

Laboratory Accreditation System Executive Committee Meeting Minutes January 27, 2015

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from December 23, 2014, were approved.

2) Updates

Assessment Forum and Mentor Session

Barbara shared the final agenda for the Assessment Forum by email, prior to the meeting. Everything is in place, although she and Jack will be shuttling between the Assessment Forum and the concurrent LASEC session.

The Mentor Session has been settled for several months.

Members of the Assessment Forum subcommittee are Jack Farrell, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Schrenkel. Members of the Mentor Session subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Schrenkel.

SIRs and Implementation Guidance

The SIR subcommittee did not meet this month.

Members of this subcommittee are Kristin Brown, Kirstin Daigle, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support provided by Lynn.

Standards Implementation Guidance documents based on former SIRs 258 (about the definition of an "analytical batch" and 276/281 (both about titrants) were approved by full committee vote, and will be sent to the webmaster for posting with the previously approved and sent documents. The Guidance document based on former SIR 262 still needs review beyond LASEC, and will be discussed during the session at conference.

Considerable discussion preceded the approval of Implementation Guidance about the need to verify the concentration of titrants (276/281.) The fundamental problem appears to be that, since Florida switched to contract assessors, labs are being presented with findings (non-conformances) to V1M4 1.7.3.5.c, that they are not verifying concentration of all titrants. The other side of that issue is that the standard appears to require only that the lab have policy and procedure in place for verifying concentration, such that a titrant used as pre-treatment (where only the volume and complete reaction are necessary) need not have an analytical determination of its reagent concentration, while titrants used directly in the analytical result do require independent verification of concentration. Eventual compromise was reached by modifying the wording of the guidance to reflect that distinction, prior to approval. NOTE: A copy of the modified document for 276/281 will be attached to the email distributing these minutes.

Members of this Ad Hoc group are Carl Kircher, Kristin Brown, Bill Hall, Barbara Escobar, Mitzi Miller and Judy Morgan/Chair.

NELAP Mutual Recognition Policy 3-100

Revisions to this policy were circulated for committee review prior to the meeting. Jack moved and David seconded that the committee approve this draft and forward it to the NELAP AC for adoption. Approval was unanimous.

Workgroup members are Kim Sandrock, David Caldwell and Bill Ray.

Status of Standards Review Processes -- Quality System Modules

LASEC review of Modules 2, 3 and 7 is “on hold” due to some complications shared in the January Board meeting about documenting Quality Systems Expert Committee votes for either the standards themselves or the response to comments document. NOTE: the day after this meeting, LAS received a “go-ahead” to proceed with review of these modules. We anticipate a clarifying conversation at conference, and then a February committee meeting to make assignments for the actual review.

Additional Items

The NELAP Standards Review and Acceptance SOP 3-103 is now final.

The LASEC Standards Review for Suitability SOP 3-106 continues to await finalization of the CSDEC’s Standards Development SOP 2-100. The CSDEC advises that its SOP should be ready for Policy Committee review in about a month, and it will receive expedited handling there.

Also, the LASEC SIR Management SOP 3-105 is now final. Both SOPs 3-103 and 3-105 are attached to these minutes for committee members’ information purposes. No action is necessary.

Judy discussed some of the highlights of conference, and the meeting was adjourned.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, February 24, 2015, at 1:30 pm Eastern. Teleconference information and an agenda with any other materials will be sent the week before.

Action Items are included in Attachment B.

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	JMorgan@esclabsciences.com	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown	kristinbrown@utah.gov	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	Yes
6	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	Yes
7	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
8	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
9	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
10	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
11	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
12	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	No
13	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
14	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@state.pa.us			PA DEP	NELAP AB	No
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	Yes
	Carol Haines	haines.carol@epa.gov		Stds Rev, ad hocs	EPA Region 10	Other	No
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	Other	No
	Gale Warren	ggw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B**Action Items – LAS EC**

	Action Item	Who	Expected Completion	Actual Completion / Comments
24	Consolidate “clarifications” for approval and circulate to LAS members	Judy	September 2014	Nine “implementation guidance” documents approved 10/28/14 – awaiting posting to website
26	Formally re-transmit SIR SOP 3-105 and Standards Review SOP 3-106 to Policy Committee for final approval	Lynn	August 2014	Both SIRs plus the NELAP Standards Review and Approval SOP 3-103 are now final
28	Draft language to provide to Chemistry Committee about “remove and replace” for points in a calibration curve, in the Calibration IS.	Judy, with input from committee members	October 1 – draft circulated 10/25/14	Language sent. Awaiting full “response to comments” document from CEC
30	Talk with CSD EC Chair and Program Administrator about process revisions. Specific issues are: 1 -- permit adequate time for LAS EC to review upcoming standards revisions 2 – build in that time at a stage when changes can still be accomplished to address problematic language 3 – consider whether to handle TNI committee reviews of developing standards in some parallel process that may allow either additional time or additional weight for those comments, or both	Judy/Lynn	Prior to October LAS meeting , hopefully at Strategic Planning session	Conversations held. Small workgroup appointed by CSD EC, includes both Judy and Aaren, to address needed revisions to both the CSD and LAS SOPs governing standards development and review. Workgroup to review CSDEC revisions, and approve final draft SOP during February.
32	Review/revise POL 3-100 for recommendation to AC	Workgroup led by Judy	Fall 2014	Approved by LASEC for AC review
36	Ask Christelle if she can review the WETT module (V1M7)	Lynn	December 2014	Christelle agrees to participate in review and awaits further info after January meeting
38	Collect AB reviews of new Implementation Guidance documents and complete former SIR 262 draft	Judy and workgroup	January 2015	2 documents approved for posting, will be sent to webmaster.

				Former SIR 262 to be discussed at conference.
39	Talk with Aaren and Carl about possible NELAP policy concerning third party assessor qualifications	Judy	January 2015	At conference?