

Laboratory Accreditation System Executive Committee Meeting Minutes April 22, 2014

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The vote to approve minutes from March 25 will be conducted by email.

All four members whose membership terms expired at the end of 2013 have agreed to remain on the committee for an additional term. These are JoAnn Boyd, Carol Haines, Bill Hall and Carol Schrenkel.

2) Updates

Assessment Forum and Mentor Session

Barbara will be setting up a call to get the group started on this summer's Forum. From the conference evaluations, there were 5 items relevant to the Assessment Forum and the Mentor Sessions.

- A request to move back to a focus on assessors work
- A request to stay with focus on the laboratories
- Please devote more time to the individual topics
- Two suggestions for the Mentor session – how to keep up with state changes and state data systems.

Barbara also has some topics from previous planning sessions that have been held for the DC meeting, too:

- A panel on methods, maybe including Lem Walker and other scientists who are DC-based, and
- An Accreditation Body (AB) panel, with one possible topic being discussion of what the ABs consider to be “consultancy.” Because government agencies are expected to be helpful and supportive of their regulated clientele, some believe that the acceptable practices for what’s acceptable may differ slightly between NELAP and the ILAC-recognized (non-governmental) ABs.

Another suggestion for training that was offered by a TNI Board member and might be suitable for a Mentor Session is about the responsibilities of a lab's QA Officer or Manager. Participants agreed this topic would be good for new QAOs but also for succession planning and just for general knowledge among lab staff.

The Assessment forum is planned for all day, Tuesday, August 5, and the Mentor Session for the afternoon of Wednesday, August 6. NOTE: TNI's Executive Director feels very strongly that all LAS EC Committee members (as well as all ABs) should participate in the Wednesday afternoon session about planning for completion, adoption and implementation of the revised standard.

Barbara indicated that additions to the planning team are needed, since only David, Elizabeth and George are planning to attend. 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.

Final Revisions to the Standards Development Review SOP 3-106

Before the meeting, the workgroup's revised draft (reviewed by the Consensus Standards Development Executive Committee Chair [CSD EC,] Bob Wyeth) was circulated so that committee members would have ample time to review the revisions in detail.

The phrase "Expert Committee Consensus Body" is used in two places in the Definitions section, but we don't know what group that refers to. Judy noted that the definitions are taken verbatim from the CSD EC Standards Development SOP 2-100. Lynn noted that both SOPs 3-106 and 2-100 will need to be reviewed by Policy Committee (which she staffs,) and committed to ensuring that this oversight gets resolved before the SOPs are fully approved. The revision to the Definitions section can be a "minor editorial" change by Policy Committee once the issue is resolved with CSD EC. A few formatting errors noted by participants will be repaired.

Ann Marie moved to vote on the approval of SOP 3-106 with editorial and formatting changes to be accomplished when practicable. Barbara seconded, and the vote was unanimous to approve SOP 3-106.

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

Revisions to AC Standards Review and Acceptance SOP 3-103

Judy will convene a meeting of this workgroup, and return a draft by the June meeting. 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!

SIR Subcommittee

At its April 8 meeting, this subcommittee completed review of the revised SIR responses received from various expert committees, from late fall. Most will proceed to AC vote, while one needs additional and corrected citations from the expert committee. Judy met with the AC on April 21 to discuss possible ways to address SIRs 180 and 200, which have already had revised responses rejected by the Council; the AC seemed to agree with the suggestions, so that responses to these two will be prepared again by the subcommittee and posted for AC vote. It's not that the "interpretation" is being changed but rather the way it's explained will now be better understood.

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

The two LAS EC-approved FAQs were shared with the Chair of Policy Committee for feedback on whether or not our FAQs must be considered "guidance." The full Policy Committee discussed the issue at its April 18 meeting, and LAS EC will need to submit a

request to develop guidance per the Guidance SOP 1-105. Hopefully, this can be crafted so that each item will not have to be reviewed by Policy Committee, but rather by the relevant Expert Committee(s). Also, they will need to be called something other than FAQs or guidance, and must include the disclaimer as written in the SOP, too.

Judy noted that the Policy Committee liked the development process used for our FAQs, with the subcommittee and then full committee approval plus review by outside parties for special knowledge and fresh perspective.

From the Guidance SOP, guidance is defined as “Non-mandatory information, rendered in any medium intended for communication, which explains, illustrates, or summarizes a subject without imposing requirements, establishing policy, or becoming a standard operating procedure, with the additional qualifying information that “Guidance helps, but does not dictate; suggests, but does not demand; explains, but does not proselytize. Guidance shall not impose or circumvent any requirements.” Policy Committee also expressed its desire to review how these items will be displayed on the website.

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

4) New Business

No new items were introduced but David offered kudos to the SIR Subcommittee, for its work in addressing all of the backlogged SIR items.

5) Next Meeting

The next meeting of the LAS EC will be on Tuesday, May 27, 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	No
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	No
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	Yes
8	Carol Haines	haines.carol@epa.gov	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	Yes
9	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	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	No
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	No
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
15	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		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@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	Approved at 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 they can be posted (with disclaimer) with committee approval but without Policy Committee and Board approval.	Judy	March 2014	April 2014, response from Policy Cmte transmitted to Judy on April 21. LAS EC to submit proposal for approval to develop guidance for these
15	Email votes on approving FAQs	Lynn	April 2014	Additional FAQs delayed indefinitely
16	Obtain review of SOP 3-106 revisions from CSD EC Chair	Judy	Mid-April 2014	Completed; see #13 above.
17	Contact Boyd, Haines & Schrenkel about another 3-year term on committee	Judy/Lynn	April 2014	Completed. All agree to serve an additional term.
18	Convene Assessment Forum Cmte to begin working towards August conference in DC	Barbara/Jack	May 2014	
19	Convene Mentor Session workgroup to begin working towards August conference in DC	Betsy	May 2014	
20	Transmit polished SOP 3-105 for Policy Committee review	Lynn	April 2014	Formatting edits to be made by Judy?
21	Prepare proposal to Policy Committee to approve former-FAQ/clarifications as a “guidance development”	Judy/Lynn	May 2014	
22				
23				