

## **Laboratory Accreditation System Executive Committee Meeting Minutes September 24, 2013**

### 1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Minutes of the August 27 meeting were not able to be approved due to the lack of a quorum.

### 2) Updates on LAS EC Products to Date

The NELAP Accreditation Council (AC) moved to approve and accept the Evaluation SOP with two additional edits. Voting on the motion required email votes, which may extend for up to 2 weeks; the vote will close on October 3. One edit was requested by the NELAP evaluators, to clarify that a single individual is expected to lead every one of the evaluation teams, and the second, to clarify that the evaluation cycle and expiration of any new certificates are based on timing that is 3 years from the expiration date of the existing/prior certificate. This change was made about 5-6 years ago, to avoid having all evaluations underway at once but also to ensure that each NELAP Accreditation Body (AB) is evaluated every 3 years, regardless of the time needed to finalize the evaluation recommendation and the AC's vote on that recommendation.

The revisions to the SIR SOP were approved by the LAS EC's email vote as of August 27, 2013, and that revised document is now considered "provisional" and may be used by LAS while it awaits Policy Committee and TNI Board approval.

The policy developed by LAS EC about notifications and possible additional review due to changes in an AB's operations was adopted by the AC. It too is considered "provisional" and is in use while awaiting Policy Committee and TNI Board approval.

### 3) Assessment Forum and Mentor Session in Louisville

Barbara had convened the subcommittee, immediately before this LAS EC meeting, and outlined the tentative program they'd discussed: for morning, a review of common findings with cause analysis and corrective actions, including how to write a corrective action, and then for the afternoon a session on microbiology QA/QC and required documentation for both the lab and the AB, with post-break topics of how to submit a SIR and possibly guidance to wastewater programs on getting certified or accredited from TNI's Small Laboratory Advocate.

Betsy is considering, for the Mentor Session, a "how to respond to an audit" topic. Similar sessions have been offered previously, but requests for this and related topics continue to appear in the evaluations. She hopes to be able to complement the Assessment Forum's selected topic, so perhaps more detail about microbiological QA/QC would be appropriate instead of covering material that was presented in previous sessions. Betsy noted that she is not funded to attend the winter meeting, so she can organize the session but will be unable to be on-site for the actual event.

Judy noted that KY is bringing its wastewater certification program online, and so will be offering a one day training about preparing for certification, in conjunction with this conference. Participants noted that perhaps Zonetta English (TNI Board member, based

in Louisville, and a wastewater lab) might be able to provide estimates of Kentucky attendance. Betsy will contact Zonetta about this.

Members of the Assessment Forum subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel. Jim Todaro was added to the meetings at Jack's request.

Members of the Mentor Session subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

#### 4) SIR Subcommittee

This group has completed review of all backlogged "problem" SIRS." Its next effort will address the SIRs which have too many negative votes to pass, from the AC.

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.

#### 5) New Workgroup – Standards Review, to prepare SOP for LAS EC

From last year's Corrective Action Task Force (CATF, chartered by the TNI Board), a number of recommendations to change the standards development process emerged. In the fall of 2012, LAS EC discussed with the Consensus Standards Development Executive Committee (CSD EC) the need to define which group would review standards for what aspects, and when during the process this would occur. At that point, the decision was made that LAS EC would wait until CSD EC completed its revisions to the Standards Development SOP, and then LAS EC would prepare its own SOP.

CSD EC's SOP is now "provisional" (awaiting Policy Committee review) and LAS EC needs to begin defining the purpose and process for its review of standards, for the purpose of recommending those to the NELAP AC. The CSD EC's document along with the CATF's report were distributed along with the meeting announcement.

Judy discussed how much effort was required from LAS EC for its review of the final 2009 TNI Standard (after approval of the Voting Draft Standard), and she was able to locate the SOP written in 2008 for LAS EC to capture that chaotic process for the future. She asked that participants refer to the flow chart in the CATF document (at the end) and offered to talk with Bob Wyeth, Chair of CSD EC, as well as the chair of the CATF (Sharon Mertens, current TNI Board Chair) and possibly the person who chaired LAS EC during that review (June Flowers) to get a better understanding of the work that needs done and where in the new process will be the best "fit" for LAS EC's review. Judy noted that, the very end after the standard was fully approved, was not the ideal time to discover that changes were essential, so she is hoping that LAS EC's review can occur prior to the new "interim" version of standards as proposed by CATF.

The following people agreed to participate with Judy in updating the 2008 SOP: Jack Farrell, Ann Marie Allen and JoAnn Boyd. Judy indicated that she expects much of the drafting and editing of this document to be accomplished with email correspondence.

#### 6) New Workgroup – FAQs from No SIRs

Judy noted that the next step in enhancing the SIR process will be 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 – not formal SIR responses but helpful information for stakeholders for questions that arise repeatedly or are complex. Presently there are 6 requests or “issues” in this category.

Members of this workgroup are Judy Morgan, Bill Hall, Kristin Brown, Barbara Escobar, Carl Kircher and Mitzi Miller.

#### 7) Next Steps

The Assessment Forum and Mentor Session subcommittee will settle on their respective agendas by (or close to) the end of September, in order to provide information to the TNI Executive Director for the Louisville program. The SIR Subcommittee’s work continues with new interpretations and the unpassable responses. Workgroups for the new items - standards review SOP and the SIR FAQs -- will begin their activities.

Carl moved that the meeting be adjourned at 2:35 pm.

#### 8) Next Meeting

The next meeting of the LAS EC will be Tuesday, October 22 at 1:30 pm Eastern. An agenda will be sent with a reminder email 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	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	<a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>	3 years, 12/14	Assmt Forum	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	1 year, 12/13	Standards Review	Southwest Research Inst.	Lab/FSMO	Yes
4	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/14	SIRs/FAQ/ AssmtFrm	UT Bur. of Lab Improvement	NELAP AB	
5	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	No
6	Maurice Downer	<a href="mailto:Tracmac5@gmail.com">Tracmac5@gmail.com</a>	1 year, 12/13		Tracmac, Inc.	Other	No
7	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/15	FAQ, AssmtFrm	Pima County, AZ	Lab/FSMO	Yes
8	Carol Haines	<a href="mailto:haines.carol@epa.gov">haines.carol@epa.gov</a>	3 years, 12/15		EPA Region 10	Other	No
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1 year, 12/13	SIRs/FAQ	NH ELAP	NELAP AB	No
10	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes
11	Carl Kircher	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	3 years, 12/15	SIRs/FAQ	FL DOH	NELAP AB	Yes
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14	FAQ	Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	Yes
14	Kim Sandrock	<a href="mailto:Kim.Sandrock@state.mn.us">Kim.Sandrock@state.mn.us</a>	3 years, 12/15	Training	MN ELAP	NELAP AB	No
15	Carol Schrenkel	<a href="mailto:schrenkc@verizon.net">schrenkc@verizon.net</a>	1 years, 12/13	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>			PA DEP	NELAP AB	No
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	<a href="mailto:kirstin.daigle@testamericainc.com">kirstin.daigle@testamericainc.com</a>		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>		Assmt Forum	US DOE	Other	No
	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum	Analytical Excellence	Other	Yes
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	No
	Kitty Kong	<a href="mailto:Kitty.Kong@chevron.com">Kitty.Kong@chevron.com</a>			Chevron	Other	No
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	No
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes

