

## **Laboratory Accreditation System Executive Committee Meeting Minutes October 22, 2013**

### 1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Minutes of the August 27 and September 24, 2013, meetings were approved mid-meeting, once a quorum was present. For the August 27 minutes, David initiated the motion to approve with Ann Marie seconding and for the September 24 minutes, Ann Marie initiated the motion to approve and Bill Ray; both minutes were approved unanimously.

### 2) Updates

#### Topics for the Assessment Forum and Mentor Session in Louisville

Jerry had asked that these topics be decided by the end of September so that they can be included in the preliminary meeting brochure for Louisville, which was expected to be finalized by mid-October.

The Assessment Forum will have four topics, divided in time by the morning/afternoon breaks and lunch. The topics will be:

- Practicing Root Cause Analysis and Corrective Action
- Microbiology QA/QC Requirements
- New Standards Interpretation Process and Resolution of SIRs
- Wastewater Resources Guidance.

Members of this subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel.

The Mentor Session will be “Meeting TNI Standard Requirements in The Microbiology Laboratory Compliance Challenges with Shared Solutions with Emphasis on Municipal Wastewater and Drinking Water Laboratories.” This topic is intended to complement and expand upon several of the Assessment Forum topics.

Members of this subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

#### SIR Subcommittee

Several subcommittee members expressed a desire to have a fixed meeting time rather than scheduling on an “as needed” basis. This subcommittee will now meet monthly, at 12:30 pm Eastern on the fourth Tuesday of the month – an hour before the full committee meeting. Should there be no business to conduct, the meeting will be cancelled by the Program Administrator.

Judy noted that many SIRs have been reviewed, with some removed from the system as not actually being requests for interpretation and others receiving refined responses or being returned to the expert committees to be addressed more clearly. She expressed her frustration with the tracking of actions for SIRs, that it's very difficult to learn where in the process any particular SIR might be, particularly once a SIR has made it to the AC voting site the first time, and also that the AC's voting seems to be random in time. She

seeks a method of organizing the tracking all into one place, so that it will be easy to determine which SIRs are pending a vote, which have been sent or re-sent to a committee, and which ones have been approved as well as which ones were rejected as SIRs in the first place.

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

### Frequently Asked Questions

Judy sent out the first 6 of the SIR questions that the SIR subcommittee recommended to be addressed as a FAQ document, assigning each to a workgroup member. As of the meeting date, only one had been returned for comments. She hopes that much of this group's work can be conducted via e-mail rather than teleconference meetings, and asked that the other workgroup members please develop the responses assigned to them and share with the group.

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

### Standards Review SOP

After preparing a draft revision of the 2008 Standards Review SOP, Judy realized that the Consensus Standards Development Executive Committee's (CSD EC's) SOP subsumes the former LAS role into the duties of the Standards Development Council. She also wonders whether each expert committee needs to review the entire standard, as an efficient way of ensuring internal consistency, or if that would better be the Executive Committee's role. Earlier, the LAS EC's role was to review for suitability for the national program.

Judy will work with the CSD EC Chair and others to identify the intended and appropriate role for LAS EC and at that time, preparation of the Standards Review SOP will resume. Lynn suggested that LAS EC might also update the AC's Standards Review and Acceptance SOP concurrently with the LAS EC's SOP, to ensure consistency throughout the NELAP.

Volunteers for this Ad Hoc group are Jack Farrell, Ann Marie Allen, Carol Haines, JoAnn Boyd and Judy Morgan/Chair.

### 3) Other SIR Issues

A committee member suggested that LAS EC members might be given "read only" access to the AC's SIR Voting web page. This followed on the heels of the CSD EC Chair's request to the AC for read only access for all of that committee's members.

The AC earlier agreed to consider read only access for the expert committee chairs (they comprise the CSD EC) but upon reconsidering at its most recent meeting, seems reluctant and has asked to discuss the issue with the CSD EC Chair.

Discussion ranged from the value of seeing the AB comments on the individual SIRs through TNI's commitment to transparency in its operations to potential unintended consequences of such access (might the viewers attempt to contact the commenters?) There is also some concern about the comments being preliminary and part of the deliberative process, whereas the final approved interpretation is the end product of the discussions, and the decision that counts.

Practice to date has included sharing of comments without identification of who made the comment, when unapproved SIRs are brought back to the LAS EC or returned to the expert committee(s), so that the problem areas can be addressed without adverse consequences to the AB representative(s) who made the comments. With LAS EC being the coordinating body for SIR activities, this has seemed appropriate, and has worked well, so far.

After discussion, consensus was that providing unattributed comments when revisions to the original responses are deemed necessary will be adequate for now. Judy did make the plea to let LAS EC, as the designated coordinating body, implement its newly updated process for managing SIRs (the SIR SOP 3-105) and see how it works, before trying to make further changes.

#### 4) Scoring Form for Reviewing the Proposals from the Third Party Evaluator RFP

Lynn had circulated the draft form, which was based on the scoring form used for responses to Florida's Request for Applications for third party assessors, with revisions made by the informal NELAP Evaluators group. She asked for feedback or comments on the draft.

Comments were that there should be a threshold of acceptability, say 50 points out of 70, and that extremely low scores should be explained in the comment section. These will be added to the form. Other discussion points were questions of whether there should be a second chance for submitting additional data (no), what constitutes "resources" that would be considered adequate (admin/clerical support, a second evaluator as back-up if needed), and what constitutes a ten (top score, expected that each reviewer will be internally consistent, so that it balances out.)

Participants were invited to send additional comments or suggestions to Lynn through the end of October. Proposals are due November 4, 2013.

It was also noted that the new Contract NELAP Assessors web page (under Technical and Professional Resources button on the TNI home page) is up and has 4 listings thus far.

#### 5) Next Steps

The SIR Subcommittee's work continues with new interpretations and considering those that will not pass the voting process. Development of the initial SIR FAQs is underway. Judy will pursue clarification of LAS EC's role in the standards review process, for the SOP. The Assessment Forum and Mentor Session will continue work to identify presenters and formalize agendas for their selected topics.

Carol Haines moved that the meeting be adjourned at 2:55 pm.

## 6) Next Meeting

The next meeting of the LAS EC will be Tuesday, November 26 at 1:30 pm Eastern. A reminder and agenda will be sent the week before the meeting.

Action Items are included in Attachment B.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE**

	<b>NAME</b>	<b>EMAIL</b>	<b>TERM, End Date</b>	<b>INTEREST</b>	<b>AFFILIATION</b>	<b>S/H CATEGORY</b>	<b>PRESENT</b>
1	Judy Morgan, Chair	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	<a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>	3 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	1 year, 12/13	StdsRev	Southwest Research Inst.	Lab/FSMO	No
4	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	No
5	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
6	Maurice Downer	<a href="mailto:Tracmac5@gmail.com">Tracmac5@gmail.com</a>	1 year, 12/13		Tracmac, Inc.	Other	No
7	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	No
8	Carol Haines	<a href="mailto:haines.carol@epa.gov">haines.carol@epa.gov</a>	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	Yes
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1 year, 12/13	SIRs,FAQs	NH ELAP	NELAP AB	Yes
10	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
11	Carl Kircher	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	Yes
14	Kim Sandrock	<a href="mailto:Kim.Sandrock@state.mn.us">Kim.Sandrock@state.mn.us</a>	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
15	Carol Schrenkel	<a href="mailto:schrenkc@verizon.net">schrenkc@verizon.net</a>	1 years, 12/13	Mentor, Ass. Forum		Other	Yes
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>			PA DEP	NELAP AB	No
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	<a href="mailto:kirstin.daigle@testamericainc.com">kirstin.daigle@testamericainc.com</a>		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>		Assmt Forum	US DOE	Other	Yes
	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum, StdsRev	Analytical Excellence	Other	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	Yes
	Kitty Kong	<a href="mailto:Kitty.Kong@chevron.com">Kitty.Kong@chevron.com</a>			Chevron	Other	No
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	No
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes

**Attachment B**

**Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	September 20, 2013	August 28, 2013
7	Ask webmaster to add a button to the Interpretations web page, for people wishing to be notified when a new interpretation is posted	Lynn/William		Request sent 8/22/13
8	Distribute powerpoint presentation from session at conference in San Antonio	Judy	September 6	
9	Submit additional comments on RFP scoring form	All committee members	November 1	
10	Obtain clarity about LAS EC's role in review of new standards prior to recommending them to the AC for adoption	Judy	ASAP	