

Laboratory Accreditation System Executive Committee Meeting Minutes December 23, 2014

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from November 25 were approved with one typo correction noted.

2) Updates

Assessment Forum and Mentor Session

Barbara has firm topics for the winter Forum on Lab Accreditation. The morning session QC for Manual Methods with Deb Waller and Silky Labie. The afternoon session, being put together by Mitzi Miller, will be Data Review and Storage. Barb has travel approval for this meeting, so that she and Jack will be able to moderate.

For the Mentor Session on Thursday morning, William Lipps will present about Selecting and Maintaining Instruments for Environmental Testing Labs. In Betsy's absence, Mr. Lipps will moderate his own session.

Members who originally volunteered for the Assessment Forum subcommittee are Jack Farrell, Ann Marie Allen, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Schrenkel. Members of the Mentor Session subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Schrenkel.

SIRs and Implementation Guidance

The subcommittee met and discussed one SIR (#251, which turned out NOT to be suitable for implementation guidance, after all) returned from the expert committee, and approved it for posting.

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

The nine approved Implementation Guidance documents have been sent to the webmaster for posting as an additional bar on the NELAP Interpretations page, but may be delayed due to redesign of the site to be more "friendly" to visitors who are not already knowledgeable about TNI's operations.

Former SIRs 258 and 276/281 (now combined) have been sent to individual ABs to review before being presented to this full committee for approval. Jack moved and JoAnn seconded a motion to conduct this vote by email when the materials are ready. Former SIR 262 is being drafted.

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

NELAP Mutual Recognition Policy 3-100

Revisions to this policy have been circulated to the workgroup for review, and it should be ready for full committee review in January.

Workgroup members are Kim Sandrock, David Caldwell and Bill Ray.

Vote for the Calibration Interim Standard

Judy reminded committee members that this vote is open, and closes on January 17. The outstanding issue not resolved during discussion and comments on the modified IS is the lack of criteria for relative standard error. Without some definitive criteria, assessing whether a lab has performed this calculation satisfactorily will be problematic. Judy urged committee members to vote with comment about this issue.

Webinars for Working Draft Standards

Webinars for the Radiochemistry WDS, the Detection and Quantitation WDS, and the Microbiology Modified WDS have all occurred in December. While formal review by LASEC occurs at the VDS stage, Judy urged committee members to comment early if they recognize problems as a result of these webinars, to make our task easier down the road.

The respective committees plan to address comments on the WDSs at conference, with the revised versions becoming the VDS.

Update on Quality System Modules

Most of us understood that the QS modules were not being revised, but in fact, these were revised and voted on in 2012, but were not proposed for adoption because the revisions to the PT modules were not available. Since then, the three new committees (Chemistry, Microbiology and Radiochemistry) have further revised those specific modules, but the QS modules (V1M2, V1M3 and V1M7) have passed the VDS and need to be reviewed by LAS before they are presented as part of the full package of the "2015 Standard." These modules and the QS Committee's response to comments document are being circulated to the LASEC with these minutes, so that LASEC members can consider which module they are best suited to review. It may be possible to discuss these at conference, depending on what else is on the agenda.

Review of PT Modules and Volumes

Voting on the PT modules (V1M1 and V2M2) is complete, but Judy assures the LASEC that since she has been an active member of the PT Expert Committee, there should be no outstanding issues with these modules. V3 and V4 are also being developed by PT Expert Committee. Carl indicated that he intends to review all of the documents but offered to focus on a particular module if assigned; George volunteered to review V1M1.

Draft Agenda for Conference

We will announce the Implementation Guidance postings (assuming they're on the website by then), and provide updates on LASEC's review of standards, then probably

undertake review of the Quality System modules, not line-by-line but by major topics within the individual modules, most likely – this will depend on committee members' initial cursory review prior to our January meeting.

Additional Item – Third Party Assessor Policy Development for the AC?

Lynn recapped the Board's decision from its review of the expanded proposal from the LAB Expert Committee, that TNI should no longer pursue any form of credentialing for third party (contract) assessors, but rather handed off the issue to the NELAP AC with the recommendation that it develop a policy concerning recommended or ideal qualifications for third party assessors. This concept originated with the AB Assistance Task Force Report, from 2012.

The AC is currently beginning an effort to create policies to document both ongoing practices and some new issues that would benefit from shared understanding among the ABs, but even as the use of contract assessors is expanding, a policy concerning that practice does not seem a high priority, as it is a state-by-state decision.

Participants noted that the use of third party assessors is both a reality and increasing. While Volume 2 of the standard sets out certain minimum training requirements, the issues of expertise in specialized or technical disciplines as well as expertise in the assessment process are not explicitly addressed, but rather left up to the individual ABs for both state employees and contractors.

Judy will talk with Aaren Alger (Chair of the AC) and Carl (Chair of LAB) to see whether there may be a role for LASEC and the LAB in developing the policy recommended by the Board.

At this point, the meeting time had run over. Judy wished everyone a happy New Year and thanked Ann Marie for her years of service on LAS, as she rotates off to pursue other professional activities.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, January 27, 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 COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	JMorgan@esclabsciences.com	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	ann.marie.allen@state.ma.us	2 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	Yes, Final meeting
3	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	No
5	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
6	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	yes
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	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	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
10	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
11	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	No
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes
15	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@state.pa.us			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		SIRs	TestAmerica, Inc.	Lab/FSMO	No – Did not renew
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	Yes
	Carol Haines	haines.carol@epa.gov		Stds Rev, ad hocs	EPA Region 10	Other	No
	Kitty Kong	Kitty.Kong@chevron.com			Chevron	Other	No - Did not renew
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	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

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
24	Consolidate “clarifications” for approval and circulate to LAS members	Judy	September 2014	Nine “implementation guidance” documents approved 10/28/14 – awaiting posting to website
26	Formally re-transmit SIR SOP 3-105 and Standards Review SOP 3-106 to Policy Committee for final approval	Lynn	August 2014	Both SIRs approved by Policy and are pending Board approval
28	Draft language to provide to Chemistry Committee about “remove and replace” for points in a calibration curve, in the Calibration IS.	Judy, with input from committee members	October 1 – draft circulated 10/25/14	Language sent. Awaiting full “response to comments” document from CEC
30	Talk with CSD EC Chair and Program Administrator about process revisions. Specific issues are: 1 -- permit adequate time for LAS EC to review upcoming standards revisions 2 – build in that time at a stage when changes can still be accomplished to address problematic language 3 – consider whether to handle TNI committee reviews of developing standards in some parallel process that may allow either additional time or additional weight for those comments, or both	Judy/Lynn	Prior to October LAS meeting , hopefully at Strategic Planning session	Conversations held. Small workgroup appointed by CSD EC, includes both Judy and Aaren, to address needed revisions to both the CSD and LAS SOPs governing standards development and review
32	Review/revise POL 3-100 for recommendation to AC	Workgroup led by Judy	Fall 2014	Delayed pending related AC actions
36	Ask Christelle if she can review the WETT module (V1M7)	Lynn	December 2014	Christelle agrees to participate in review and awaits further info after January meeting
37	Collect reviews of POL 3-100, consolidate for full committee	Judy	January 2015	
38	Collect AB reviews of new Implementation Guidance documents and complete former SIR	Judy and workgroup	January 2015	Submit for LAS e-vote once AB reviews are

	262 draft			complete
39	Talk with Aaren and Carl about possible NELAP policy concerning third party assessor qualifications	Judy	January 2015	