

## **Laboratory Accreditation System Executive Committee Meeting Minutes November 26, 2013**

### 1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Due to lack of a quorum, minutes of the October 22, 2013, meeting could not reach completion of the vote to approve, but Ann Marie moved and Carl seconded that they be approved with the remaining votes to be cast by email. All present voted "yes."

Since the October meeting, an opening for a "full member" of the committee has arisen. Judy asked for a nomination that Jack Farrell be approved to fill the "full member" slot. Jack is the sole active member from the combined two committees who is eligible for full membership, and he has continued to participate actively despite being assigned into the "affiliate member" category at the time of the committee merger. Plus, the vacancy created is from an "other" stakeholder category, which matches Jack's status. A motion to approve Jack as full member was made by Carl and seconded by David, and the remaining votes will be cast by email. All present voted to approve the nomination. Assuming Jack accepts the nomination (he was absent,) this will bring the committee roster back to 15 members.

### 2) Updates

#### Revision of TNI Bylaws Underway

The TNI Board asked that the Executive Committees and the AC be advised of revisions being considered for the TNI Bylaws. The impetus for revision was a new federal policy clarifying that federal employees serving as ex-officio members on governing boards of non-profits working in their professional interest areas may legitimately vote in all activities of those boards. With the release of this policy, the ex-officio members of TNI's Board asked that their status be changed from non-voting to voting, which requires a Bylaws revision.

In addition to the voting status change, the Board will determine whether or not there will be opportunity for membership ratification of ex-officio appointments. Also, some minor changes have been made to clarify membership meetings and Board meetings, for the status of the Nominating Committee and the Past Chair (who would chair the Nominating Committee,) and a formal statement that committees may add stakeholder categories to their membership rosters with approval of either the appropriate executive committee or the Board itself. There is also a technical revision to allow substitution of the TNI acronym throughout the Bylaws, without actually altering the name of the organization.

#### SIR Subcommittee

This subcommittee met immediately before the LAS meeting, and addressed 16 more SIRs, primarily those that have too many "against" votes to ever be approved with the response as initially offered. Most of these will return to another committee for revision, except for two that will be "on hold" pending a broader policy negotiation about "second sources" of reference materials and standards.

Judy noted that all pending or not-yet-approved SIRs have now been addressed at least once, with some removed from the system as not actually being requests for interpretation (and the submitters so notified) while others received refined responses or were returned to the expert committees to be addressed more clearly. Problematic SIRs have been removed from the AC voting site, and Judy has invested great effort into the accurate tracking of status for SIRs in the current process, working with Lynn and also Ilona to make this as accurate as possible.

Members of this subcommittee are Kristin Brown, Kirstin Daigle, Terri Grimes, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support to be provided by Lynn.

### Frequently Asked Questions

Judy apologized that this workgroup has lagged, with only one member completing the assigned draft answer, and she committed to getting back to this issue soon. Two additional FAQs resulted from the meeting of the SIR subcommittee.

Members of this Ad Hoc group are Carl Kircher, Kristin Brown, Bill Hall, Barbara Escobar, Mitzi Miller and Judy Morgan/Chair.

### Topics for the Assessment Forum and Mentor Session in Louisville

Barbara discussed the draft agenda for the Assessment Forum, and indicated that speakers are lining up as expected. Tentatively, the day's program looks like this:

- 8:00 Intro/Objectives/Agenda/Ground Rules
- 8:15 **Practicing Root Cause and Corrective Action** -- Request audience common findings then pick one to work through 5 why's; How to write a good CAR (Lab & AB, e.g., Jack Farrell, George Detsis, Jim Todaro, Carol Schrenkel)
- 10:00 Break
- 10:30 **CAR** Continuation...
- 11:30 **Wastewater Resources Guidance** -- Slide or handout with resources (SLAG rep, e.g., Elizabeth Turner)
- 12:00 Lunch
- 1:00 **Microbiology QA/QC Requirements** -- How to document proper adherence; what to do with positive presumptive or who can invalidate data? Example of all documentation needed – e.g., Colilert Method (Lab & AB, e.g., Robin Cook, Deb Waller & Patsy Root)
- 2:30 **New Standards Interpretation Process & Resolution of SIRs** -- Review SOP; What not to do; Review webpage and some recent SIRs. (LASEC rep, e.g., Judy Morgan & Susan Wyatt)
- 3:00 Break
- 3:30 **SIR** Continuation
- 4:30 Wrap-up -- Evaluations and Future Topics Discussed.

Members of this subcommittee are Jack Farrell/Chair, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Shrenkel.

Betsy Kent was absent but the Mentor Session topic is "Meeting TNI Standard Requirements in The Microbiology Laboratory Compliance Challenges with Shared Solutions with Emphasis on Municipal Wastewater and Drinking Water Laboratories."

This topic is intended to complement and expand upon several of the Assessment Forum topics.

Members of this subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Shrenkel.

### Standards Review SOP

After getting a workgroup identified, Judy realized that the Consensus Standards Development Executive Committee's (CSD EC's) SOP subsumes the former LAS role into the duties of the Standards Development Council (cross referencing and editing), and so has been in discussions with CSD EC and Policy Committee about what should be LAS's appropriate role. That role looks to be review of the standard for elements needed to ensure implementation (implement-ability) and suitability.

A draft revision of the 2008 SOP is circulating to get comments from both committee chairs, and then will be cleaned up and presented to the workgroup as a starting point. Judy asked for input from the committee about what factors would be needed for implementability, but little feedback was offered – consistent terms across modules, clarity of requirements and identification of areas where guidance or SOPs or policies will be needed for implementation are presently identified, but additional focal points for the LAS review will emerge as the draft progresses.

Once the workgroup is satisfied, the draft will be circulated to the full committee and then will be the primary agenda item for the LAS meeting at conference (on Wednesday morning.) These communications will occur by email, since there is no scheduled committee meeting before conference.

Volunteers for this Ad Hoc group are Jack Farrell, Ann Marie Allen, Carol Haines, JoAnn Boyd and Judy Morgan/Chair.

### 3) Wrap Up

The SIR Subcommittee's work will continue as the various reviewing committees return their revised responses, along with new interpretations. Development of the initial SIR FAQs will get underway, as will the drafting of the LAS standards review SOP. The Assessment Forum and Mentor Session will finalize their programs for conference in Louisville.

Judy thanked all committee members for their hard work this year, and noted our many accomplishments. She will highlight those accomplishments in her opening presentation in Louisville before embarking on the planned discussion of the Standards Review SOP.

Ann Marie moved and Barbara seconded that the meeting be adjourned at 2:20 pm.

### 4) Next Meeting

The next meeting of the LAS EC will be on the Wednesday morning of conference week, in January, 2014. It's too soon to know whether we'll be able to get a teleconference line, or not, for that meeting. The scheduled meeting for December 24, 2013, will not be held.

Action Items are included in Attachment B.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE**

	<b>NAME</b>	<b>EMAIL</b>	<b>TERM, End Date</b>	<b>INTEREST</b>	<b>AFFILIATION</b>	<b>S/H CATEGORY</b>	<b>PRESENT</b>
1	Judy Morgan, Chair	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	<a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>	3 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	1 year, 12/13	StdsRev	Southwest Research Inst.	Lab/FSMO	No
4	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	No
5	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
6	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	Yes
7	Carol Haines	<a href="mailto:haines.carol@epa.gov">haines.carol@epa.gov</a>	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
8	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1 year, 12/13	SIRs,FAQs	NH ELAP	NELAP AB	Yes
9	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
10	Carl Kircher	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
11	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
12	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	No
13	Kim Sandrock	<a href="mailto:Kim.Sandrock@state.mn.us">Kim.Sandrock@state.mn.us</a>	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
14	Carol Schrenkel	<a href="mailto:schrenkc@verizon.net">schrenkc@verizon.net</a>	1 years, 12/13	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>			PA DEP	NELAP AB	No
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	<a href="mailto:kirstin.daigle@testamericainc.com">kirstin.daigle@testamericainc.com</a>		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>		Assmt Forum	US DOE	Other	No
	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum, StdsRev	Analytical Excellence	Other	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	Yes
	Kitty Kong	<a href="mailto:Kitty.Kong@chevron.com">Kitty.Kong@chevron.com</a>			Chevron	Other	No
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	No
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes

**Attachment B****Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
7	Ask webmaster to add a button to the Interpretations web page, for people wishing to be notified when a new interpretation is posted	Lynn/William		Request sent 8/22/13
9	Submit additional comments on RFP scoring form	All committee members	November 1	Scoring completed
10	Obtain clarity about LAS EC's role in review of new standards prior to recommending them to the AC for adoption	Judy	ASAP	Discussions with Policy Committee and CSD completed
11	Email vote to approve 12/22/13 minutes	Lynn	12/6/13	
12	Email vote to approve Jack Farrell as full committee member	Lynn	12/6/13	
13	Distribute mark-up for revisions of Standards Review SOP; workgroup to communicate by email	Judy	December 2013	