

**Summary of the Laboratory Accreditation
Systems Committee Meeting
August 14, 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 August 14, 2008 at 9 AM EDT. The meeting was adjourned at 12:00 PM.

2. Minutes

Minutes from August 8, 2008 were distributed for review. June requested that the handouts from the meeting be included in the minutes (first page for the website and the template for responding to requests.) The minutes will be reviewed for finalization on the next conference call.

3. Presentation

June presented a summary of the committee's purpose and what they have been working on (Attachment B). The timeline for reviewing the standards has been changed to January 2009 instead of August 2009. It is expected that LASC will do a formal presentation during the Miami meeting to present their review to the membership.

4. Meeting Discussion

Two new issues were raised during the meeting:

- Where do labs go when they have a method's interpretation issue? A few examples were cited by the audience where the assessor's expectations were not in the method and there was no additional language within the Standard.

It was recommended that the lab try to work it out directly with their Accrediting Body (AB). If this does not work, the lab can contact the Technical Assistance Committee (TAC) or use the "Request for Standards Interpretation" form on the website. If the request is technical and not directly related to the standard, the question will automatically be forwarded to the TAC.

- Document Control. There are a number of different "Final" copies of the new standard being used by committee members to perform their review – spiral bound copy received at the last national meeting, website, copy given to LASC and copy given to NELAP Board. All documents are dated December 28, 2007, but not all documents are the same. The PT Committee Chair also noted that the PT standard posted on the website was not the final copy they forwarded for posting.

The chair of the Consensus Standards Development Board will look to confirm that the correct standards were posted on the website. If there are errors, he will look to see what can be done to make a correction. Ilona Taunton will follow-up

with Jerry Parr and Steve Arms (Secretary) to discuss documentation issues that were raised during the meeting. She will also confirm that the standard posted on the website is the standard that the committee should be using for review.

5. Off-Site Meeting

In order to meet the new January deadline for review, it was recommended to LASC that they consider having a face-to-face meeting. The committee proposed using web conferences and more frequent calls as an additional option. June will draft a schedule for review of the standards using web conferences by the meeting on August 22nd. The committee will determine whether this option will work or it will pursue plans for a face-to-face. If a face-to-face is needed, it will need to occur in September due to travel limitations for some of the committee members. Proposed locations include: Orlando, Texas and Denver. Meeting space can be provided without charge in Orlando, Dallas and Nashville.

6. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08 will need some additional review by the committee. Use of the process has pointed out areas where the SOP needs additions/changes/clarifications. This will be discussed on the next conference call.

7. Review of new TNI Standard

A new table (Attachment C) was presented for collecting and categorizing comments/concerns. The table also includes columns for final recommendation. The comments made during the July conference call regarding V1:M1 will be reviewed and placed into the new table during the committee's conference call on August 22nd.

The LASC continued the review of the new TNI standard - V2:M2. Comments are recorded in Attachment C. These are comments through Section 7.

Note: A comment was made that there are references throughout the Standard that will make it difficult for a lab to purchase only Volume 1.

8. Next Meeting

The LASC will meet via conference call on Friday, August 22, 11:00 am EST.

Action Items are included in Attachment D.

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: jboyd@swri.org
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lancebovnton@mac.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 - present	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 - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tarimes@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 - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@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

June Flowers Presentation - LASC Meeting Update

1

Laboratory Accreditation System Program Committee (LASC)

THE NELAC INSTITUTE
NEMC, Washington, D.C.
August 2008

2

Committee Members

June Flowers, Flowers Chemical Laboratories
Anne Marie Allen, State of MA
John Boyd, Southwest Research Institute
Lance Boynton, Absolute Standards, Inc.
Brooke Connor, USGS / BQS
Lew Denny, FL Doh
George Detsis, Dole
Dan Dickinson, NYDoH
Terry Gimes, Pinellas County Utilities
Dan Hickman, OR DEQ
Marilyn Humphrey, USEPA Region 6
Roger Kenton, Eastman Chemical
Judy Morgan, Environmental Science Corporation
Jack McKenzie, Kansas DHE
Dale Piechocki, Underwriters Laboratories

3

Mission

- To develop a system for the accreditation of environmental laboratories that consists of:
- The policies and procedures, interpretations, and guidance documents used by accreditation bodies to implement a national environmental laboratory accreditation program, and
- A national database, a forum for small labs, and a forum for non-NELAP states.

LASC Highlights

- LAS SOP 5-101: Standards Interpretation (N ELAC 2003)
- Describes the process to follow for inquiring an interpretation of the 2003 NELAC Standards

Web Inquiries

- "Request for Interpretation"
- 15 inquiries so far
- Reviewed at Assessors Forum (Tuesday past)
- New web form
- Response letter explaining process

Interpretation Requests

- Majority are labs with assessor conflicts
- Forward to appropriate Expert Committee or TAC
- Response will be consensus

Interpretation Process Review

Introduce new web page of "Do's and Don'ts" to proceed inquiry form, i.e.,

- Do pass inquiry through assessor or AB
- Don't use process to circumvent them

LASC SOP 5-102

Review of accreditation standards for their suitability for use in TN I's National Environmental Accreditation Program (NELAP)

LASC Standards Review

Members represent varied stakeholder interests: ABs, Labs, PTPs, federal agencies, data users and other interests. Expertise and balance to arrive at consensus recommendations.

Recommendation by LASC may include:

a recommendation for adoption by the NELAP Board,
a recommendation for adoption by the NELAP Board once a policy, procedure, guidance document or other document has been produced,

Recommendations cont.

a recommendation for adoption by the NELAP Board provided a Tentative Interim Amendment has been used to change the standard using the provision for this purpose in TN I's Procedures Governing Development,

Recommendations cont.

a recommendation that the standard be revised to address concerns brought forth by the LASC.

Discussion Process

Respect for TNI Standards Development Process
How do they differ from NELAC 2003?

Technical requirements

Cost increase/decrease to implement

Get clear interpretation from expert committee

Implementation Issues

- New policies needed?
- Guidance document?
- Training courses, workshop or other outreach.

Timeliness

- Complete review of TNI standards by August 2009
- In the meantime, provide recommendations to the NELAP Board

PT Standards in Review

- V1 :M1for Laboratories
- V2:M2 for Accreditation Bodies
- V3 for PT Providers
- V4 for PT Oversight

Future

Monthly conference calls, 2nd Friday, 11AM EST
Work with PT and NELAP Boards
Work with Technical Assistance (TAC), and Accreditation Body (ABC), and On-Site committees

Thank You!
For more information contact:

June Flowers
LAS Committee Chair
June@flowerslabs.com

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Attachment C - Comments and Questions from LASC on new TNI Standards

8-14-08-v0

	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)
1.	V2M2: Section 3 – Definitions	Definition for “PT Study” is different between Volumes 1, 2 and 3. Definition for “Suspension” is different between Volumes 1 and 2.			X	X						
2.	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. xxxx	X									
3.	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					

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4.	V2M2: 5.2.1 a) 5.2.1 b)	Issue in use of the term “successful” between a) and b). Is the intention that a) should state “participate in” instead of “successfully analyze”. Reconsider use of terminology to make implementation clear. As it reads, it appears there is a requirement that you must pass 2 PTs within 12 months instead of 18 months or 2 out of 3 over an 18 month period.	X	X								
5.	V2M2: 7.3 a)	Issue on intent. PT Expert Committee Chair has stated that the intent of this section is that “limits” should be changed to “criteria”.	X									
6.	V2M2: 7.3 c)	Is clarification needed to help with implementation? Guidance document?? An example of a non-specific match??	X									

Attachment D

ACTION ITEMS

TNI

LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	WHO	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
1	Forward July meeting minutes to Webmaster.	ILONA	8-15-08	8-14-08	
2	Discuss SOP with TNI Board.	JO ANN	8-13-08	8-13-08	
3	Meet with committee candidates.	JUNE	8-15-08	8-13-08	
4	Give PT Committee Chair a heads-up on progress of PT standards review.	JUNE	8-15-08	8-13-08	
5	Follow-up with NELAP Board on responses to questions discussed during Assessment Forum.	DAN?	???		
6	Include meeting attachments to the Minutes from 8/8/08 meeting.	ILONA	8-16-08		
7	Set-up possible web conferencing schedule to review the standards.	JUNE	8-22-08		