

Laboratory Accreditation System Executive Committee Meeting Minutes October 28, 2014

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from July 22 and September 23 were approved.

2) Updates

Strategic Planning Meeting and Calibration Interim Standard (IS)

Members of LAS who could be available had met with the Chemistry Expert Committee (CEC) to discuss the LAS' comments, and learned that comments about items that were not revised after the Voting Draft Standard (VDS) would not be considered. However, the CEC did commit to providing a written response to the LAS' comments, once they were addressed.

Judy met with the NELAP Accreditation Council (AC) on October 15 to discuss the feedback to LAS' comments as well as to further explore what LAS' review for "suitability" should look for in this and other revised modules of the standard. During that session, a major focus was how to address the disconnect between a statement elsewhere in Volume 1 that program requirements (specifically, the Drinking Water program not accepting reporting of qualified data) overrule the standard (where the Calibration IS discusses reporting of qualified data), and how some labs believed that if the standard permits reporting of qualified data, then they are allowed to do so. This language is unchanged from the 2009 version of the TNI standard, but is still problematic. The two AB representatives serving on CEC agreed to convey a request from the AC to add the italicized words to the following sentence in V1M4 §1.7.2.f.iii of the IS, "if samples are analyzed using a system on which the calibration has not been verified, the results shall be qualified. Data associated with an unacceptable calibration verification may be ~~fully useable~~ reported under the following special conditions, unless prohibited by the client, a regulatory program or regulation". This modification is being considered by CEC as a "technical edit" and may be accomplished, thus avoiding a major stumbling block to the acceptability of the revised module.

The TNI Board held a Strategic Planning Meeting in early October, in Milwaukee, to do the needed periodic revision and update of the organization's Strategic Plan. A clean version of the new Strategic Plan should be presented to the Board at its November 12 meeting. During that Milwaukee meeting, the review of standards by and for the NELAP was discussed, and a small workgroup was formed to address needed revisions to both the Consensus Standards Development Executive Committee's (CSD EC's) Standards Development SOP 2-100 and the LAS' Standards Review SOP 3-106. It seems clear that LAS' review should occur at the VDS stage rather than the IS stage as the SOP now states.

We then discussed the upcoming review of the Proficiency Testing (PT) modules and volumes. V1M1 and V2M2 have been through the VDS stage and comments are being addresses, so that those modules will be available for review as IS once comments are addressed. Judy is a full member of the PT Expert Committee, and believes that there will be no show stoppers in those modules, so that reviewing them as IS, consistent with

SOP 3-106, should be acceptable. Volumes 3 (PT Providers) and 4 (PT Provider Accreditor) are still in development for the VDS, and should be ready for LAS review (as VDS) in spring of 2015. Other revised modules will be ready later in 2015.

Assessment Forum and Mentor Session

Barbara has begun planning for the winter Forum on Lab Accreditation, which is coming quickly. The workgroup met and decided that the morning and afternoon sessions would be raw data handling and QC for manual methods, with a few potential speakers already on the short list to contact. Barb noted that she won't be able to travel to this meeting, and while Judy may be able to moderate the afternoon session, a morning moderator will be needed. We also discussed serious concerns about the compressed schedule for the winter meeting that leaves the Forum competing for attendees with two "major" sessions, both morning and afternoon.

For the Mentor Session, Jerry had suggested having William Lipps present about Selecting and Maintaining Instruments for Environmental Testing Labs. This fits with the update of the QC Handbook that TNI's Advocacy Committee has undertaken and the speaker is both willing and knowledgeable. There was general agreement that this should be a successful topic, and Betsy will follow up. A facilitator will be needed for this session, due to Betsy's anticipated travel restrictions.

Members who originally volunteered for the Assessment Forum subcommittee are Jack Farrell, Ann Marie Allen, 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.

SIR Subcommittee and Implementation Guidance (Formerly FAQs)

The subcommittee did not meet for October, but will have returned SIRs from the AC to discuss in November, for sure. 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.

Judy briefly reviewed the interaction with Policy Committee to obtain approval for what will now be called Implementation Guidance, and that this is consistent with the Guidance SOP 1-105. There were nine documents formerly circulated and reviewed as FAQs, with comments incorporated. Judy reformatted these into a nice looking template, and they were distributed to the committee with the meeting agenda. She then asked for either additional comments or committee approval. Barbara moved to accept and approve all nine Implementation Guidance documents, and David seconded the motion. Approval was unanimous.

There are also three new SIR submissions that need to be developed as clarifications, with one already in draft stage. These had been sent previously but there were no volunteers by email. Carl and JoAnn volunteered to draft one apiece, with the specific assignment up to Judy.

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

Additional Action Items

The Standards Review SOP 3-106 awaits final Board approval, but since we know it needs revision to change the stage at which review begins, this may remain provisional for now. The AC's Standards Acceptance SOP 3-103, approved by LAS and recommended to the AC, awaits AC review. NOTE: The AC initiated a vote to approve this document at its November 3 meeting; three email votes are outstanding but it appears that it will be approved.

During a status review of policies and SOPs posted on the TNI website, staff realized there was a conflict between the "status table" of TNI documents that's used behind-the-scenes for document control and the declared status of several documents posted within the NELAP. One of these, the NELAP Mutual Recognition Policy 3-100, was posted as approved but a review of old minutes indicates that it was reviewed but never voted. Lynn asked that the LAS undertake to review this document and update it, if necessary, so that it can be recommended to the AC for adoption. Kim had volunteered to review and comment on it, although she could not attend this meeting. David and Bill Ray also agreed to work on this document and Judy will organize the workgroup.

Lynn had noticed a while back that the flow chart "How to Become an Accredited Lab" on the TNI website was outdated, and then the TNI webmaster called it out during the Strategic Planning meeting, as being in need of update. Since JoAnn likely did the first version of this (several iterations prior to the current one!), she agreed to update the flow chart at <http://www.nelac-institute.org/howto.php>.

Since LAS combined with the Technical Advisory Committee (TAC) almost two years ago, all member terms began anew, but those with 2-year terms are set to expire at the end of December. Judy asked that those individuals (as identified in Attachment A) consider whether they wish to continue for an additional 3-year term. This will be an item for discussion at the November committee meeting.

Also, Carol Haines has asked to be moved to Associate Member status, since her official commitments make it increasingly difficult to participate in the committee meetings. This leaves a vacant slot for a Full Member from the same stakeholder category (other), and since George Detsis was one of those left as Associate status from the combined committees (where there were excess members above the 15-member limit), all agreed to offer George the opportunity to move to Full Member status. If he agrees, a formal vote will be taken at the next committee meeting.

The meeting adjourned at 2:40 pm Eastern. This is the first early adjournment for LAS since its combining with the TAC.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, November 25, 2014, 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 | Ann Marie Allen | ann.marie.allen@state.ma.us | 2 years, 12/14 | Assmt Forum, StdsRev | Massachusetts DEP | non-NELAP AB | Yes |
| 3 | JoAnn Boyd | jboyd@swri.org | 3 years, 12/16 | StdsRev | Southwest Research Inst. | Lab/FSMO | Yes |
| 4 | Kristin Brown | kristinbrown@utah.gov | 2 years, 2/14 | SIRs/Assmt Forum/FAQ | UT Bur. of Lab Improvement | NELAP AB | Yes |
| 5 | David Caldwell | david.caldwell@deq.ok.gov | 2 years, 12/14 | Assmt Forum | OK DEQ | Non-NELAP AB | 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 | No |
| 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, 12/14 | FAQs | Dade Moeller, Inc | Other | No |
| 12 | William Ray | Bill_Ray@williamrayllc.com | 2 years, 12/14 | | Wm Ray Consultants | Other | yes |
| 13 | Kim Sandroek | Kim.Sandroek@state.mn.us | 3 years, 12/15 | Training | MN ELAP | NELAP AB | No |
| 14 | Carol Schrenkel | CSchrenkel@suburbantestinglabs.com | 3 years, 12/16 | Mentor, Ass. Forum | | Other | No |
| Ex Officio | | | | | | | |
| | Elizabeth Turner | eturner@ntmwd.com | | Ex Officio | Small Lab Issues | North TX Mun. Water District | No |

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|--------------------------------|--------------------|--|--|----------------------|-------------------------|----------|-----|
| 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 |
| | Kirstin Daigle | kirstin.daigle@testamericainc.com | | SIRs | TestAmerica, Inc. | Lab/FSMO | No |
| | George Detsis | george.detsis@eh.doe.gov | | Assmt Forum | US DOE | Other | 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 |
| | Kitty Kong | Kitty.Kong@chevron.com | | | Chevron | 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 |
| 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 approved by Policy and are pending Board approval |
| 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 | |
| 29 | Talk with Policy Chair about process for approving Clarifications | Judy | Prior to October LAS meeting | Proposal to develop guidance approved by Policy Committee in September 2014 |
| 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 |
| 31 | Contact Detsis about full membership | Lynn | October | Response pending |
| 32 | Review/revise POL 3-100 for recommendation to AC | Workgroup led by Judy | Fall 2014 | |
| 33 | Update “How to Become Accredited Lab” flow chart | JoAnn | Fall 2014 | |
| 34 | Draft Impl. Gui. For SIRs 251 and 258 | Carl, JoAnn (as assigned) | Fall 2014 | |
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