

**Laboratory Accreditation System Executive Committee Meeting Minutes
December 19, 2017 1:30 pm**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Minutes of November 28 were approved. Attendance is recorded in Attachment A.

Lynn reviewed membership terms, since a number of members are at the end of their terms. For AB category stakeholders, Kristin, David and Bill Ray will serve one more year, in order to retain balance on the committee, while Bill Hall will become an associate member. For "other" category, both Jack's and Mitzi's terms are ended; Jack will become an associate, but there has been no response from Mitzi. Of the "lab" category, JoAnn's term will end. We will need to recruit at least one additional AB and one "other" member early in 2018.

2) Assessment Forum and Mentor Session

Judy, Ilona, Dorothy, Nick, Scott Siders, Lynn and Jerry Parr met by conference call on December 8 to discuss possible topics for a follow-on session in Albuquerque. The tentative plan agreed upon is as follows:

Mentor Session – Monday afternoon, working on Implementation Guidance

- 3 break-out tables/rooms, 6 topics chosen from among topics needing additional content after DC session, a list of "leftover" topics from CA and suggestions from Paul Junio and Small Lab Handbook
- The "workshop" format was very well received, in part due to the networking aspects for new participants

Assessment Forum – Tuesday morning

- Possible presentations about top findings of California assessment plans and discussion about progress of labs in preparing for accreditation, with discussions tied to how same issues affect other ABs and state certification bodies -- maybe around Technical Director qualifications and 1 or 2 PTs/year, in particular, and possible future changes to TNI standard

2) Other Updates

The "Lessons Learned" document was approved at the November meeting and forwarded to the NELAP AC and the CSDEC for their consideration. TNI's Board of Directors will receive the document for consideration along with the responses from NELAP AC and CSDEC, in early 2018.

The approved response to Jerry about the plan and details to "carry forward" the existing SIRs was delivered.

The NELAP AC approved LASEC's recommendation to accept the revised Chemistry module, V1M4.

3) Policy and Procedure Development

Conflict of Interest SOP – possible approaches were briefly discussed, and Judy agreed to provide one or more “sanitized” versions of COI SOPs from other organizations. The NELAP AC discussed whether or not its activities should be included in this LASEC SOP, and concluded that all NELAP ABs and staff are governed by their individual state ethics and conflict of interest laws and regulations, so that imposing an additional TNI SOP would be superfluous and possibly lead to unwanted complications. Carl noted that Clause 4 of the revised ISO/IEC 17011 has language about impartiality that may be relevant to this SOP development.

Decoupling AB Certificates of Recognition from the Evaluation Process – the draft policy provided for the October meeting was offered for approval. Jack moved and David seconded that LASEC approve the draft policy as written, and all present voted in favor. The policy will be returned to the NELAP AC.

4) 2016 Standard Review

Now that all of the individual modules of the revised standard are considered acceptable, LASEC is responsible for a full review of the package (Volumes 1 and 2 only, since Volumes 3 and 4 are now the responsibility of PTPEC). We need to conduct a review of the standard in its entirety, to ensure that internal conflicts will not interfere with implementation. After much consideration, Judy proposed the following scheme:

- Cross-reference the testing modules (chem, micro, etc.) with the QS module
- Cross-reference the two PT modules (V1M1 and V2M2)
- Cross-reference the relevant pieces of the QS module (V1M2 sections such as records management, document control, etc.) with the AB operations portion of Volume 2 (V2M1 and V2M3)

In keeping with this scheme, the following assignments were made:

- David offered to cross-reference the PT modules.
- Carl will be asked to look at the asbestos module (V1M3,) cross-referencing it with QS
- Judy will review the chem module (V1M4) for cross-reference with QS
- Sumy (with help from lab staff) will review the micro module (V1M5) for cross-reference with QS
- Bill Ray will review the rad chem module (V1M6) for cross-reference with QS
- Sumy will ask a colleague to review the unchanged WET module (V1M7) for cross-reference with QS
- Myron (with help from the AB staff) will be asked to review the QS module (V1M2) for cross-reference with relevant portions of Volume 2

Everyone (but particularly those without specific assignments) is asked to please read through Volume 1 for possible implementation issues. Judy asked that everyone try to complete their assignments by time we meet in Albuquerque, and she will check with people before then to verify status. Hopefully, LASEC can either identify specific issues needing resolution or else approve a recommendation to adopt at its February 2018 meeting.

5) Albuquerque Agenda

For the committee meeting at conference, Judy will provide her introductory remarks and then lead a discussion of SIRs (and the “carry-forward” scheme), the COI SOP and the review scheme for the full standard.

6) Next Meeting

The next meeting of LASEC will be the in-person session at conference in Albuquerque, 8:00 – 10:00 am Mountain Time on January 24, 2018. A teleconference line will be available for this session, and call-in information will be provided ahead of time.

The next scheduled teleconference meeting will be Tuesday, February 27, 2018, at 1:30 pm Eastern time. A reminder with agenda will be sent prior to the meeting.

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)	Pace Analytical	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	No
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	3 years, 12/19		EPA R2	Other	Yes
6	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
7	Myron Gunsalus	ngunsalus@kdheks.gov	3 years, 12/18		KS Lab Director	NELAP AB	No
8	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	Yes
9	Carl Kircher	carl.kircher@doh.state.fl.us	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	Yes
10	Harold Longbaugh	harold.longbaugh@houstontx.gov	3 years, 12/19		Houston Lab	Lab	Yes
11	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	Yes
14	Nick Straccione	nstraccione@emsl.com	3 years, 12/19	Assmt Forum	EMSL	Lab	Yes

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Michelle Wade	michelle@michellefromks.com			Wade Consulting	Other	No
	Gale Warren	gqw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB	No
Program Admin.	Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
64	Update SOP 3-106 with “lessons learned” once the 2016 standard is in place	LASEC	“parking lot issue” -- open	Particularly, add review of committee decisions about non-persuasive comments and examine timing of multiple reviews in light of SOP 2-100 restrictions
71	Review draft lessons learned paper	LASEC	Prior to November 28 meeting	Approved at 11/28/17 meeting and later sent to AC and CSDEC
72	Contact Jack and A2LA about possible Assessment Forum talks in Albuquerque	Judy	ASAP	
73	Meet with Jerry and Ilona to plan Mentor Session	Judy, Dorothy, Nick, Lynn	12/8/17	Planning underway
74	Provide sanitized copies of COI SOPs	Judy	Early February, 2018	