

**Summary of the
Laboratory Accreditation Systems Committee Meeting
October 10, 2008**

1. Roll call: Attendance is recorded in Attachment A. Paul Junio (In-Coming Chair – Quality Systems Expert Committee) was also present.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on October 10, 2008 at 11 AM EDT. The meeting was adjourned at 12:55 PM.

2. Minutes

The Draft minutes from the September 26, 2008 meeting were distributed for review.

Motion: Accept Minutes from 9/26/08.

Motion: Dan Hickman Second: Lew Denny Approved by Committee.

Ilona will submit to Webmaster for posting.

3. Review of new TNI Standard

- Committee members reviewed V1: M3, M4, M5, M6 and M7 the previous 2 weeks and sent comments/questions to Ilona for inclusion in a master table to be used for discussion during today's meeting. Web conferencing was used to facilitate the review and to make any changes to the contents of the table. Each item was discussed and the group agreed whether the comment/question should be deleted or added to the final table that will be distributed to the Quality Systems (QS) Expert Committee for their final comment. Paul Junio participated in this discussion.
- The review of V1: M2, M3, M4, M5, M6 and M7 is now complete. A table of final comments/questions has been prepared for the QS Expert Committee (Attachment B) and Ilona will forward this to them. They will review the table during their October 27th meeting and respond back to the LASC with how they plan to address each of the items.
- The next sections for review are V2: M1 and V2:M3. LASC members should review these sections over the next two weeks and include them in the blank Questions/Comment table distributed to committee members on 9/5/08. Comments are due to Ilona on 10/23/08 (Thursday) for inclusion into a master table that the committee will use to perform its review on 10/24/08 (Friday). Use the version of the standard distributed by Ilona from Ken Jackson on 9/16/08.
- June will be inviting Jeff Flowers (AB Expert Committee Chair) and Denise Rice (On-site Expert Committee Chair) to the 10/24/08 meeting so that they can share information about their module and participate in the discussion of comments/questions compiled for the meeting.
- Kirstin McCracken (PT Expert Committee Chair) plans to have comments back to the LASC in the next 2 ½ weeks. LASC will plan to finish their review of V2:M1 and V2:M3

and then begin reviewing the PT Expert Committee's comments to help with preparation of final recommendations to the NELAP Board.

4. Next Meeting

The LASC will meet via conference call on October 24, 2008 (Friday) at 11am EST. The main topic for the call will be review of V2:M1 and V2:M3.

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 – absent	Southwest Research Institute, Lab	T: 210-522-2169 E: iboyn@swri.org
Lance Boynton - absent	Absolute Standards, Inc., PT	T: 203-281-2917 E: lanceboyn@mac.com
Carol Barrick - present	FCC Environmental	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – present	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 - absent	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 - present	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 - absent	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorg@envsci.com
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: imckenzi@kdhe.state.ks.us
Dale Piechocki- absent	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

Attachment B

Comments and Questions from LASC on New TNI Standards – Quality Systems

	Std Ref.	Comment/Question	LASC Review Category				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission
		10-10-08-v2					
1	V1: M2-M7	<p>Confusing use of “mandated method”, “reference method” and “standard method.” Sometimes used interchangeably. Four places in particular are confusing: V1:M2 – 5.9.3 c V1:M4 – 1.7.1.1 j V1:M4 – 1.7.3.3.3 V1:M6 – 1.7.1.a VII</p> <p><i>Paul’s comment: Did a word search and found 23 instances that could possibly use some review. Will take a look at this and see if there is a need for any editorial changes.</i></p> <p>Response:</p>			X	X	
2	V1:M3 – 1.5	<p>This first paragraph is ISO language. It needs to be removed.</p> <p>Response:</p>		X	X		
3	V1:M3 - 1.5	<p>Confusing between Validation and Verification. Validation used in modules, but Verification is in the “Terms & Definitions”. Both seem to be defined the same. Clarify the difference between Validation and Verification.</p> <p>Response:</p>	X			X	

	Std Ref.	Comment/Question	LASC Review Category				
			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission
		10-10-08-v2					
4	V1M4 & V1M3, 1.5.3.a	<p>Evaluation of Precision & Bias. "...or alternate procedure documented in the quality manual..." This requirement is not consistent with the other modules. The other modules have language like, "document in lab's quality systems, document other approaches are adequate", etc. The quality manual is not specified in the other modules. Should the word "documented" really be referenced" or should "quality manual" be replaced with quality systems?</p> <p>Response:</p>			X	X	
5	V1M3: 1.6	<p>The following is unclear. "In cases where a laboratory analyzes samples using a method that has been in use by the laboratory for at least one year prior to applying for accreditation, and there have been no significant changes in instrument type, personnel or method, <u>the DOC shall be acceptable</u>". Literally, this says that a DOC must pass QC. Should it mean something else?</p> <p>Wording should be consistent through modules – see V1M4 1.6.1 – 3rd paragraph. Suggest adding "as an initial DOC" to this 3rd paragraph for clarification and then use similar wording in M3 and M5. Examine remaining modules for consistency.</p> <p>Response:</p>	X		X		

	Std Ref.	Comment/Question	LASC Review Category				
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		10-10-08-v2					
6	V1M4: 1.4	The 2 nd paragraph is really confusing. Would QS consider providing a guidance document? Response:	X				
7	V1M4: 1.6.1 last para	Search for “demonstration” and “DOC” in the document and make sure it is clear what is being discussed – initial, on-going, or both. <i>Paul's Comment: Editorial change.</i> Response:			X		
8	V1M4: 1.6.3	No where does it say that on-going DOC is annual. The only place it does is (c). Should say something along the lines of: “each analyst shall annually demonstrate”. <i>Paul's Comment: QS intended that ongoing DOCs be annual. Will need to evaluate the text and determine if this is an editorial change or may require a tentative interim amendment.</i> Response:		X			X

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			Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission
		10-10-08-v2					
9	V1M4: 1.7.1.1	<p>“... and be appropriate for a given regulation or decision”. This is EPA-speak. In other portions of the standard we use “for the intended use”. This is better because not all agencies or laboratories are doing EPA work.</p> <p>Response:</p>			X		
10	V1M4, 1.7.1.1.h.i	<p>Missing word? “Prior to the analysis of samples, the zero point and single point calibration shall be analyzed...” Is the word “standard” missing here (after calibration)? Just above this sentence it says, “...employing a standardization with a zero point and a single point calibration standard:”</p> <p>Response:</p>			X		
11	V1M4: 1.7.4.2.a	<p>3rd paragraph. “A LCS that is determined...” should be “An LCS....”</p> <p>Response:</p>			X		
12	V1M7: 1.5	<p>This is ISO language. Remove. (Besides – it’s a Definition anyway)</p> <p>Response:</p>		X	X		

ATTACHMENT C

ACTION ITEMS

TNI

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
24	Review AB and On-Site – V2:M1 and V2:M3. Prepare comments on table distributed 9/5/08 and send to Ilona by 10/23/08.	ALL	10/23/08	10/23/08	
25	Prepare master summary of V2:M1 and V2:M3 comments for 10/24/08 meeting.	ILONA	10/23/08 (EVE)	10/23/08	
26	Forward completed V1: M2, M3, M4, M5, M6, M7 table to Quality System Expert Committee for comment.	ILONA	10/17/08	10/10/08	
27	Invite Jeff Flowers and Denise Rice to 10/24/08 meeting.	JUNE	10/13/08	DONE	

