity Testing), but I can not find the other modules and volumes to complete this review.	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.	Change has not been made.	Carol Barrick
6	V1:M4 1.6.1 (last para) V1:M5 – M6	QS-7	Correct inconsistent terms (“demonstration” and “DOC”.)	Missing module.	Dan Dickinson
7	V1:M4 1.7.1.1	QS-9	Correct inconsistent use (“... and be appropriate for a given regulation or	I am unable to locate the updated document for review.	Dan Dickinson

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
			decision” vs. “... for the intended use.”)		
8	V1:M4 1.7.1.1.h.i	QS-10	Add missing word – “standard.”	Missing module.	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.”	Missing module.	George Detsis
10	V2:M2 5.2.2	PT-1	Wording is not applicable and needs to be removed.		June Flowers
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.	Editorial changes have not been made. (TIA still being reviewed.)	JoAnn Boyd
12	V2:M2 5.1.4	PT-5	Correct grammar.	It has been corrected as expected.	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 ...”	I did not find any evidence that either item #13 nor item #18 was addressed. The reference I used was the 03/27/2009 email sent by Ilona titled "Status of Editorial Changes and TIAs".	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”.	This is what is still there: (the result reported by the laboratory for a sample is not within the established acceptance limits for that FoPT (i.e., “Not Acceptable” evaluation	Lew Denny

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
				from PT provider); this is what should be there: (when the result reported by the laboratory is scored not acceptable by the PT Provider). Doesn't look like its been corrected. (Confirm this has been changed to a TIA. Expert committee is voting on this and then TIA will be made available.)	
12515	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.	The edited V1M1 is not one of the volume/modules forwarded in Ilona's 3/27 email, nor is it one of the V/M's that Ken J. indicated that he's waiting to receive language for. This volume is needed in order to complete the review.	Marvelyn Humphrey
16	V3 2	PT-18	Add missing reference.	I did not see Volume 3 in the 3-27-09 e-mail that contained the list of modules from the CDSB. Need Volume 3 to complete review.	Roger Kenton
17	V4 4.3.2-b	PT-21	Include "assigned value" in listing.	Change was made.	Terri Grimes
18	V 4 6.5.2	PT-23	Correct term. Should be "withdraw", not "revoke."	I did not find any evidence that either item #13 nor item #18 was addressed. The reference I used was the 03/27/2009 email sent by Ilona titled "Status of Editorial Changes and TIAs".	Lance Boynton

**UPDATE: PROPOSED POLICY/SOP/GUIDANCE DOCUMENTS**

	<b>Reference</b>	<b>Reference to LASC Review</b>	<b>Proposal</b>	<b>Estimated Completion Date</b>
1	V1:M4 1.6.3	QS-8	Guidance document needed to clarify need for on-going DOCs.	Prior to implementation of standard.
2	V2:M3 6.12.2 6.12.4	On-Site - 1	Guidance document needed to encourage ABs to communicate delays and new due dates.	Prior to implementation of standard.
3	V2:M2 7.3 c)	PT-9	Guidance document needs to be prepared to provide clarification to help with implementation.	Prior to implementation of standard.
4	V1:M1 V2:M1 V3	PT-2	Prepare guidance document for implementation of the change from PTRL to LOQ reporting.	Prior to implementation of standard.
5	V2:M1 7.7.3	AB-4	Policy needed to establish timelines.	Prior to implementation of standard.
6	V2:M1 7.7.1	AB-5	Policy or guidance document needs to be established to define "Surveillance on-site assessments".	Prior to implementation of standard.

**UPDATE: PROPOSED TENTATIVE INTERIM AMENDMENTS**

	<b>Reference</b>	<b>Reference to LASC Review</b>	<b>Proposal</b>	<b>Estimated Completion Date</b>	<b>Comments During 4/17/09 LASC Call</b>
1	V3 10.3	PT-2	The PT committee will propose a TIA for V3. The language in section 10.3 needs to be revised to make the change implementable.	Prior to implementation of standard.	(TIA - #1) Need to see if there is any impact on this TIA based on the new TIA that is being prepared. Should wait to post TIA #1 until the new TIA is prepared.  All TIAs should be reviewed one last time for wording/grammatical issues prior to posting. There are some issues.
2	V1:M1 7.2	PT-3	A TIA is needed. The PT Expert Committee needs to reconsider "appeals process" language and rewrite this paragraph to be consistent with their intent.	Prior to implementation of standard.	(TIA - #2) Agree.
3	V2	PT-4, 7, 10, 12	The PT committee will propose TIA for V2 to make the language consistent with V1 (non-PTPA accredited PTs.)	Prior to implementation of standard.	(TIA - #3) LASC needs to review further for consistency.
4	V3 6.3.5 / 7.1.11/ 7.3.5/ 8.4.2/ 10.3/ 10.3.1.1	PT-16	The PT committee will propose a grammatical change or a tentative interim amendment to ensure V3 is consistent with V1 and implementable with the change from PTRL to LOQ reporting.	Prior to implementation of standard.	TIA is being worked on, but TIA has not been submitted yet. When this is completed, check for any conflicts with TIA - #1. There is a potential for some language conflict.
5	V3 8.4.2	PT-17	The exception for PCBs is no longer applicable. Additionally, the committee strongly believes that laboratories should not be required to specify which analytes a corrective action PT sample includes. To demonstrate proficiency,	Prior to implementation of standard.	(TIA - ??)  This has not been written into one of the TIAs that Ken forwarded. LASC is not aware that a TIA is in progress.

			the laboratory must be able to accurately quantify and identify target analytes when present and not report false positives. The committee believes the inclusion of the clause in 8.4.2 and 8.4.3 by which the laboratory must specify the analyte to be spiked into a corrective action PT should be removed.		
6	V3 10.3	PT-19	The PT committee will propose a grammatical change or a tentative interim amendment to ensure V3 is consistent with V1.	Prior to implementation of standard.	(TIA – 1 and the TIA that is still being prepared.)
7	V2:M1 4.3.5 5.7.3 b	AB-2	The AB committee has proposed 2 tentative interim amendments to address this issue.	Prior to implementation of standard.	<p>Dan said that NELAP Board agreed that this concern is no longer a concern. Recommends that this recommendation be eliminated. The NELAP Board had a conversation with Marlene Moore and agreed that a wording change is not needed, because the ISO language does not conflict with current AB practices.</p> <p>LASC discussed this on the 4/17/09 conference call and is in agreement with the NELAP Board for the reasons stated above.</p> <p>No TIA needed.</p>