

Laboratory Accreditation System Executive Committee Meeting Minutes August 27, 2013

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Minutes of the July 23 and August 7 meetings were approved mid-meeting, once a quorum was present. For the July 23 minutes, Barbara initiated the motion to approve with Bill Ray seconding and for the August 7 minutes (with 2 corrections,) Betsy initiated the motion to approve and Ann Marie seconded; both minutes were approved unanimously.

2) Selecting topics for the Assessment Forum and Mentor Session in Louisville

Jerry had asked that these topics be decided by the end of September so that they can be included in the preliminary meeting brochure for Louisville, which will be finalized and posted/mailed by mid-October.

Jack asked Barbara to convene the team to consider Forum topics. Initial choices seem to be QA/QC for micro methods, SIR review (and how to submit one) and perhaps an AB panel. Members of this subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel.

Betsy considered the suggested topics of corrective actions and root cause analysis, from evaluation forms, but those have been addressed in the past but that perhaps a combination of writing, reviewing and responding to assessment findings would be helpful and could obliquely address the root cause analysis issue. She also noted that other suggested topics such as incremental sampling, the persulfate method and RSK 175 would draw too small an audience and that document management is already addressed with a webinar. Members of this subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

Later discussion suggested that complementary topics for these two different training sessions would be ideal, if that can happen.

3) Revised NELAP Evaluation SOP 3-102

A revised draft of this SOP was sent pre-conference with highlighted changes. The LAS EC reviewed revisions introduced by the NELAP evaluators to address the QA Officer's recommended changes to streamline the process and then LAS needed to make further change to accommodate the NELAP AC's decision about how it will use third party evaluators. Judy noted that the QAO function was eliminated due to budget constraints and that the qualifications of the Lead Evaluator (LE, now to be the third party or contracted evaluator) will be shifted to the Request for Proposal (RFP) for that service.

There is some time pressure to complete this activity, since NELAP AC needs to consider and adopt this revised version because it will become the basis for the RFP which must be finalized in September.

Several participants noted that the QAO function needs to be continued, with the SOP defining how oversight and accountability are to be sustained. Participants suggested doing a meta-analysis of the collected site reports to identify items that are consistently

problematic across ABs or egregiously ignored; another asked if there is a checklist for “consistency.” The Compliance Checklist (aka, Technical Review Checklist) is based on the wording of the standard itself and is definitely part of the evaluation process, being completed by the AB requesting evaluation and reviewed by the Evaluation Team.

Following this discussion, participants noted that QAO references still appear in other sections of the SOP, so Judy determined that the workgroup will need to reconvene and make additional revisions to remove those. She did ask for a motion to initiate an email vote once the revisions are available. Kim moved and Barbara seconded a motion to conduct an email vote on the Evaluation SOP during the month of September. In response to Lynn’s query about how long the vote should remain “open,” consensus was that the voting may be considered complete once a majority of the committee (8) have approved the document.

Volunteers for this group were David Caldwell, George Detsis, Judy Morgan and Kim Sandrock. Carl Kircher also participated.

4) SIR SOP

A vote on the revised procedure for acceptance and review of Standards Interpretation Requests was initiated at conference, with 7 approvals; the plan was that the revised product would be distributed to the remaining committee members for completion of the vote, shortly thereafter. The revisions were delayed until a few hours prior to this LAS EC meeting, but one additional “yes” vote was received during the meeting, so the revised SIR SOP 3-105 stands approved by the LAS EC. NOTE: this has been forwarded to Policy Committee for further review and Board approval.

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

5) SIR Subcommittee

New SIR responses have arrived from the PT Expert Committee, so this subcommittee needs to meet early in September. Lynn will identify a suitable meeting time and distribute the materials.

Judy noted that the next step is to develop the “clarifications” (i.e., Frequently Asked Questions, FAQs, with answers) for those submissions where the requirement is clear but questions repeatedly arise about how to meet it. She envisions several different *ad hoc* groups working on different categories of FAQs, and asked for volunteers to please notify Judy or Lynn.

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

The SIR Subcommittee’s work continues with new interpretations and the Evaluation SOP will be revised one more time with feeling. The new items on the horizon (a standards review SOP and the SIR FAQs) will begin to be addressed and the

Assessment Forum and Mentor Session will select their next topics. Judy will distribute the presentation materials she used in San Antonio to the committee.

Carol Haines moved that the meeting be adjourned at 2:50 pm.

5) Next Meeting

The next meeting of the LAS EC will be Tuesday, September 24 at 1:30 pm Eastern.

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	No
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum	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	Maurice Downer	Tracmac5@gmail.com	1 year, 12/13		Tracmac, Inc.	Other	No
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm	Pima County, AZ	Lab/FSMO	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	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	No
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14		Dade Moeller, Inc	Other	Yes
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	schrenkc@verizon.net	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
	Jack Farrell	aex@ix.netcom.com		Assmt Forum	Analytical Excellence	Other	Yes
	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
1	Complete revisions to SIR SOP 3-105	Ad Hoc group (leader TBD)	May 27, 2013 July 31, 2013	August 27, 2013
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	September 20, 2013	AC decision regarding 3 rd party evaluators established July 1, 2013
7	Ask webmaster to add a button to the Interpretations web page, for people wishing to be notified when a new interpretation is posted	Lynn/William		Request sent 8/22/13
8	Distribute powerpoint presentation from session at conference in San Antonio	Judy	September 6	