

**Laboratory Accreditation System Executive Committee
Meeting Minutes**

August 1, 2012

1) Roll call and approval of minutes:

Chair, Kirstin Daigle, called the TNI LAS EC meeting to order on August 1, 2012, at 2:05 pm EST. Attendance is recorded in Attachment A – there were 10 Executive Committee members present.

There was a short regrouping meeting last week, but no minutes were taken.

2) New Membership

Carol Haines attended the meeting to answer questions and introduce herself. Kirstin distributed her resume to the committee. She will need to retire in 2014 when she retires from EPA.

A motion was made by JoAnn to add Carol to the committee. Julie seconded the motion and it was unanimously approved.

3) TIA – PT Expert Committee

The TIAs last discussed and approved by the committee were reviewed by the NELAP AC and it was found that there were some formatting issues. These have been updated and were re-sent to LAS EC to recommend. The technical portions are supposed to be the same and the only changes should be formatting.

The documentation is now in the form of changes made directly in the standard and a summary of what was changed is included.

JoAnn moved to accept the TIA changes in the new format. This was seconded by Judy. There was no further discussion and the motion was unanimously approved.

Kirstin will forward the information to Lynn Bradley for submission to the NELAP AC.

4) Standards Development Process – Review of New Standard

A flowchart for developing a standard was distributed to the committee (Attachment B) by the chair. Kirstin reviewed the process. Everyone needs to review the chart and be prepared to comment at the next meeting.

5) SIRs

Reviewed the process. There is interest in the LAS EC seeing any comments from the NELAP AC before they go back to the Expert Committee.

Review the SIR process in DC and discuss any new posted SIRs.

Ilona will summarize the process in DC and provide information on number of SIRs, open SIRs, etc. The committee wants to look for ways the LAS EC can expedite the process.

6) Task Force Item #6

Kirstin thought LAS EC was done with this section, but she has found that some people are still on the fence. Should LAS EC put together a procedure for sharing of information? This will be further discussed at the next meeting.

(Judy had to leave the call.)

7) Meeting Times

The committee discussed possible meeting times and decided on the first Wednesday of month at 1:30pm EST.

8) Meeting Agenda for DC

Status of Task Force Item #6

Review of current SIR process and discussion of possible improvements

9) New Business

- None.

10) Next Meeting

The next phone conference will be planned for Wednesday, September 5th at 1:30pm EST.

Action Items are included in Attachment C.

The meeting was adjourned at 3:01 pm EST. (Motion to adjourn – JoAnn. Second – Ann Marie. Unanimously approved.)

Attachment A**PARTICIPANTS
TNI LABORATORY ACCREDITATION COMMITTEE**

Member	Affiliation	Contact Information
Ann Marie Allen (Jan 2007) Present	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Aaren Alger (2009) Absent	Pennsylvania DEP	T: 717-346-8212 E: aaalger@state.pa.us
Jo Ann Boyd (Jan 2007) Present	Southwest Research Institute, Lab	T: 210-522-2169 E: jboyd@swri.org
Carol Barrick (Jan 2009) Present	Mosaic, LLC, Lab	T: 813-361-6911 E: cabarrick@msn.com
Kristin Brown (Jan 2010) Present	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: kristinbrown@utah.gov
George Detsis (Jan 2007) Absent	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson (Jan 2007) Present	New York DOH, AB	T: 518 485-5570 E: dmd15@health.state.ny.us
Kirstin Daigle (Jan 2012) Chairperson Present	TestAmerica	T: 802-660-1990 Kirstin.Daigle@testamericainc.com
Terri Grimes (Jan 2007) Present	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Carol Haines Present	EPA Region 10 Lab	T: E:
Roger Kenton (Jan 2007) Present	Eastman Chemical Company, Lab	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan (Jan 2007) Present (Left early.)	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Mitzi Miller (Jan 2011) Absent	Dade Moeller & Associates	T: 509-531-0255 E: mitzi.miller@moellerinc.com
Julia Sudds (Jan 2010) Present	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: jsudds@babcocklabs.com
Ilona Taunton Present	TNI Program Administrator	T: 828-712-9242 E: ilona.taunton@nelac-institute.org

Attachment B: Development and Implementation of TNI Standards for NELAP

Pre-Draft Work
Committee solicits and groups comments and any parking lot items – there would have to be a public notification, website and/or email blast

Stakeholder comments addressed

Working Draft Standard written
Committee addresses and adds or edits according to parking lot items and comments received

VOTE -- Voting Draft Standard – Public Vote
Committee takes in any comments from the vote and addresses them

Stakeholder comments addressed

Interim Standard written
Comments and edits from the Voting Draft Standard vote are incorporated into the Interim Standard

Standard presented to LASEC and AC for input

Interim Standard sent to Editorial Board
Review and approval by editorial board

Interim Standard revised based on feedback, if needed

VOTE -- Interim Voting Standard -- last public vote
Some public comments may still come in; they are addressed and incorporated by the committee and editorial board **but no more public voting.**

Stakeholder comments addressed

Final Standard --
Revisions made based on comments and Final Standard and Response to Comments document published.

Final review for suitability by LASEC

Adoption by NELAP AC

Attachment C

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
2	Work on references for SIRs in 2009 SIR database.		Establish date at next meeting.	
12	Talk to Aaren about NELAP AC representation on LAS EC.	Kirstin	3-12-12	
13	Review committee rotation based on start dates added to Attachment A.	Kirstin	October 2012	