

**Laboratory Accreditation System Executive Committee Meeting Minutes
November 24, 2015**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from October 27 were approved.

2) New Member Vote

Myron Gunsalus had initially applied to be a full member of LASEC several years ago, when membership was already at the maximum of 15 individuals. With the availability of one more open slot, Myron was asked about his continuing interest in becoming a full member and he agreed to accept a nomination for that position. Jack moved and Barbara seconded that Myron be approved for full membership in LASEC. Approval was unanimous. Welcome, Myron!

Members whose terms are expiring were asked if they wished to serve a second term. Carl, Barbara and Judy would like to do so, and Gale plans to continue as an associate member.

3) Assessment Forum and Mentor Session

Barbara reported that the agendas are set for conference in Tulsa, with many OK folks presenting, too! They'll have one more conference call in December to finalize. See Attachment C for the agendas for both Assessment Forum sessions and the Mentor Session.

4) SIR Subcommittee

The subcommittee met immediately prior to the full committee meeting, and reviewed three more "recycled" SIR interpretations from Quality Systems Expert Committee to be posted for vote by the AC. Two will be posted for AC voting and one will be returned to Quality Systems for further revision.

5) Status of Standards Review

Calibration Standard – Judy made a brief presentation to the NELAP AC's November 16 meeting on our formal recommendation that this standard be adopted with the editorial changes made and the guidance developed as agreed upon.

Asbestos (V1M3) Module – this module was reviewed previously and while comments were provided to the CSDEC for use in the next revision, LASEC had no objections to the current module (2012 version.) Carl moved and David seconded that LASEC recommend to the AC that it adopt and use the asbestos module. Approval was unanimous.

Radiological Chemistry (V1M6) Module -- this module was reviewed previously and LASEC had no objections to the current module (2015 version.) Dorothy moved and Carl seconded that LASEC recommend to the AC that it adopt and use the rad chem module. Approval was unanimous.

Remaining Modules -- Judy noted that Quality Systems (V1M2) and Microbiology (V1M5) modules as well as the LOD/LOQ portion of the Chemistry Module (V1M4 §1.5.1-1.5.2) are presently open for voting or having comments addressed, and that the PT Expert Committee is meeting biweekly to address comments to V3 and V4. Although an earlier LASEC review of the WET module (V1M7) showed it to be “auditable and implementable,” a final decision by LASEC is on hold as the new WET Expert Committee compares the 2009 and 2012 versions with its goals and priorities to see which version is most compatible with future directions for that field of testing.

5) On-Site Assessment and Prep Method Policies for the NELAP AC

A revised draft of the on-site assessment policy was not available, nor is a draft of the prep method policy available. Judy noted that the end of the year is heavy budget season for many organizations and expressed hope that early 2016 will bring versions of these two policies for review.

6) Next Meeting

LASEC will meet on Tuesday, December 22, 2015, at 1:30 pm Eastern. Teleconference information and an agenda with any other materials will be sent the week before.

Action Items are included in Attachment B.

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE

| | NAME | EMAIL | TERM, End Date | INTEREST | AFFILIATION | S/H CATEGORY | PRESENT |
|------------|------------------------------|--|----------------------|-----------------------------|--------------------------------|------------------------------------|---------|
| 1 | Judy Morgan, Chair | Judy.Morgan@pacelabs.com | 3 years, 12/18 | Chair (all) | Environmental Science Corp. | Lab/FSMO | Yes |
| 2 | JoAnn Boyd | jboyd@swri.org | 3 years, 12/16 | StdsRev | Southwest Research Inst. | Lab/FSMO | No |
| 3 | Kristin Brown, Vice Chair | kristinbrown@utah.gov | 2 years, 2/17 | SIRs/Assmt Forum/FAQ | UT Bur. of Lab Improvement | NELAP AB | Yes |
| 4 | David Caldwell | david.caldwell@deq.ok.gov | 2 years, 12/17 | Assmt Forum | OK DEQ | Non-NELAP AB | Yes |
| 5 | Karen Costa | Costa.Karen@epa.gov | 3 years, 12/17 | | US EPA | Other | No |
| 6 | George Detsis | george.detsis@eh.doe.gov | 3 years, 12/17 | Assmt Forum | US DOE | Other | No |
| 7 | Barbara Escobar | Barbara.Escobar@pima.gov | 3 years, 12/18 | Mentor, AssmtFrm, FAQ | Pima County, AZ | Lab/FSMO | Yes |
| 8 | Jack Farrell | aex@ix.netcom.com | 3 years, 12/16 | Assmt Forum, StdsRev | Analytical Excellence | Other | Yes |
| 9 | Myron Gunsalus | ngunsalus@kdheks.gov | 3 years, 12/18 | KS DHE | KS Lab Director | NELAP AB | Yes |
| 10 | Bill Hall | George.Hall@des.nh.gov | 3 years, 12/16 | SIRs,FAQs | NH ELAP | NELAP AB | Yes |
| 11 | Betsy Kent | bkent@rcid.org | 3 years, 12/15 | Mentor Sessions | Reedy Improv. District, FL | Lab/FSMO | No |
| 12 | Carl Kircher | carl.kircher@doh.state.fl.us | 3 years, 12/18 | SIRs, FAQs | FL DOH | NELAP AB | Yes |
| 13 | Dorothy Love | dorothylove@eurofinsus.com | | | Eurofins Env't'l | Lab | Yes |
| 14 | Mitzi Miller | mitzi.miller@moellerinc.com | 2 years, 12/17 | FAQs | Dade Moeller, Inc | Other | No |
| 15 | William Ray | Bill_Ray@williamrayllc.com | 3 years, 12/17 | | Wm Ray Consultants | Other | No |
| Ex Officio | | | | | | | |
| | Elizabeth Turner | eturner@ntmwd.com | | Ex Officio | Small Lab Issues | North TX Mun. Water District | No |

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|-------------------|--------------------------------|--|-------------------|-----------------------|----------------------------------|----------|-----|
| Associate Members | | | | | | | |
| | Aaren Alger | aaalger@pa.gov | | | PA DEP | NELAP AB | No |
| | Carol Barrick | cabarrick@msn.com , Carol.Barrick@mosaicco.com | | | FCC Environmental | Lab/FSMO | No |
| | Kirstin Daigle | Kirstin.daigle@testamericainc.com | | | TestAmerica | Lab | Yes |
| | Carol Haines | bio.haines@gmail.com | | Stds Rev, ad hocs | Retired from EPA as of 5/1/15 | Other | No |
| | Christelle Newsome | cnewsome@c2nassociates.com | | | C2N Associates, Inc. | Other | No |
| | Carol Schrenkel | CSchrenkel@suburbantestinglabs.com | 3 years, 12/16 | Mentor, Ass. Forum | | Other | No |
| | Gale Warren | ggw01@health.state.ny.us | | SIRs | NY ELAP | NELAP AB | Yes |
| | Program Admin. Lynn Bradley | Lynn.bradley@nelac-institute.org | | | | | Yes |
| | Guests – Steve Arms | Steve.Arms@flhealth.gov | | | | | |

Attachment B

Action Items – LAS EC

| | Action Item | Who | Expected Completion | Actual Completion / Comments |
|----|--|--------------------------------------|---|---|
| 42 | Craft wording for recommendation about PT modules | Judy/Mitzi | After comments from IS voting are reviewed and addressed? | |
| 43 | Draft memo to LASEC re needing full member attendance at meetings | Lynn send to Judy | May 2015 6/3/15 edits re-sent | Sent Sept 18, 2015 |
| 48 | Contact Kirstin Daigle about reviewing and editing the on-site assessment draft policy | Judy | ASAP – sometime in August? | Kirstin actively drafting POL 3-XXX |
| 49 | Comment on the VDS as reviewed for committee recommendation purposes | Kristin-V1M4-LOD/LOQ; ESC staff-V1M5 | NLT July 5 | Comments submitted by individuals during voting period |
| 51 | Review LOD/LOQ standard | Judy, Carl, Barbara, and Jack | Friday, August 21, 2015 | Awaiting feedback from JoAnn OBE – voting now open, please review and vote! |
| 53 | Contact Quality Systems Expert Committee about the issue of SIR #132 | Judy | ASAP | SIR withdrawn, may become a clarification. |
| 54 | Send sample pre-audit letters to Kirstin | Barbara, Judy, Jack | ASAP | ? |
| 55 | Draft recommendation for Rad module, for November meeting | Lynn/Judy | November 18 | |
| 56 | | | | |
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| 58 | | | | |

Attachment C

Assessment Forum Outline Tulsa, OK January 2016

Monday 1/25/16 Afternoon – Preparing to be TNI Compliant

| | |
|-------------|---|
| 1:00-1:10pm | Intro/Objectives/Agenda/Ground Rules (Barbara Escobar) |
| 1:10-2:15pm | <i>Oklahoma TNI Laboratory Accreditation Status and Regulatory Updates affecting Laboratories</i> – David Caldwell |
| 2:15 -3pm | Panel - <i>How to Comply & What are the Pitfalls in Accreditation</i> Panelists: David from OK, Connie Demoret from the City of Tulsa Water & Sewer Department & Jack Farrell representing 3 rd party assessors |
| 3-3:30 pm | Break |
| 3:30-4:30pm | Continue Panel Discussion |
| 4:30-5:00pm | Wrap-up, Evaluations and Future Topics Discussed (Jack Farrell) |

Tuesday 1/26/16 Morning - Preparing for TNI Assessments

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|---------------|--|
| 8:00-8:15am | Intro/Objectives/Agenda/Ground Rules (Barbara) |
| 8:15- 9:30 am | Presentations - <i>How to Perform Effective Internal Audits</i> Presenters: Star Yuan from Green Country Testing, Inc., Tiffini Adams from Central Valley Water Reclamation Facility, Barbara Escobar from Pima County WW Lab |
| 9:30-10:30am | Break |
| 10:30-11am | <i>Mock Assessment Interviews</i> – Patty Snyder/Jack Farrell from AEX, Inc. |
| 11:00-11:50am | Panel - <i>Common Assessment Findings for Initial and Seasoned Labs</i> Panelist: David from OK, Mike Shepherd representing 3 rd party assessors, George Detsis from USDOE, Carl Kircher from FL |
| 11:50-12pm | Wrap-up, Evaluations and Future Topics Discussed (Jack Farrell) |

Mentor Session Outline Tulsa, OK January 2016

Tuesday 1/26/16 Afternoon – How to do a Corrective Action/Root Cause Analysis

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|-------------|--|
| 1-1:10pm | Intro/Objectives/Agenda/Ground Rules (Jack Farrell) |
| 1:10-3pm | Panel - <i>How to Initiate Effective Corrective Action Reports</i> Panelists- Michael Shepherd representing 3 rd party assessors, David from OK, Kristen from UT |
| 3-3:30pm | Break |
| 3:30-4:30pm | Work through Root Cause Analysis on some of the Common Findings found in the earlier Assessment Forum Panelists listed above lead the work group |
| 4:30 pm-5pm | Close-out, Evaluations and Future topics (Barbara Escobar) |