

**Summary of the
Laboratory Accreditation System Executive Committee
August 23, 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 August 23, 2010 at 12 noon EST. Guests Silky Labie and Paul Junio were welcomed.

A motion to accept the June 11, 2010 meeting minutes was made by Roger and seconded by Julia. The minutes were unanimously approved. There was no meeting in July, and the committee voted by email to change the meeting date to the 4th Monday of the month. Carol Batterton is now the assigned TNI Program Administrator for LASEC. Ilona will still attend our meetings to maintain the current status of the Implementation Spreadsheet and to facilitate the SIR process.
2. LASEC conference calls will now include a brief report from members that sit on other TNI committees. This will keep members current and up to date of what is happening throughout TNI. LASEC minutes and conference call invitations will be sent to TAC and NEFAP Chairs to keep them informed of our happenings.
3. Kristin Brown will summarize our recommendations regarding the Quality System Checklist. The recommendations will be emailed to LASEC members by Friday, August 27. LASEC will review and comment on these via email by Friday September 3 and Ilona will tally our comments and re-distribute for email voting and reporting to QS by September 13, 2010.
4. The committee was given the AB Evaluators Checklist and SOP for review and recommendation. The document to review is the reformatted SOP 3-102 Rev.3 emailed Monday August 23, 2010. LASEC will review and comment via email by Monday August 30. Ilona will coordinate responses and target the week of September 6th to formally respond to the AB Committee.
5. The TNI Technologies table was given to LASEC for review. No vote is needed on this, but members are asked to email Dan Hickman directly with any additions or comments: danthrax33@msn.com
6. Status update on SIR responses – There was no further discussion on particular SIRs.
7. New business
 - The TNI website page for LASEC needs updated Charter, member directory and minutes
8. Next Meeting
The next meeting will be Monday September 27 2010 at noon.
The meeting adjourned at 1:20 pm EST.

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
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 - present	Mosaic, LLC, Lab	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Kristin Brown- present	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: kristinbrown@utah.gov
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 - 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: humphrey.marvelyn@epa.gov
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 - 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 – present	TNI Assistant Executive Director	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com
Carol Batterton – absent	TNI Program Administrator	T: 830-990-1029 E: carbat@beecreek.net

Guests: Silky Labie and Paul Junio were present

Attachment B

Action Items – LASC

	Action Item	Who	Expected Completion	Actual Completion / Comments
	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. Talk to Alfredo about target date.	Ilona June	12/31/10	
	Get LASC meeting minutes on website	Ilona June	6/11/10	
	Contact ABs to ask questions about the QS checklist.	June, Mitzi, Kristin, Dan, Terri, Judy, Julia, Judy, Aaren	6/10/10	

Attachment C

Backburner / Reminders – LASC

	Item	Meeting Reference	Comments
1	Review Implementation memo attached		
2			
3			
4			
5			

