

**Summary of the
Laboratory Accreditation Systems Committee Meeting
September 12, 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 12, 2008 at 1 PM EDT. The meeting was adjourned at 2:53 PM.

2. Minutes

The Draft minutes from the August 22nd and September 5, 2008 meeting were distributed for review.

08/22/08	Motion: Ann Marie	Second: JoAnn	Approved
09/05/08	Motion: Terri	Second: Lew	Approved

Ilona will submit to Webmaster for posting.

3. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08. JoAnn presented the changes the subcommittee made to this SOP in order to address editorial comments. Additions were made to section 4.1.1.1 and section 4.3.4 was added. JoAnn will pass this on to Alfredo (Policy Committee). There are a few formatting issues that will be taken care of by the Policy Committee.

SOP 5-102:	Motion: Ann Marie	Second: Lance	Approved
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4. Review of new TNI Standard

- The LASC continued the review of the new TNI standard. The committee reviewed the V3, V4 Summary Table Ilona prepared based on committee member comments received via e-mail this last week. After review and discussion on each comment, the committee finished its review of V3 and V4. These comments have been added to the table in Attachment B.
- Roger will invite Kirstin McCracken (PT Expert Committee Chair) to a meeting either 9/18 or 9/19 depending on Kirstin's availability. 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 (V1: M2). A table was distributed (9-5-08) for committee members to record their comments. This section should be reviewed over the next two weeks. Comments are due to Ilona by Thursday, 9-25-08. We will plan to begin review of the comments on 9/26/08.

- Iлона will contact the Quality System Chair to get a final copy of the standard for the committee to review.

5. Standards Interpretation Requests

- Iлона reported that the Board of Directors is interested in looking at the option discussed in the 8/22/08 minutes regarding method/technical questions. They are open to the idea of being a funnel for these types of questions and providing a website with the questions and answers for laboratories to use. They would like to form a subcommittee that includes someone from LASC and the Technical Assistance Committee (TAC). The subcommittee would look at feasibility and options on how to handle the task. They would like LASC to track how many of these types of questions are appearing among the Standards Interpretation Requests. They will consider this during the Strategic Planning meeting in Miami.
- Progress needs to be made on responding to questions. Iлона will review the last set of June and Dan Hickman's comments and send questions on to Expert Committees where appropriate. Remaining questions will be forwarded again to June and Dan for a decision on where they should be answered and then the remaining questions will be forwarded for answering. We will try to do this communication via e-mail.

6. Next Meeting

The LASC will meet via conference call on Thursday, 9-18-08 or Friday, 9-19-08. An e-mail will go out early next week after Kirstin McCracken is contacted.

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

Attachment A
PARTICIPANTS

TNI LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen - present	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: iboyn@swri.org
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lanceboyn@mac.com
Carol Barrick - absent	FCC Environmental	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – absent	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Lewis Denny - present	Florida DOH, AB	T: 904-791-1587 E: lew_denny@doh.state.fl.us
George Detsis - absent	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson - present	New York DOH, AB	T: (518) 485-5570 E: dmd15@health.state.ny.us
June Flowers – Chairperson Present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: june@flowerslabs.com
Terri Grimes - present	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Dan Hickman - absent	Oregon DEQ, AB	T: 503-693-5777 E: hickman.dan@deq.state.or.us
Marvelyn Humphrey – absent	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - present	Eastman Chemical Company,	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorg@envsci.com
Jack McKenzie - absent	Kansas DHE, AB	T: 785-296-1639 E: imckenzi@kdhe.state.ks.us
Dale Piechocki- present	Underwriters Laboratories, Inc., Lab	T: (574)-472-5523 E: dale.r.piechocki@us.ul.com
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com
Jerry Parr – absent	TNI Executive Director	T: 817-598-1624 E: jerry.parr@nelac-institute.org

	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							

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15.	V2M2: 7.3 d) V1M1: 4.1.2 4.2.1 c)	There is a conflict between these sections dealing with unaccredited PT providers. How would an AB implement this? This is a change from the 2003 Standard.				X						
16.	V2M2: 8.2 c)	This is a change from 2003. It used to be ship date and closing date. Now it is analysis date. A number of ABs have said they are not going to implement this. Analysis date can be different for different analytes within the same PT. There is the potential of going from tracking 2 dates to 400 dates.		X								
17.	V1M1: 6	This section does not indicate that V2M2: 8.2 b) must be followed: "The lab shall notify the PT provider that the PT is for corrective action ..." V3: 8.4.2 also discusses this process.					X					
18.	V2M2: 10.1	Re-look at this section after Issue #3 in V2M2: 5.1.1 is addressed. May no longer be a conflict.				X						
19.	V3: 3	Include homogeneity and stability and reference Appendix A.			X							

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20.	V3: 3.18	Definition 3.18 for PT Board is inconsistent with V4 3.8 (which appears to be correct)			X							
21.	V3: 4.6	4.6 states that PTPA has an appeals process. V4 section 6.4 is "complaints" – should an appeals process be described?	X									
22.	V3: 6.1(c) 10.1.3	What about new analytes/methods/ technologies for which no historical data are available? How does this work with Experimental PTs? Add Experimental PTs as an example?	X									
23.	V3: 6.3.5 / 7.1.11/ 7.3.5/ 8.4.2/ 10.3/ 10.3.1.1	All of these sections reference the PTRL. The PTRL has been removed and replaced with language in V1:M1 section 5.2. Need PT committee to explain this as it relates to V1:M1.		X		X						

Attachment C

**ACTION ITEMS
TNI**

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
5	Follow-up with NELAP Board on responses to questions discussed during Assessment Forum.	DAN	???	DELETE	Delete. New process to be used.
7	Set-up possible web conferencing schedule to review the standards.	JUNE	???	DELETE	Committee will continue to meet more frequently. Quality System is next set to be reviewed.
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.
15	Invite Kirstin McCracken to meeting week of 9/15 and establish meeting date and time.	ROGER	9/15/08	9/12/08	
19	Review June and Dan's comments on Standard Interpretation Requests. Forward to Expert Committees where there is agreement.	ILONA	9/19/08	9/17/08	
20	Review Quality Systems – V1:M2	ALL	9/25/08		

	(pg 1-39). Prepare comments on table distributed 9/5/08 and send to Ilona by 9/25/08.				
21	Prepare master summary of V1:M2 comments for 9/26 meeting.	ILONA	9/25/08		
22	Send finalized Standards Review SOP to the Policy Committee – Alfredo.	JOANN	9/16/08		

