

## Laboratory Accreditation System Executive Committee Meeting Minutes

December 14, 2012

### 1) Roll call and Approval of Minutes

Kirstin Daigle called the TNI LAS EC meeting to order on December 14, 2012, at 1:35 pm Eastern time. The Committee agreed to meet on this date after the regularly scheduled December 5th meeting was cancelled. Attendance is recorded in Attachment A.

No further comments were received on either the November 7 minutes. The minutes are considered approved and will be forwarded to the webmaster for posting.

### 2) Announcements and Conference Session for LAS

Kirstin noted that the cut-off dates for the January conference in Denver -- early registration fees, as well as for the hotel room block -- are approaching rapidly.

Kirstin then noted that she has accepted a new position, one where her workload will require her to take a break from TNI activities, and that she won't be able to attend conference in Denver. We discussed teleconferencing options for that meeting as well as having someone on-site to moderate the meeting even though Kirstin can be on the phone.

All agreed with Kirstin's suggestion that the full 3-hour session on Wednesday morning, January 16, should have focus on the changes to the SIR process and the Accreditation Council's (AC's) request that LAS develop a policy concerning changes to an AB's operations. If the Consensus Standards Development Executive Committee provides information on its development of standards review procedures, those will also be included on the agenda, since LAS will also need procedures for reviewing new standards (CSD EC meets the following day.)

Participants also agreed with the suggestion to actively recruit new LAS members at conference, since 7 of our 14 members have now served 2 3-year terms and are obligated to leave the LAS at the end of the conference. The TNI Board has been asked to identify a suitable individual to serve as chair following Kirstin's departure.

### 3) Standards Interpretation SOP

Kirstin had circulated another draft of the revised SIR SOP (3-105) and most of this meeting was devoted to discussing and editing that draft.

Kirstin will make the final changes as discussed and circulate the revision for comment, in hopes that an email vote can be completed prior to our next meeting at conference.

### 4) Pending Request from NELAP AC for Advice on Addressing Changes to AB Operations

In April 2012, the AC asked the LAS EC for consensus recommendations on how to address changes to an AB's operations that might require a full evaluation outside of the normal 3-year cycle. This arises from the possibility that one or more ABs may shift to

use of a contract accreditation body making recommendations for accreditation to the state. There was insufficient time remaining to take up this issue, but it will be addressed at conference. Participants requested that they be sent a link to the AC's web page so they can become familiar with evaluation procedures and AB operations in order to be knowledgeable about the relevant issues, prior to conference. (NOTE: the link was emailed, but is provided here for convenience – <http://www.nelac-institute.org/cms/posts/1213771614.php>) There is also a PowerPoint presentation on becoming an AB, available from the NELAP program page, [http://www.nelac-institute.org/howto-ab.php#pab1\\_2](http://www.nelac-institute.org/howto-ab.php#pab1_2) – this was not previously shared and may be more useful than the SOP itself.)

## 5) Next Meeting

The next meeting of the LAS EC will be at conference in Denver. The session is scheduled for Wednesday, January 16 at 8:30 pm Mountain time (10:30 am Eastern.) The agenda will be the revised SIR SOP 3-105, the AC-requested recommendations for handling changes to an AB's operations, and possibly beginning discussion of the LAS's role in reviewing new standards, depending on CSD EC's progress.

Teleconference information for the session in Denver follows. At that time, LAS EC members should call 1-213-342-3000, use passcode 155258#. A reminder will be sent the week prior to the meeting.

Action Items are included in Attachment B.

The meeting was adjourned at about 3 pm Eastern time.

## Attachment A

**PARTICIPANTS**  
**TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Present?</b>
Ann Marie Allen (Jan 2007) T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us	Massachusetts, Non-NELAP AB	yes
Aaren Alger (2009) T: 717-346-8212 E: aalger@pa.us	Pennsylvania DEP, NELAP AB, Accreditation Council Chair	No
Jo Ann Boyd (Jan 2007) T: 210-522-2169 E: jboyd@swri.org	Southwest Research Institute, Lab	No
Carol Barrick (Jan 2009) T: 813-361-6911 E: <a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , Carol.Barrick@mosaicco.com	Mosaic, LLC, Lab	no
Kristin Brown (Jan 2010) T: 801-965-2540 E: kristinbrown@utah.gov	Utah Bureau of Lab Improvement, NELAP AB	no
George Detsis (Jan 2007) T: 301-903-1488 E: george.detsis@eh.doe.gov	Department of Energy, Government	no
Dan Dickinson (Jan 2007) T: 518 485-5570 E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>	New York DOH, AB	No
Kirstin Daigle, Chair (Jan 2012) T: 802-660-1990 E: <a href="mailto:Kirstin.Daigle@testamericainc.com">Kirstin.Daigle@testamericainc.com</a>	TestAmerica, Lab	yes
Terri Grimes (Jan 2007) T: 727-582-2302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.us</a>	Pinellas County Utilities, Municipal Lab	no
Carol Haines (Aug 2012) T: 360-871-8878 E: Haines.Carol@epa.gov	EPA Region 10 Laboratory	yes
Roger Kenton (Jan 2007) T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>	Eastman Chemical Company, Lab	yes
Judy Morgan (Jan 2007) T: 615-773-9657 E: jmorgan@envsci.com	Environmental Science Corporation, Lab	no

Mitzi Miller (Jan 2011) T: 509-531-0255 E: mitzi.miller@moellerinc.com	Dade Moeller & Associates, other	no
Julia Sudds (Jan 2010) T: 951.653.3351 E: jsudds@babcocklabs.com	E.S. Babcock & Sons, Inc., Lab	no
Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	TNI Program Administrator	yes
Guests: Bob Wyeth,	Chair of Consensus Standards Development Executive Committee	yes

**Attachment B**

**Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
2	Work on references for SIRs in 2009 SIR database.		Establish date at next meeting.	Is this still needed?
12	Talk to Aaren about NELAP AC representation on LAS EC.	Kirstin	3-12-12	Was this done?
13	Publicize that LAS is seeking new members. Check with the absentees about their preference for remaining on the committee.	Kirstin	October 2012	Publicizing completed -- TNI newsletter article, 10/15/12
16	Draft revisions to SIR SOP 5-101 (renumbered to SOP 3-105)	Kirstin	10/17/12	First round revisions circulated 10/23/12
18	Final draft revisions to SIR SOP	Kirstin	Prior to 12/1/12	
18a	“	“	Interim revision provided; final revision to be circulated by Kirstin for comments and then for email vote	Desire completion prior to conference