

**Laboratory Accreditation System Executive Committee Meeting Minutes
February 18, 2016 Noon Eastern time**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting, and thanked the participants for adjusting their scheduling to accommodate this different time. This was a one-time rescheduled meeting due to unavoidable conflicts at the usual meeting time. Those in attendance are recorded in Attachment A. Minutes from December and January were not approved due to the lack of a quorum, and will be presented at the March meeting for approval.

2) Assessment Forum and Mentor Session

Neither Barbara nor Jack were available, but Judy reported that these sessions in Tulsa went very well, and that the evaluations were positive, with many good suggestions for future topics provided. All this, despite having to adapt to the absence of several presenters who could not travel to Tulsa from the east coast due to weather disruption of airline travel.

Lynn noted that Barbara will be working with the WET Expert Committee as they develop a full session for the Assessment Forum in Orange County, in August.

3) SIRs

The SIR Subcommittee did not meet. Judy inquired whether anyone was in the Quality Systems meeting, where SIR 274 was discussed. Kristin responded that this SIR, which concerns quarterly calibration of non-class A measuring devices, was discussed at length, with firm agreement that there is no such thing as class A plasticware, but she was not certain what final language was agreed upon. NOTE: a revised response to this SIR was received several days after our meeting, and will be considered by the SIR subcommittee at its March meeting.

4) Status of Standards Review

Judy noted that LASEC's recommendations concerning the asbestos (V1M3), radiochemistry (V1M6) and aquatic Toxicity (V1M7, WET) were presented to the NELAP AC in Tulsa, and that the AC initiated its vote to accept LASEC's recommendation about the Calibration standard. (Note: that recommendation was accepted.)

Judy explained LASEC's process for reviewing the standards documents to both the NELAP AC and the CSDEC, in Tulsa. Moving forward, the LOD/LOQ standard (part of V1M4, sections 1.5.1-1.5.2) is now final, and LASEC will formulate a recommendation for that document next. Then, all of the chemistry module will be reviewed in its entirety (the 2012 changes to the module with the more recent Calibration and LOD/LOQ pieces inserted) and an additional recommendation formulated for the AC.

Judy did request that committee members review the LOD/LOQ document and provide comments by March 4, for consideration at the next LASEC meeting on March 22.

NOTE: The document was re-sent to committee members on February 19.

The current status of the guidance being developed by the Chemistry committee is unclear, but word is that the committee discussed it in Tulsa. Proposals to develop this guidance have been submitted to Policy Committee by both the NELAP AC and the Chemistry Committee.

Several documents remain to be finalized, and LASEC will initiate their review as soon as final versions are approved. Current expectation is for all final documents of the "2016 Standard" to be published by May, 2016.

- Member voting on the Quality Systems Interim Standard (V1M2) closed on February 22.
- The Microbiology committee is still addressing comments from the voting on its revision to the standard.
- Outstanding issues with the PT modules of V1M1 and V2M2 seem to be approaching resolution.
- The two PT volumes (V3 and V4) will soon be posted for vote.

5) On-Site Assessment and Prep Method Policies for the NELAP AC

Updated documents for these items were not available.

6) LASEC Standards Review for Suitability SOP 3-106

This SOP remains to be finalized after initial Policy Committee review. Before the revisions can be formulated, several issues need to be clarified with CSDEC. Once that is accomplished, LASEC can review and approve the revisions and return them to Policy Committee for final approval.

7) New Business

Karen noted that she has been requested to participate in PTPEC Microbiology FoPT Subcommittee discussions about acceptance criteria based on multiple micro methods instead of a single method, since there are too few samples to provide reliable statistics for the single methods.

One participant offered that their lab has plasticware that is certified as Class A, and how does this fit with the discussion (above) about SIR 274. The Chair and Vice Chair noted that a final approved interpretation to that SIR is not available, but it appears that while a manufacturer may certify plasticware to any standard at the time of manufacture, that is not considered a permanent calibration. Plasticware is more easily damaged by environmental conditions than is glassware. There is one vendor, apparently, that certifies plasticware to the ISO standards but not to the ASTM standard – Kristin and Judy are exploring this further.

8) Next Meeting

LASEC will meet on Tuesday, March 22, at 1:30 pm. Teleconference information and an agenda will be sent ahead of time. Action Items are included in Attachment B.

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	Judy.Morgan@pacelabs.com	3 years, 12/18	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, Vice Chair	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	No
5	Karen Costa	Costa.Karen@epa.gov	3 years, 12/17		US EPA	Other	Yes
6	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	Yes
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/18	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	No
8	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	No
9	Myron Gunsalus	ngunsalus@kdheks.gov	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	Yes
10	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	Yes
11	Carl Kircher	carl.kircher@doh.state.fl.us	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	No
12	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18		Eurofins Env't'l	Lab	Yes
13	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
14	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	Yes
Ex Officio							
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@pa.gov			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			TestAmerica	Lab	No
	Carol Haines	bio.haines@gmail.com		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other	No
	Harold Longbaugh				Houston Lab	Lab	Yes
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	Other	No
	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum SIRs		Other	No
	Gale Warren	ggw01@health.state.ny.us			NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes
Guests							

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
42	Craft wording for recommendation about PT modules	Judy/Mitzi	After comments from IS voting are reviewed and addressed?	
54	Send sample pre-audit letters to Kirstin	Barbara, Judy, Jack	ASAP	?
56	Review LOD/LOQ module and submit comments by March 4	All committee members	In time for March 22 meeting	
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