

**Summary of the  
Laboratory Accreditation System Executive Committee  
September 27, 2010**

1. Roll call and Minutes:

Attendance is recorded in Attachment A.

The meeting of the TNI Laboratory Accreditation Systems Executive Committee (LASEC) was called to order by June Flowers, Chair, on September 27, 2010 at 12 noon EST.

A motion to accept the August 23, 2010 meeting minutes was made by Roger and seconded by Julia. The minutes were unanimously approved.

Kristin had sent Silky Labie the LASEC comments on the QS checklist last Monday, September 20. Comments have not yet been issued to Lynn Bradley on the AB Evaluators checklist and SOP.

2. Reports from Other Committees:

TAC: Planning for the LOD/LOQ webinar is underway.

PT expert committee: Working on SIR questions relating to quick turnaround PTs.

Quality Systems: Working on TIAs.

Iлона distributed an updated Standards Implementation Spreadsheet via email, and reported that other committees are providing input to the table. There were some items that were reviewed to evaluate the need for further LASEC discussion. The committee did not see a need to review these items, but recommended Item #30 be returned to the On-Site Committee since there are still interpretation/implementation issues with Assessor Training requirements in the new standard.

3. Evaluation SOP:

The AB Evaluators Checklist and SOP were to be reviewed and commented on via email. To accomplish this, a subcommittee with Mitzi, JoAnn and Marvelyn will meet on Friday October 1, 1PM EST. Carol will book a conference call. To prepare for this meeting, Mitzi will red-line SOP 3-102 Rev.3 with the comments provided by Cathy Westerman (via email to June from Lynn Bradley). The checklist consists of the V2M1 TNI standard, so comments will be similar to those given to the QS on their checklist for labs. A formal response to the AB Committee will be discussed following this subcommittee meeting.

4. Status update on SIR process:

Ilona reported that the web voting program for AB's will be available on the website next week. June and Ilona will meet on Wednesday September 29<sup>th</sup> at 1PM to finalize the next group of SIR responses for AB voting

5. Revisions to LASEC charter:

June presented the revised charter for LASEC. Members noted that Mitzi Miller and Julia Sudds should be added to the members list. Also, the standards implementation deadline of July 1, 2011 should be added. A motion was made by JoAnn to approve the charter with the changes noted. The motion was seconded by Julia. Members voted unanimously to accept the LAS EC Charter Revision 2. Carol will submit this to be posted on the website. See Attachment C.

6. Next Meeting:

The next meeting will be Monday October 25 2010 at noon EDT.

The meeting adjourned at 1:20 pm EDT.

**Attachment A****PARTICIPANTS****TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
Ann Marie Allen - present	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: <a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>
Aaren Alger – absent	Pennsylvania DEP	T: 717-346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>
Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>
Carol Barrick - absent	Mosaic, LLC, Lab	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>
Kristin Brown- present	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>
George Detsis - absent	Department of Energy, Government	T: 301-903-1488 E: <a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>
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 - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.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 - present	Eastman Chemical Company, Lab	T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Judy Morgan - absent	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorgan@envsci.com">jmorgan@envsci.com</a>
Mitzi Miller - present	Moeller Inc.	T: 865.927.3102 E: <a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>
Julia Sudds – present	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: <a href="mailto:jsudds@babcocklabs.com">jsudds@babcocklabs.com</a>
Ilona Taunton – present	TNI Assistant Executive Director	T: 828-894-3019/828-712-9242 E: <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Carol Batterton – present	TNI Program Administrator	T: 830-990-1029 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>

**Attachment B****Action Items – LASC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
	Update SIR SOP based on current practices.	Ilona	12/1/09	Complete
	Forward SIR#76 response concern to the NELAP Board.	Ilona	12/20/09	Complete
	Forward Final SOP: 5-101 Rev 1 to Policy Committee.	Ilona	12/16/09	Complete
	Prepare e-mail voting ballot for new members.	June Ilona	12/23/09	Complete
	Tabulate votes to determine new LASC members. Notify June with results.	Ilona	1/4/10	Complete
	Forward names of new members to the TNI Board for approval.	June	1/6/10	Complete
	Update SIR SOP based on comments received from Policy Committee. Jerry suggested Ilona to work on this.	Ilona	12/31/10	
	Get LASC meeting minutes on website	Ilona June	6/11/10	Complete
	Contact ABs to ask questions about the QS checklist. Then respond to QS with comments	June, Mitzi, Kristin, Dan, Terri, Judy, Julia, Judy, Aaren	6/10/10	Complete
	Update Charter and post on website	Carol		
	Review AB Evaluator SOP and provide comments to ABC.	Subcommittee to meet	10/1/10	

**Attachment C**  
**THE NELAC INSTITUTE COMMITTEE CHARTER**

<b>1. Committee Name:</b> (LAS EC) Laboratory Accreditation System Executive Committee	<b>2. Version:</b> 2.0	<b>3. Date:</b> 09/27/2010
<b>4. Mission Statement:</b> The mission of this committee is to manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories. Activities of the committee include developing and/or establishing policies and procedures, standards interpretations, guidance documents, and any related tools used by accreditation bodies to implement NELAP.		
<b>5. Program Administrator:</b> Carol Batterton		
<b>6. Committee Members:</b>	<b>7. Stakeholder Group:</b>	
Ann Marie Allen	Massachusetts, Non-nelac AB	
Jo Ann Boyd	Southwest Research Institute, Lab	
Carol Barrick	Mosaic, LLC, Lab	
Kristin Brown	Utah Bureau of Lab Improvement, AB	
Brooke Connor – TNI Board Liaison	USGS, Government	
George Detsis	Department of Energy, Government	
Dan Dickinson	New York DOH, AB & PTP	
June Flowers - Chairperson	Flowers Chemical Laboratories, Inc., Lab	
Terry Grimes	Pinellas County Utilities, Municipal Lab	
Marvelyn Humphrey	USEPA Region 6, EPA	
Roger Kenton	Eastman Chemical Company,	
Judy Morgan	Environmental Science Corporation, Lab	
Mitzi Miller	Moeller Inc., Other	
Julia Sudds	E.S. Babcock & Sons, Inc., Lab	
<b>8. Objectives:</b> <i>(insert rows as necessary)</i>		
<ul style="list-style-type: none"> <li>• Will work in cooperation with the NELAP Accreditation Council to assist in implementing this program.</li> </ul>		
<ul style="list-style-type: none"> <li>• Will work with the Consensus Standard Development Program Executive Committee to ensure that accreditation standards developed for this program are suitable for use, and</li> </ul>		
<ul style="list-style-type: none"> <li>• Will see the assistance of Expert Committees, the PT Executive Committee, and the Technical Assistance Committee as appropriate for standards interpretations, guidance documents and related tools.</li> </ul>		
<b>9. Success Measures:</b>		
<ul style="list-style-type: none"> <li>• Developed the Standards Interpretation Request SOP 5-101</li> </ul>		
<ul style="list-style-type: none"> <li>• Provided recommendations to NELAP Board on TNI standards</li> </ul>		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>10. Key Milestones:</b> <i>(significant events and corresponding dates)</i>		
<ul style="list-style-type: none"> <li>• Assure that tools are available for successful implementation of the TNI standards by July 1, 2011.</li> </ul>		

**11. Considerations:** *(assumptions/constraints/obstacles/risks)*

- 

**12. Available Resources:**

- Other TNI Committees (Expert and Support) for changes to the modules
- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- Participating organizations
- Other entities as the committee sees fit, that pertain to our mission

**13. Additional Resources Required:**

- Web-based teleconferencing services
- Effective and accessible member database

**14. Anticipated Meeting Schedule:** *(specify meeting format and frequency)*

- Monthly Committee Teleconferences (Fourth Monday of each month by teleconference at noon E.S.T.)
- Additional teleconference scheduled as necessary
- Committee meetings during semiannual TNI Forums