

**Laboratory Accreditation System Executive Committee Meeting Minutes
July 22, 2014**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The minutes of May 27 and June 17 were approved.

2) Updates

Assessment Forum and Mentor Session

Barbara is finalizing details for the Assessment Forum, and asked for more questions to use in the afternoon session about the face of accreditation. Most of the suggestions received thus far relate specifically to Florida, and the questions used need to be more general in nature.

We discussed additional outreach to bring folks to the Assessment Forum, and settled on brightly colored flyers which Judy will print from information provided by Barbara, and post on the conference bulletin board and other appropriate places as identified.

Betsy has arranged for her first speaker to also present the standard opening information for the Mentor Session, will hold a final conference call with the speakers prior to conference. Sadly, Betsy's travel approval has been withdrawn, but the arrangements will work as planned.

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

One SIR received from the LAB Expert Committee was approved at the subcommittee meeting immediately prior to this LAS meeting.

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.

Frequently Asked Questions

Judy received a response to LAS' proposal to Policy Committee to develop guidance. These items will be called "clarifications" and all of them developed thus far will be brought to the full committee for approval, and a web page will be designed and published to hold them.

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

3) Calibration Interim Standard

LAS needs to submit formal comments on this document. The webinar discussing it was held on June 18 and we were granted a total of 45 days from that date to submit comments. Participants discussed the draft comment document, circulated prior to the teleconference, and recommended strengthening some of the comments but also noting that there may be items missed as well. Jack moved and Barbara seconded that Judy should tweak the circulated comments based on her best judgment, and then submit them; approval of this motion was unanimous.

4) Revisions to AC Standards Review and Acceptance SOP 3-103

A revised version of this SOP was provided, based on past discussions. Jack moved and Kim seconded to approve this version and forward it to the AC for its consideration; approval was unanimous.

Since the AC does not meet again prior to conference, this version (after clean-up of the redline version) was shared with the AC and LAS along with the teleconference information for the Wednesday, August 6, session at conference about standards development, adoption and implementation. Program Administrator Ken Jackson also shared it with the CSD EC when he shared the teleconference information.

Workgroup members are Judy, Carol Haines, Betsy Kent and Myron Gunsalus.

5) Revisions to LAS EC Standards Review for Suitability SOP 3-106

This SOP was revised in accordance with Policy Committee recommendations, and a diagrammatic representation of the flow of reviews was added as well. Jack moved and Carol Haines seconded to approve the revised SOP and return it to Policy Committee for final approval.

This revised SOP was also circulated to the AC and LAS EC, and to CSD EC, along with the CSD EC's Provisional SOP 2-100 that describes the standards development process under which TNI is presently operating. These SOPs accompanied the teleconference information for the Wednesday afternoon, August 6, session at conference.

6) Revisions to LAS EC SIR Management SOP 3-105

Presenting revisions from the Policy Committee's review was delayed, awaiting Policy's response to our Guidance Proposal. That proposal was approved, with the items formerly referred to as FAQs now being called "clarifications" and the SOP can now be re-approved and returned to Policy Committee for final approval. Carol Haines moved and Barbara seconded a motion to approve this SOP; all present voted in favor but several participants had departed the call so that an email vote will be conducted to obtain the remaining votes needed.

Jack moved to adjourn the meeting.

7) Next Meeting

The next meeting of the LAS EC will be the joint meeting with the NELAP AC and the CSD EC during conference, on Wednesday afternoon, August 6, at 1 pm Eastern. The teleconference number for this session was circulated by email; it is 1-213-342-3000, passcode 155258#.

The next teleconference meeting of LAS will be on Tuesday, September 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	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	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	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	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, 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	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	Yes
	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
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	Feedback that LAS request to develop guidance, called “clarifications” for SIRs, is approved.
15	Email votes on approving FAQs	Lynn	April 2014	Transferred to Item 24 below
18	Convene Assessment Forum Cmte to begin working towards August conference in DC	Barbara/Jack	May 2014	Arrangements essentially complete, July 22
19	Convene Mentor Session workgroup to begin working towards August conference in DC	Betsy	May 2014	Arrangements essentially complete, July 22
20	Transmit polished SOP 3-106 for Policy Committee review	Lynn	April 2014	Comments received, revision to address comments approved July 22
21	Prepare proposal to Policy Committee to approve former-FAQ/clarifications as a “guidance development”	Judy/Lynn	May 2014	See item 14. This is concluded as of June 2014
22	Designated members review Calibration Interim Standard and provide comments to Judy	As noted in minutes, above	June 13, 2014	Formal comments on Calibration IS to be sent by 8/31/14
23	Continue revising SOP 3-103	Judy	?	Approved by LAS 7/22/14 and shared with AC prior to conference
24	Consolidate “clarifications” for approval and circulate to LAS members	Judy	September 2014	
25	Conduct email vote on SIR SOP 3-105	Lynn	July 2014	
26	Formally re-transmit SIR SOP 3-105 and Standards Review SOP 3-106 to Policy Committee for final approval	Lynn	August 2014	(after completion of item 25, above)
27	Prepare, polish and print flyers about Assessment Forum for conference	Barbara/Judy	July 2014	