

Laboratory Accreditation System Executive Committee Meeting Minutes November 25, 2014

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from October 28 were approved with one typo correction noted.

2) Updates

TNI Strategic Planning

A draft TNI Strategic Plan was presented at the November Board meeting, with a “special Board call” planned in December to discuss it more fully.

Implementation Guidance

The approved set of nine is ready to be posted on the website. A suitable location and page design has been proposed and awaits some feedback from the Executive Director. Lynn will push harder. Also, updated text for the SIR submission site, that explains criteria for a valid SIR, is ready, once the SIR SOP becomes “final.”

Of the assignments made at the LASEC’s October meeting, 258 and 262 are drafted but one, SIR 251, when viewed thru the different lens of writing “guidance” for it, became problematic and thus was re-evaluated and designated a SIR. The question has been sent to Quality Systems and the submitter so notified. Judy will format the two that are drafted and send them for an email vote. Jack moved and JoAnn seconded a motion to conduct this vote by email when the materials are ready.

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

Webinars for Working Draft Standards

A webinar for the Radiochemistry WDS is scheduled for 1 pm EST December 5, and one for the Detection and Quantitation WDS for 11 am EST on December 12. Judy urged committee members to participate in these, since the earlier we submit comments, the easier it will be down the road.

Assessment Forum and Mentor Session

Barbara has firm topics for the winter Forum on Lab Accreditation. The morning session will be moderated by Deb Waller, addressing QC for Manual Methods. The afternoon session, moderated by Mitzi Miller, will be Data Review and Storage. Jack will be available to help as needed. Barb is seeking travel approval for this meeting.

For the Mentor Session on Thursday morning, Betsy has agreed to Jerry’s suggestion of having William Lipps present about Selecting and Maintaining Instruments for Environmental Testing Labs.

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

The subcommittee met and discussed two SIRs returned from the AC as well as one new response returned from the Chemistry Expert Committee. The new response requires further investigation before approval and posting to the AC's voting site.

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.

NELAP Mutual Recognition Policy 3-100

Action on this item is being delayed as the AC is presently creating a list of needed policies.

Update to Flow Chart for "How to Become an Accredited Lab"

JoAnn prepared an updated flowchart. Committee discussion provided some clarifying edits, which JoAnn made "on the spot." NOTE: The final version was sent to the webmaster.

Additional Action Items

Jack inquired about the Chemistry Committee's response to our comments. Judy explained that the AC negotiated language to resolve the problem of carry-over language that labs are known to have understood as permitting reporting of qualified data for drinking water; the full CSD EC needs to vote on the revised standard that includes this "editorial revision" but that is not seen as problematic. Otherwise, LASEC continues to await the promised written response to comments document, but later interactions with Chemistry Committee have been positive.

The meeting adjourned at 2:30 pm Eastern.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, December 23, 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 | No |
| 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 | Yes |
| 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 | 3 years, 12/17 | | Wm Ray Consultants | Other | No (was on earlier, tho') |
| 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 |
| 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 | Yes |
| | Kirstin Daigle | kirstin.daigle@testamericainc.com | | SIRs | TestAmerica, Inc. | Lab/FSMO | No |
| ?f ull ? | 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 | Yes |
| | 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 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 | Language sent. Awaiting full “response to comments” document from CEC |
| 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 | Delayed pending related AC actions |
| 33 | Update “How to Become Accredited Lab” flow chart | JoAnn | Fall 2014 | Completed 11/25/14 |
| 34 | Draft Impl. Gui. For SIRs 251 and 258 | Carl, JoAnn (as assigned) | Fall 2014 | 251 reverts to a SIR 258 is drafted, ready |

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| | | | | for vote |
| 35 | Circulate Impl. Gui for SIRs 258 and 262 for full committee vote after formatting is complete | Judy | December 2014 | |
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