

**Laboratory Accreditation System Executive Committee
Meeting Minutes**

Thursday, August 18, 2011, 1:15 PST

1) Roll call and approval of minutes:

Program Administrator, Ilona Taunton, called the TNI LAS EC meeting to order on August 18, 2011, at 1:15 pm PST in Bellevue, WA. Attendance is recorded in Attachment A – there were 7 Executive Committee members present.

The minutes for the July meeting will be approved at the next teleconference on September 19, 2011.

2) AB Task Force Assignment

LAS EC was asked to be involved in two Task Force assignments. The assignments were reviewed and people volunteered to look into them and be prepared at the September meeting to report on their ideas for how the tasks could be implemented.

6. Sharing of Information and Resources

Findings

Some ABs have developed effective systems for performing routine activities required to operate and manage an accreditation program. TNI hosts an Assessment Forum and Mentor Session at each of its semiannual meeting where ideas on specific topics are shared. APHL facilitates a laboratory assessor conference call where issues are discussed in the broader community of assessors. Some laboratories have multiple primary accreditations due to the scope of their services which results in multiple assessments from different ABs.

Next Steps to Implement This Option

- (6.1) [George and Kirstin] *Explore the use of sharing assessors, or assessment reports, between states as a way to reduce the number of assessments for a given laboratory.*
- (6.2) [June (Ilona can help if needed) – Onsite has been working on this too. Contact them for what has been done already.] *Develop a process for sharing example form letters for AB assessments and related activities.*
- (6.3) [Julia] *Use TNI's Assessment Forum and Mentor Sessions as springboards for developing ways to share best practices among ABs.*
- (6.4) [Judy Duncan would be the contact to figure out how to work on this. Still need someone to volunteer for this task.] *Work with APHL to improve the sharing of information among the state assessor group by establishing a Discussion Board comparable to the Discussion Board for the Small Laboratory Advocacy Group.*

Priority: Medium

Timeframe: Short term

Suggested Lead for Implementation: LASEC

7. Surveillance Assessments

[George, Dan and Kirstin will work on this. Sharon provided a liaison from On-site: Steve Arms. The group needs to consider the risks of extending the time of audits and who should be considered for those extensions. Also – note that NEFAP had a SIR question related to surveillance audits that has responded to and posted on the TNI website.]

Findings

ISO 17011 allows for surveillance assessments, defined as a set of activities, except reassessment, to monitor the continued fulfillment by accredited [laboratories] of requirements for accreditation. This term is defined in the TNI Standard, but cannot be used to extend the frequency of a full reassessment due to the requirement in Volume 2, Module 3 for a full reassessment to be performed every two years. Surveillance assessments could assist ABs in managing their program as fewer reassessments would need to be performed on a two year cycle. This approach could also lead to a reduction in the cost of the program which could be passed on to the laboratories.

Some commenters supported the concept of revising the Standard to allow for surveillance assessments while others were opposed. Commenters believe there should be a formal and objective risk-based process and consistent criteria for implementing such a system.

Next Steps to Implement This Option

- *Form a task force to investigate how surveillance assessments could be implemented in a formal and objective process with consistent criteria.*
- *Develop a model on how surveillance assessments could be used to extend the frequency of a full reassessment for more than two years.*
- *Use the results from this effort to develop a recommendation on changing Volume 2.*

Priority: Medium

Timeframe: Long term

Suggested Lead for Implementation: Task Force with representatives from Accreditation Body Committee, Onsite Committee and LASEC

IT will be making some improvements to the site with the NELAP AC voting process. These changes will make it possible for Ilona to produce a simple summary report once a month for the NELAP AC so they are aware of the voting status.

Eric Smith suggested adding a countdown thermometer so people can see the progress being made on finishing the SIRs. The Expert Committee Chairs would also like to be able to participate in the discussion board that is being set up for each SIR.

Judy and Ilona will take a look at Jerry's notes and begin working on the references between the 2003 standard and the new standard. Some of the 2003 questions are still relevant to the 2009 standard, but the 2009 reference needs to be added so that it can be included in the 2009 SIR database too. .

4) New Business

None.

5) Next Meeting

The next meeting will be on Monday, September 19th. The committee would normally meet on the fourth Monday (26th), but people preferred to meet earlier to make progress on the AB Task Force items.

Action Items are included in Attachment B.

The meeting was adjourned at 2:30 pm PST.

Attachment A**PARTICIPANTS
TNI LABORATORY ACCREDITATION COMMITTEE**

Member	Affiliation	Contact Information
Ann Marie Allen Absent	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Aaren Alger Absent	Pennsylvania DEP	T: 717-346-8212 E: aaalger@state.pa.us
Jo Ann Boyd Absent	Southwest Research Institute, Lab	T: 210-522-2169 E: jboyd@swri.org
Carol Barrick Absent	Mosaic, LLC, Lab	T: 813-361-6911 E: cabarrick@msn.com
Kristin Brown Present	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: kristinbrown@utah.gov
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 Absent	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: tgrimes@co.pinellas.fl.us
Marvelyn Humphrey Present	USEPA Region 6, EPA	T: 281-983-2140 E:
Roger Kenton Present	Eastman Chemical Company, Lab	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan Present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Mitzi Miller - absent	Dade Moeller & Associates	T: 509.531.0255 E: mitzi.miller@moellerinc.com
Mitzi Miller Present	Moeller Inc.	T: 865.927.3102 E: mitzi.miller@moellerinc.com
Julia Sudds Present	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: jsudds@babcocklabs.com
Ilona Taunton	TNI Program Administrator	T: 828-712-9242 E: ilona.taunton@nelac-institute.org

