

**Laboratory Accreditation System Executive Committee Meeting Minutes
April 23, 2013**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Myron Gunsalus of Kansas was welcomed into the group as a new associate member. Initially, there were only 7 full members, but an 8th joined so that the minutes could be approved. Carol Schrenkel moved and David Caldwell seconded a motion to approve the March 26 minutes; they were approved unanimously.

2) Approval of Charter

Judy prefaced the committee's discussion of our newly revised charter with information about a new effort directed by the TNI Board of Directors to rework all committee charters so that they align with the TNI Strategic Plan and annual budgets, over the next few months. Judy noted that our recently drafted charter aligns fairly well with the objectives assigned to the NELAP program from the current Strategic Plan, and that we can take on additional objectives as long as they are approved by the Policy Committee and the Board.

Committee members desired a few more edits to the charter, and then Carl moved and Joann seconded to approve the edited version. Approval was unanimous.

3) Updates

Standards Interpretation Request (SIR) SOP

This ad hoc workgroup is going thru the criteria to distinguish an interpretation request from a clarification question and reviewing the draft flow chart that Judy graciously turned into a professional looking chart in Excel (instead of hand drawn.) The group is determined to address all aspects of SIRs in a document that will be easy for the public to comprehend, since this is such an important process for TNI.

Original volunteers were Kristin Brown, Jack Farrell, Carol Haines, Carl Kircher and Judy Morgan. Myron Gunsalus joined the group.

AC Policy on Notification of AB Changes

Ann Marie noted that this group was scheduled to meet the next day.

Volunteers were Ann Marie Allen, JoAnn Boyd (appointed *in absentia*), Betsy Kent and Mitzi Miller.

Review of Revised NELAP Evaluation SOP

A different person was asked to initiate the workings of this group, which has not yet begun to function.

Volunteers for this group were David Caldwell, George Detsis, Judy Morgan and Kim Sandrock (appointed *in absentia*.)

Assessment Forum

Jack stated that this group is set for the August conference, with Matt Sica presenting about ISO 17025 and its implementation among the international lab accreditation community. Jack noted that it's too early to work on the January 2014 session yet, but that Barbara Escobar has expressed interest in learning the process with a view towards succession planning. He expressed hope that Barbara will be able to travel for this in the future but that, even if not, the session pretty much runs itself, once the background work of identifying presenters and working with the planning committee is done.

Members of this subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel.

Mentor Sessions

Betsy has reviewed the suggestions for sessions from prior conference evaluations, but determined that most of the suggestions are more appropriate for webinars rather than in-person sessions. She intends to set up the cyanide session offered by one volunteer. Jack offered to coordinate those webinar topics with the training plans developed by the Technical Assistance Committee, to see if they are already on the list of topics or should be added as new.

We discussed the possibility that items emerging from the SIR review as worthy of response but not actually interpretation requests might feed into future mentor sessions.

Members of this subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

SIR Subcommittee

Judy has led the group through the review of over 20 of the SIRs that were returned to the committee by the AC with just the comments from NELAP AB votes. The subcommittee seeks to address the concerns expressed while ensuring that the adjusted interpretations will be clear and enforceable. Two meetings have been held thus far, and 2 more are scheduled before the May 27 due date.

Judy noted that some of the SIRs that actually are not interpretation requests DO need to be answered, and that a dynamic list of Frequently Asked Questions (FAQs) will be created in the future. She envisions a cross-functional team representing all involved groups, to prepare these FAQs

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

4) Next Steps

All groups will continue working on their assigned tasks with most to be completed by the May 28 meeting.

Betsy moved and JoAnn seconded that the meeting be adjourned at 2:36 pm.

5) Next Meeting

The next meeting of the LAS EC will be Tuesday, May 28, 2013, at 1:30 pm Eastern time. Participants affirmed that this day-after-a-holiday would have acceptable attendance. The agenda will be updates from the various groups, with possible final approvals of any products that are available for review beforehand, plus any new business items that may arise.

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	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	jboyd@swri.org	1 year, 12/13		Southwest Research Inst.	Lab/FSMO	yes
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum	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	Maurice Downer	Tracmac5@gmail.com	1 year, 12/13		Tracmac, Inc.	Other	yes
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm	Pima County, AZ	Lab/FSMO	no
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	NH ELAP	NELAP AB	no
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, ad hocs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14		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	No
15	Carol Schrenkel	schrenkc@verizon.net	1 years, 12/13	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	aalger@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
	Jack Farrell	aex@ix.netcom.com		Assmt Forum	Analytical Excellence	Other	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	yes

	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
1	Complete revisions to SIR SOP 3-105	Ad Hoc group (leader TBD)	May 27, 2013	
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	May 27, 2013	
3	Complete development of policy for NELAP AC, and relevant SOP if needed	Ad Hoc group (leader TBD)	May 27, 2013	
4	Plan Assessment Forum for August 2013	J. Farrell and subcommittee	July 31, 2013	
5	Plan Mentor Sessions for August 2013	B. Kent and subcommittee	July 31, 2013	
6	Determine how to address multiple SIRs returned by NELAP AC	J. Morgan & subcommittee	July 31, 2013	