

**Summary of the
Laboratory Accreditation System Executive Committee
November 29, 2010**

1. Roll call and Minutes: The meeting of the TNI Laboratory Accreditation Systems Executive Committee (LASEC) was called to order by June Flowers, Chair, on November 29, 2010 at 12 noon EST. Attendance is recorded in Attachment A.

Minutes from the September 27, 2010, meeting were reviewed and approved for posting. Minutes from the October 25, 2010, meeting were also reviewed and approved for posting.

2. Program updates

PT Expert Committee: The PT Expert Committee is getting ready to deal with some expiring TIAs. They plan to have a working draft standard in Savannah and have a vote in Seattle this summer. The concerns expressed by the NELAP Accreditation Council could not be handled by TIAs. The committee judged the issues to be too controversial and no action will be taken on the AC's issues at this time. Each AB will have to determine individually how to handle the LOQ reporting issue.

Policy: Still working on the Complaint Resolution SOP and PT Executive Committee SOPs.

NELAP: Working on initiating the next round of renewals and approval of documents needed.

3. Provisional Recognition SOP

Lynn Bradley provided some background on why this SOP was being developed. Jerry had asked her to do this after some issues that came up during the last round of renewals. Some comments and questions from the LASEC on this SOP included:

- The process for revocation or suspension is not clearly defined. It may not have to be in this SOP.
- The SOP should specify a maximum time limit for provisional recognition, i.e., cannot extend beyond the current evaluation cycle.
- Recommend that "federal and tribal" terms be removed since there are no federal or tribal accreditation bodies.
- Make it clear that a new AB cannot have provisional recognition.
- In Sect. 5.4, change "should" to "can"
- In Sect. 5.4.3, recommend that FoA not be specified.

LASEC (June) will summarize comments and send back to Lynn as specific edits. LASEC will need to have an email vote to approve before sending on the NELAP AC.

4. Implementation Table

Iona reviewed the status of certain action items on the Standards Implementation Table. The Assessor Code of Ethics will be moved to the consistency Improvement Task Force to develop. It will also be noted that the NELAP AC is in the process of voting for the supplemental documents needed for the next round of AB renewals under the new standard.

5. Next Meeting

The next meeting of the LASEC would normally be December 27, 2010. However, because of the holidays, June proposed that the meeting be moved to Dec. 20, 2010. All agreed.

The meeting adjourned at 1:20 pm 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
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
Carol Barrick - present	Mosaic, LLC, Lab	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, AB	T: 801-965-2540 E: kristinbrown@utah.gov
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
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - present	Eastman Chemical Company, Lab	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	Moeller Inc.	T: 865.927.3102 E: mitzi.miller@moellerinc.com
Julia Sudds – present	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: jsudds@babcocklabs.com
Ilona Taunton – present	TNI Assistant Executive Director	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com
Carol Batterton – present	TNI Program Administrator	T: 830-990-1029 E: carbat@beecreek.net

Attachment B

Action Items – LASC

	Action Item	Who	Expected Completion	Actual Completion / Comments
	Update SIR SOP based on comments received from Policy Committee. Jerry suggested Ilona to work on this.	Ilona	12/31/10	
	Update Charter and post on website	Carol		Complete
	Review AB Evaluator SOP and provide comments to ABC.	Subcommittee to meet	10/1/10	Complete
	Approve Evaluation SOP and send to NEALP AC	LASEC	10/25/10	Complete
	Provide comments on Provisional Recognition SOP to June	LASEC members	11/8/10	
	Make a recommendation on Provisional recognition SOP to AB committee and NELAP AC	Subcommittee to make recommendation	11/29/10	