

**Summary of the Laboratory Accreditation
Systems Committee Meeting
August 8, 2008**

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 August 8, 2008 at 11 AM EDT. The meeting was adjourned at 12:55 PM. Action items are included in Attachment E.

2. Minutes

Minutes of July 11, 2008 were approved. Motion: Lance Boynton Second: Jo Ann Boyd Ilona will forward to the TNI Webmaster for posting.

3. Requests for Standards Interpretation

June asked Ilona Taunton to review subcommittee progress on the process for working through requests for standards interpretation. A new first page for the website (Attachment C) and a template for responding to requests (Attachment B) were distributed to the committee for comment and approval. The committee approved both. June also sent an e-mail to committee chairs to give them a heads-up that their assistance may be needed to respond to requests.

All questions received before the meeting in Washington, DC will be discussed during the Assessment Forum on Tuesday, August 12, 2008.

4. Review of new TNI Volume 2: Module 2

The LASC began review of the new TNI standards V2:M2. Comments are recorded in Attachment D. These are comments through Section 6.

All PT standards will be reviewed before consulting with the expert committee. June will let the PT Committee Chair (Kirstin McCracken) know that the LASC does have comments and that she will be invited to a LASC meeting in the near future.

5. New Committee Members

June has three potential candidates to fill one or two open laboratory positions. She will contact each of these individuals for:

- background information
- confirmation that they currently work in a lab and are TNI members,
- confirmation that they have the time needed to actively participate on the committee.

6. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08 will be reviewed by the Policy Committee. This SOP will be used by LASC to determine recommendations for use and suitability for implementation of the TNI standards in National Environmental Laboratory Accreditation Programs.

7. New Program Administrator

June thanked Carol Batterton for all her previous assistance and welcomed Iona Taunton as the committee's new Program Administrator.

8. Next Meeting

The LASC will meet on Thursday, August 14 at 9:00 am in Washington, DC. The next conference call will be on Friday, September 12 at 11:00 am EST.

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 – 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: lancebovnton@mac.com
Brooke Connor - present	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 - present	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: trimes@co.pinellas.fl.us
Dan Hickman - present	Oregon DEQ, AB	T: 503-229-5983 x252 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 - absent	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: imckenzi@kdhe.state.ks.us
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
Carol Batterton absent	TNI Program Administrator	T: 830-990-1029 E: carbat@beecreek.net
Jerry Parr - absent	TNI Executive Director	T: 817-598-1624 E: jerry.parr@nelac-institute.org

Attachment B



[Name]

[E-mail]

[Organization]

[Address]

Dear [Name],

We have received the “Request for Standards Interpretation” form that you submitted on [date]. These forms are reviewed by the NELAP Board Chair, Laboratory Accreditation Systems Committee (LASC) Chair and the LASC TNI Program Administrator. A consensus of these three individuals determines who oversees the final response to your question. In many cases, questions are forwarded to the appropriate Program or Expert Committee. All responses are reviewed by the NELAP Board who must agree that the interpretation has been finalized. Publication of the consensus resolution is then made to you via email and on the TNI web site. The final interpretation must then be implemented by the NELAP assessors, the recognized Accreditation Bodies (AB’s), and the NELAP accredited laboratories. The interpretation is in effect until such a time as The Standard is changed or another interpretation has been issued. This process is described in detail in TNI SOP 5-10 1 (Standard Interpretation).

Your request has been forwarded to [Administrative, Program, Expert Committee or TNI Board of Directors] for a consensus response. This process can take up to 60 days for a final resolution, but every effort is being made to provide you with a timely response.

Please remember that any disputes between a laboratory and their AB regarding accreditation are to be handled through the appropriate appeals process established by applicable state laws and regulations.

Sincerely,

Ilona Taunton
TNI Program Administrator
Laboratory Accreditation Systems Committee (LASC)

Attachment C

Standard Interpretation Process Do's and Don'ts

This process is intended to be utilized for obtaining an interpretation and explanation of the intent of the 2003 NELAC Standards. TNI SOP 5-101 describes how your inquiry is handled.

Do:

Read the TNI SOP 5-101 first.

Pass the inquiry through your assessor or AB first. It is always best to include them in this process.

Fill out the form completely. Try to describe the problem with pertinent details while keeping your inquiry concise and to the point.

Make yourself available for clarification, if necessary.

Be patient; this process takes time. Your inquiry may be passed on to the appropriate Expert Committee, i.e., Quality Systems, Proficiency Testing, etc.

Don't:

Use this process to settle a dispute between your lab and an assessor or AB.

Use this process to circumvent an assessor or AB.

Use this process to “write” corrective action plan responses for your lab.

Use this process to interfere with an ABs legal authority in regard to accreditation.

Click on statement below to continue.

I have read this page's Dos & Don'ts.

Attachment D

**Comments and Questions from LASC on new TNI Standards
Volume 2 Module 2: Accrediting Body Requirements - Proficiency Testing**

1.	Section 3 – Definitions	Definition for “PT Study” is different between Volumes 1, 2 and 3. Definition for “Suspension” is different between Volumes 1 and 2.
2.	4.14 5.12 5.2.1 c) Vol 1: 4.1.2	Section 4.1.4 is not consistent with section 5.12 and 5.2.1 c). It is also not consistent with Volume 1, Section 4.1.2. Need input from the PT Committee to understand what the intended purpose is. Section 4.1.4 discusses approved use of non-PTPA accredited PTs, but other sections require the use of PTPA accredited PTs.
3.	5.1.1	Inconsistent with current 2003 Standard (Section 2.7.2 – pg 68). Additional clarification is needed in new standard. The new standard does not state that the lab must successfully analyze two out of the most recent 3 PTs. It only states that two PT samples must be successfully analyzed.
4.	5.2.1 a) 5.2.1 b)	Issue in use of the term “successful” between a) and b). Is the intention that a) should state “participate in” instead of “successfully analyze”. Reconsider use of terminology to make implementation clear. As it reads, it appears there is a requirement that you must pass 2 PTs within 12 months instead of 18 months or 2 out of 3 over an 18 month period.

Attachment E

ACTION ITEMS

TNI

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE
1	Forward July meeting minutes to Webmaster.	ILONA	8-15-08	
2	Discuss SOP with TNI Board.	JO ANN	8-13-08	
3	Meet with committee candidates.	JUNE	8-15-08	
4	Give PT Committee Chair a heads-up on progress of PT standards review.	JUNE	8-15-08	