

**Laboratory Accreditation System Executive Committee Meeting Minutes
March 25, 2014**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. In the absence of a quorum, approval of February 25 minutes was postponed until the April meeting.

2) Committee Membership Terms

Three committee members' terms expired at the end of 2013 – JoAnn Boyd, Carol Haines and Bill Hall. During the call, Bill agreed to continue for a new three year term. JoAnn and Carol will be contacted to ask if they agree to continue for an additional term.

NOTE: In preparing these minutes, a fourth member with expiring term was noticed – Carol Schrenkel. She should be contacted as well.

3) Updates

Assessment Forum and Mentor Session

Jerry had sent out comments about these two events from the conference meeting evaluation forms, but Betsy did not receive a copy, so that message will be forwarded to her. At the April meeting, Judy requested that both groups provide a summary of the evaluation feedback and be ready to begin planning for the sessions in Washington, DC, in August.

Members of the Assessment Forum subcommittee are Jack Farrell/Chair, 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

This subcommittee met immediately before the LAS meeting, and began discussing the revised SIR responses received from various expert committees, from late fall. No firm decisions were reached, and the subcommittee will meet for an interim session at 12:30 pm Eastern time on April 8.

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

Frequently Asked Questions

Two of the FAQs were approved by consensus during the February meeting, from SIRs 53 and 71. Judy will use these as examples to discuss with the Chair of Policy Committee whether or not our FAQs must be considered "guidance."

Ann Marie had sent Judy a few edits for the remaining FAQs. These slight revisions will be shared with the committee, and an email voting process was suggested. David

moved and Kristin seconded to conduct an email vote to approve the FAQs after the meeting. This will allow for a 2-step approval process – first, to approve conducting an email vote and second, to conduct the actual vote on the FAQs.

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

Revisions to AC Standards Review and Acceptance SOP 3-103

A meeting of this workgroup will be scheduled. Workgroup members are Judy, Carol Haines, Betsy Kent and Myron Gunsalus. NOTE: One more volunteer is sought – if you are interested, please contact Judy ASAP!

Revisions to the Standards Development Review SOP 3-106

Although this document was approved with multiple edits at our February meeting, the promised “final” version including the not-yet-approved definitions for “modified interim standard” and “modified voting draft standard” are definitions that need to be added to the Consensus Development Standards Executive Committee (CSD EC) Standards Development SOP 2-100 was not circulated.

SOP 2-100 will remain in Provisional form due to the ANSI audit of TNI’s consensus standards development process. The auditors have already, during preliminary reviews, indicated that revisions will be required. Still, the TNI Board asks that revisions to the LAS EC and AC versions of related SOPs continue towards final, so that a planning session during conference in DC, in August, will have final versions of the standards development, review and acceptance SOPs available. This session will be to plan for final approvals, review, adoption and eventual implementation of the full revisions of Volumes 1, 3 and 4 of the TNI Standard that will be completed in 2015. (Volume 2 is not undergoing revision at this time.)

Judy indicated that she wishes to send the current version of SOP 3-106 to Bob Wyeth, Chair of the CSD EC, for his review and feedback, and then will ask for LAS approval during the April 22 meeting.

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

4) Next Meeting

The next meeting of the LAS EC will be on Tuesday, April 22, 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	3 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	No
3	JoAnn Boyd	jboyd@swri.org	1 year, 12/13	StdsRev	Southwest Research Inst.	Lab/FSMO	No
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	No
7	Jack Farrell	aex@ix.netcom.com	12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
8	Carol Haines	haines.carol@epa.gov	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
9	Bill Hall	George.Hall@des.nh.gov	1 year, 12/13	SIRs,FAQs	NH ELAP	NELAP AB	Yes
10	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes
11	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	No
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	2 years, 12/14		Wm Ray Consultants	Other	Yes
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
15	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	1 years, 12/13	Mentor, Ass. Forum		Other	No
Ex Officio							
	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
	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	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
13	Distribute revisions of Standards Review SOP as discussed 2/25/14; committee to vote by email, motion already approved, just awaiting the finished document per agreed-upon revisions	Judy	March 2014	Revised plan – vote on SOP will occur during April 22 LAS EC meeting
14	Approach Policy Committee about determination of whether FAQs are “guidance” and thus regulated by POL 1-105 and SOP 1-105, or if the can be posted (with disclaimer) with committee approval but without Policy Committee and Board approval.	Judy	March 2014	Two FAQs discussed by full committee will serve as examples, presented to Policy Committee Chair
15	Email votes on approving FAQs	Lynn	April 2014	First stage with minutes, second stage with circulated revisions to drafts
16	Obtain review of SOP 3-106 revisions from CSD EC Chair	Judy	Mid-April 2014	
17	Contact Boyd, Haines & Schrenkel about another 3-year term on committee	Judy/Lynn	April 2014	