

**Laboratory Accreditation System Executive Committee Meeting Minutes
August 25, 2015**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Due to lack of a quorum, previous minutes could not be approved. Lynn noted that we have one new Associate Member, Dorothy Love of Eurofins Lancaster Laboratories Environmental, LLC, in Lancaster, PA.

2) Status of Standards Review

LOD-LOQ (V1M4 §1.5.2) – JoAnn had asked some of her staff to review this, but has no feedback yet. Carl's comments were discussed, about the calculation of an LOQ from analysis of a sample in a different matrix (§1.5.2.2.1) and the usefulness of quarterly analyses for analytes that are only rarely submitted and whether annual analysis on one instrument would be adequate (§1.5.2.2.2).

Several participants discussed and agreed that a guidance document will be needed for this portion of Module 4 as well as the previously agreed guidance for the Calibration IS. All recommend that the guidance be written to clarify the multiple ways in which this LOD-LOQ standard can be read and implemented

Radiochemistry (V1M6) – Judy noted that all of the individuals identified as possible reviewers for this standard are members of the Expert Committee, and therefore suggested that LAS recommend its adoption to the NELAP AC, and also to recommend to the CSD EC and the Radiochemistry Expert Committee that the next revision should expand its applicability beyond the analysis of radionuclides in water, to other matrices.

OK noted that its rad chem specialist is reviewing this document and may have comments by the end of the month (8/31/15) and that the standard may not meet the more stringent requirements of the Drinking Water Certification Manual for rad chem.

PT Modules (V1M1 and V2M2) – voting on the Interim Standards closed on August 21.

3) Revisions to Standards Review for Suitability SOP 3-106, to Address Policy Committee Comments

Revision of this SOP is being delayed until Judy can obtain clarification of the role assigned to LASEC in the Standards Development SOP 2-100. The Program Administrator's comments on SOP 3-106 imply that LASEC's understanding of our role is not the same as the CSDEC intended, and this fundamental issue must be resolved before any revisions are attempted.

4) Policies for the NELAP AC

Prep Methods – the final reviewer expected to complete revisions to the rough draft of this policy within a week.

On-Site Assessment – Judy will work with Kirstin Daigle, former LASEC Chair, to flesh out this document.

5) Assessment Forum and Mentor Session

No one was available on the call to discuss these sessions, but Barbara has indicated that planning for them, for the Tulsa conference in January, will begin shortly. The possibility of addressing the LOD-LOQ standard was raised, as well as the potential need for revising state regulations to accommodate the EPA's Efficient Sensitive Method Rule (which sets lower limits for some analytes than currently in place in states.)

6) SIRs and Implementation Guidance

There was no activity in this area for LASEC attention.

7) Next Meeting

LASEC will meet on Tuesday, September 22, 2015, at 1:30 pm Eastern. Teleconference information and an agenda with any other materials will be sent the week before.

Judy will communicate with LASEC membership about the need for more regular committee attendance, since the lack of a quorum is preventing LASEC from being able to perform its responsibilities, particularly about creating recommendations to the NELAP AC concerning adoption and implementation of the various modules of the new standard.

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, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	Yes
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	Yes
5	Karen Costa	Costa.Karen@epa.gov	3 years, 12/17		US EPA	Other	No
6	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	No
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	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	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	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, 12/17	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	Yes
14	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
15							
	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
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB yes
	Carol Haines	bio.haines@gmail.com		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other No
	Dorothy Love	dorothylove@eurofinsus.com			Eurofins Env't'l	Lab 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
42	Craft wording for recommendation about PT modules	Judy/Mitzi	After comments from IS voting are reviewed and addressed?	
43	Draft memo to LASEC re needing full member attendance at meetings	Lynn send to Judy	May 2015	6/3/15 edits re-sent to Judy at new email
48	Contact Kirstin Daigle about reviewing and editing the on-site assessment draft policy	Judy	ASAP – sometime in August?	
49	Comment on the VDS as reviewed for committee recommendation purposes	Kristin-V1M4-LOD/LOQ; ESC staff-V1M5	NLT July 5	Still pending
51	Review LOD/LOQ standard	Judy, Carl, Barbara, and Jack	Friday, August 21, 2015	Awaiting feedback from JoAnn
52	Contact G. Detsis, J. Pardue and Nile Luedtke re review of rad module	Judy	soon	All but Detsis are actually on the expert committee. OBE.
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