

**Summary of the  
Laboratory Accreditation Systems Committee Meeting  
September 5, 2008**

1. Roll call: Attendance is recorded in Attachment A.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on September 5, 2008 at 11 AM EDT. The meeting was adjourned at 12:40 PM.

2. Minutes

The Draft minutes from the August 22, 2008 meeting were distributed for review. A question was included in Section 6 (SOP Review) dealing with the discussion of whether to include some text regarding editorial changes needed in the standards. The group could not provide the reference where editorial issues are currently covered, so Section 6 will be updated in the minutes to reflect that this issue has not been resolved and will be further discussed during the September 5, 2008 meeting. The updated minutes will be distributed to all committee members for approval at the September 12, 2008 meeting.

3. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08. During the last meeting there was agreement that the SOP implied the use of editorial changes. References within the standard to support this evaluation were looked for by the group during today's meeting and they could not be found. A subcommittee (JoAnn, June and Ilona) was formed to review the SOP and recommend any changes or additional text prior to finalization of the SOP. The subcommittee will meet next week and report their recommendation at the September 12, 2008 meeting.

4. Review of new TNI Standard

- The LASC continued the review of the new TNI standard. Comments are recorded in Attachment B. The V1:M1 comments added to the table last week were reviewed and updated for final insertion into the review table. There were also 2 additions to the V2:M2 comments.
- Though committee members were asked to review V3 and V4 for today's discussion, time did not permit starting on these. In an effort to keep these moving forward, Ilona was asked to modify the table of comments received on these sections so that committee members can review, agree/disagree and comment via e-mail. Hopefully this will make it possible to finalize both of these at the September 12, 2008 meeting.
- June plans to invite Kirstin McCracken (PT Expert Committee Chair) to a meeting during the week of September 15<sup>th</sup>. We will review comments, ask for her input and then finalize the PT Standards Review Table for presentation to the PT Expert Committee.

- The next standard to be reviewed will be Quality Systems. Ilona was asked to distribute a table for people to use when starting their review.
- A question was raised as to whether the posted standards have changed. One committee member noted that some of the definition conflicts previously noted are not there anymore? Ilona will review and contact Ken Jackson to confirm there have been no changes.

## 5. Next Meeting

The LASC will meet via conference call on Friday, September 12, **1:00 pm EST**.

Action Items are included in Attachment C and Attachment D includes a listing of reminders.

**Attachment A**  
**PARTICIPANTS**

**TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
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Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: <a href="mailto:iboyn@swri.org">iboyn@swri.org</a>
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: <a href="mailto:lanceboyn@mac.com">lanceboyn@mac.com</a>
Carol Barrick - present	FCC Environmental	T: 813-361-6911 E: <a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a>
Brooke Connor - present	USGS	T: 303-236-1877 E: <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>
Lewis Denny - absent	Florida DOH, AB	T: 904-791-1587 E: <a href="mailto:lew_denny@doh.state.fl.us">lew_denny@doh.state.fl.us</a>
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Dan Dickinson - present	New York DOH, AB	T: (518) 485-5570 E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>
June Flowers – Chairperson Present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: <a href="mailto:june@flowerslabs.com">june@flowerslabs.com</a>
Terri Grimes - present	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.us</a>
Dan Hickman - absent	Oregon DEQ, AB	T: 503-693-5777 E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a>
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: <a href="mailto:humphrey.marvelyn@epa.gov">humphrey.marvelyn@epa.gov</a>
Roger Kenton - absent	Eastman Chemical Company,	T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorgn@envsci.com">jmorgn@envsci.com</a>
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: <a href="mailto:imckenzi@kdhe.state.ks.us">imckenzi@kdhe.state.ks.us</a>
Dale Piechocki- present	Underwriters Laboratories, Inc., Lab	T: (574-472-5523 E: <a href="mailto:dale.r.piechocki@us.ul.com">dale.r.piechocki@us.ul.com</a>
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Jerry Parr – absent	TNI Executive Director	T: 817-598-1624 E: <a href="mailto:jerry.parr@nelac-institute.org">jerry.parr@nelac-institute.org</a>



	Std Ref.	Comment/Question	LASC Review Category					Recommendation				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)
		operations. There is a different set of rules that are not well defined.										
5.	V1M1: 5.2	PT sample reporting requirements may be difficult to implement. Issues with: - less than reporting, - tracking lowest calibrations. - reporting PT results to the lowest calibration standard for multi-point calibrations or the LOQ for single point calibrations (conflicts with V1:M4 1.7.1.1. (f).)  Inconsistent with V3 sections: 6.3.5 / 7.1.11/ 7.3.5/ 8.4.2/ 10.3.1.1.	X	X		X						
6.	V1M1, 7.2	Reference to “appeals process” needs to be clarified with a reference to the document for that process. Does this process exist or does a document need to be created?	X									
7.	V2M2: Section 3 – Definitions	Definition for “PT Study” is different between Volumes 1, 2 and 3.			X	X						

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		Definition for "Suspension" is different between Volumes 1 and 2.										
8.	V2M2: 4.14 5.12 5.2.1 c) 7.3 d)  V1M1: 4.1.2	Section 4.1.4 is not consistent with section 5.12 and 5.2.1 c). It is also not consistent with Volume 1, Section 4.1.2.  Need input from the PT Committee to understand what the intended purpose is. Section 4.1.4 discusses approved use of non-PTPA accredited PTs, but other sections require the use of PTPA accredited PTs.	X									
9.	V2M2: 5.1.1	Inconsistent with current 2003 Standard (Section 2.7.2 – pg 68). Additional clarification is needed in new standard. The new standard does not state that the lab must successfully analyze two out of the most recent 3 PTs. It only states that two PT samples must be successfully analyzed.					X					
10.	V2M2, 5.1.4	"There shall have been..." Doesn't sound right. "There shall be..." is better.			X							







**Attachment C**

**ACTION ITEMS  
TNI**

**LABORATORY ACCREDITATION SYSTEMS COMMITTEE**

	<b>ACTION</b>	<b>WHO</b>	<b>ANTICIPATED COMPLETION DATE</b>	<b>COMPLETION DATE</b>	<b>COMMENTS</b>
5	Follow-up with NELAP Board on responses to questions discussed during Assessment Forum.	DAN	???		
7	Set-up possible web conferencing schedule to review the standards.	JUNE	???		
9	Update any needed changes to the DRAFT SOP: 5-102: Review of Accreditation Standards for Suitability.	JOANN	9/29/08		Subcommittee has been formed to review this SOP and recommend any final changes – see Action Item #16.
14	Modify V3/V4 comment table to allow for review and comment by all committee members via e-mail by 9/11/08.	ILONA ALL	9/5/08 9/11/08		Ilona distributed 9/5/08
15	Invite Kirstin McCracken to meeting week of 9/15 and establish meeting date and time.	JUNE	9/11/08		
16	SOP Subcommittee prepare recommendations to present to LASC.	JUNE, JOANN, ILONA	9/12/08		
17	Distribute a table for LASC members to	ILONA	9/5/08	9/5/08	Ilona distributed 9/5/08

	use when starting their review of Quality Systems.				
18	Contact Ken Jackson regarding current version of posted standards.	ILONA	9/12/08		

