

## **Laboratory Accreditation System Executive Committee Meeting Minutes February 25, 2014**

### 1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Carol Haines moved and Ann Marie seconded a motion to approve the minutes from November 26; approval was unanimous. Carl moved and Jack seconded a motion to approve the Minutes from January 28, 2014; approval was unanimous.

### 2) Updates

#### Assessment Forum

Jack noted that the Forum in Louisville was “fabulous” with a full house for the corrective action session, and that the speakers were great and he regretted that it was not recorded for future use in the TNI Educational Delivery System. He noted they plan to repeat this session in January 2015. The micro session went well, with a good set up, and the SIR session was enlivened by some yarn to illustrate the pathways of review.

He also stated that planning for the Forum in summer will resume in April when Barbara is back to her office, but asked for suggestions in the meanwhile.

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

#### Mentor Session

Betsy was not able to be in Louisville but she learned that the session had good attendance with lots of interactions and questions.

For the Mentor Session in summer (assuming this gets on the schedule), possible topics are Whole Effluent Toxicity Testing, something connected to the “common findings” from the Assessment forum, or perhaps something devoted to rad chem and asbestos analyses, from the perspective of a laboratory’s subcontracts. Carl offered to contribute to development of radiology and/or asbestos issues if those are selected for the Mentor Session.

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

#### Standards Development Review SOP 3-106

Changes made during the LAS EC’s session in Louisville had been circulated, and we had hopes for approving the document on the spot, but additional changes were identified, as shown below.

§3 – needs an additional definition for “Modified Interim Standard”

§4 -- §4.1.1.3, modify the second sentence to read “LASEC representatives may also serve as an associate member of the Expert Committee.

§4.1.1.4, modify the sentence to read “the LASEC will comment on....”

§4.1.2.1, reword to say that “LASEC will provide interim recommendations...”  
There is a second paragraph with the same number, which needs changed to §4.1.2.2, and this paragraph should spell out Accreditation Council, as it is the first use of the term.

§4.1.3.1, add the phrase “or designee” after “Chair of the Expert Committee.”

§4.1.3.3 should be deleted, as this is already stated in 4.1.1.3.

§4.2.1 and also §4.3.1, third bullet, document should be plural (i.e., documents.)

§4.4.3, change “revised IS” to Modified IS.”

Judy agreed that “modified interim standard” and “modified voting draft standard” are definitions that need to be added to the Consensus Development Standards Executive Committee (CSD EC) Standards Development SOP 2-100, so that those definitions can be referred to in the LASEC’s SOP, and she agreed to speak with the chair of CSD EC about this. Whatever definitions CSDEC uses will be incorporated into SOP 3-106 along with the definitions in §3.1 which all come from SOP 2-100.

Jack moved and Ann Marie seconded that SOP 3-106 be approved with the changes discussed. Approval was unanimous. Judy will circulate the final version once she obtains “approved” definitions from CSD EC.

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

A workgroup was formed to address revisions to the Accreditation Council’s version of this process, Standards Review and Acceptance SOP 3-103. Volunteers were Judy, Carol Haines, Betsy Kent and Myron Gunsalus. NOTE: One more volunteer is sought – if you are interested, please contact Judy ASAP!

### SIR Subcommittee

This subcommittee met immediately before the LAS meeting, and addressed three SIRs, that had been previously discussed by the NELAP AC. One of these will go into the FAQ list.

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

Drafts of these were circulated in January, and two were discussed in the time remaining. The remainder will be addressed at the March meeting. One additional FAQ resulted from the meeting of the SIR subcommittee immediately before the full committee meeting.

FAQs from SIRs 53 and 71 were discussed and essentially agreed. Ann Marie had edited all of the drafts, and offered to share those edits with Judy. Using the two consensus-approved examples, Judy will negotiate with the Chair of TNI’s Policy Committee, per Policy 1-105 and SOP 1-105, to establish whether these FAQs must be considered “guidance” and be individually approved by the Policy Committee prior to posting on the TNI web site (somewhere in the “Standards” pages) or if it will be

acceptable to offer them as advice with a suitable disclaimer, since they are not formal interpretations.

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

#### 4) Next Meeting

The next meeting of the LAS EC will be on Tuesday, March 25, 2014, 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**

	<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	Yes
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	Yes
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	No
7	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
8	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	Yes
9	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	No
10	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes
11	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
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	Yes
14	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	No
15	Carol Schrenkel	<a href="mailto:CSchrenkel@suburbantestinglabs.com">CSchrenkel@suburbantestinglabs.com</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
	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		done
11	Email vote to approve 12/22/13 minutes	Lynn	12/6/13	Completed/approved
12	Email vote to approve Jack Farrell as full committee member	Lynn	12/6/13	Completed/approved
13	Distribute revisions of Standards Review SOP as discussed 2/25/14; committee to vote by email, motion already approved, just awaiting the finished document per agreed-upon revisions	Judy	March 2014	
14	Approach Policy Committee about determination of whether FAQs are “guidance” and thus regulated by POL 1-105 and SOP 1-105, or if they can be posted (with disclaimer) with committee approval but without Policy Committee and Board approval.	Judy	March 2014	Two FAQs discussed by full committee will serve as examples, presented to Policy Committee Chair
15				