

**Laboratory Accreditation System Executive Committee Meeting Minutes
April 28, 2015**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. We did not have a quorum. A motion to approve the minutes from January 27, February 4 and February 24, 2015, was presented and seconded, with those present voting yes, and the vote will be completed by email. [NOTE: as of May 4, a majority of LASEC members voted to approve all three sets of minutes.]

Also, with Carol Haines' retirement from EPA this week, finding a replacement EPA representative for the committee becomes more urgent. Judy asked Lynn to reach out to the EPA Liaison to TNI, Lara Phelps, for assistance in identifying a willing and suitable individual. [NOTE: Lara is working on this now.]

Steve Arms of FL Department of Health identified himself as a guest for this meeting. He noted that he had found a YouTube video about becoming an assessor that he found entertaining, and recommended it to the committee. The link is <https://www.youtube.com/watch?v=zcYCDswjIEM> – "I Want to be an Assessor"

2) Updates

Assessment Forum and Mentor Session

Barbara reported that the Assessment Forum is taking shape nicely. The morning session will likely cover Essential Elements of an Assessment Report, with a panel of state and contract assessors. The Mentor Session may continue this theme with a working session on writing and responding to deficiencies. The afternoon session of the Assessment Forum may focus on the responsibilities of a laboratory's QA Officer, with a panel of QAOs.

Members of the Assessment Forum subcommittee are Jack Farrell, 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.

Policy Development

At the February 24 LASEC meeting Myron had agreed to draft some talking points about issues related to accrediting prep methods, with Carl and David offering to review and contribute to the product. Since that document never became available, Judy asked Carl if he would take a look at the standard and existing practices and draft a rough policy outline, so that she would have some basis for discussing further development with the Accreditation Council (AC.) Carl agreed to work on this as he has time.

Again, this policy is not envisioned as requiring each AB to adhere to the same practices, but rather to document the practices that are being followed so that each AB granting a secondary accreditation has assurances that even if not formally accredited by name, the prep methods used by labs have been assessed by the primary AB. At this point, it remains unclear whether PT for prep methods can or will be included. Additional discussion points were that assessors need to assess prep methods and

verify that the labs have SOPs and documented Demonstrations of Competency (DOCs) for them. Apparently, many methods require DOCs for each prep-and-analysis combination, too, so the critical issue is how to know what has been assessed.

Status of Standards Review

Calibration Interim Standard Review

The TNI website reported that the Calibration IS is now final. Lynn has requested a copy of the final language so that LASEC can perform our final review prior to making a recommendation to the AC. LASEC was never notified of the final changes, as we requested.

PT Module Reviews

Since both Judy and Mitzi are on the PT Expert Committee and have been actively involved with the revision of all the PT modules, they believe that the outstanding issues from the 2009 PT modules have been addressed to the satisfaction of the ABs' objections, as well as other improvements that were made. These two will formulate a statement for the LASEC's recommendation to the AC, and offer that to the committee for its approval once the modules reach final approval.

One participant recommended that the recommendation include a point-by-point explanation of how the objectionable items in the 2009 standard have been revised for the 2015 standard.

Quality System Modules

The modules revised in 2012 have now been reviewed by LASEC members – M2/QS, M3/Asbestos and M7/WETT. There are no plans to modify M3 or M7 for the 2015 standard. The reviewers and their conclusions were discussed, but without a quorum, no vote was attempted on a recommendation for these modules.

MODULE 2, QUALITY SYSTEMS: George and Carl both find the current module to be "auditable." However, since a Tentative Interim Amendment (TIA) can no longer be used, the QS Expert Committee is undertaking to revise one section of the module, about support equipment, and once revisions are adopted as final (a VDS is being prepared), that section will need to be re-examined.

MODULE 3, ASBESTOS: Carl finds this module to be "auditable" and adequate. Gale Warren of NY State also found it "auditable" but when she asked fellow NY assessors to review the module, their comments were that it is too general. It does not address all types of asbestos analysis and is thus considered incomplete. The LASEC recommendation will need to point out its flaws, even if the current module is considered implementable. This module appears to be identical to that of the 2009 TNI Standard (already adopted and implemented) and thus there is no mechanism to "fix it" before it becomes part of the 2015 standard. Still, the NY assessors' comments will be shared with the CSD EC in hopes that an Asbestos Expert Committee will be constituted to expand the module for the 2020 revision cycle. The specific comments were shared with the committee on email.

MODULE 7, TOXICITY TESTING (WETT): Carl and Christelle both find this module to be “auditable.” Christelle notes that this module is incomplete in different ways than the asbestos module, so that comments should be forwarded to CSD EC and the newly constituted WET Expert Committee for the 2020 revision. The specific comments were shared with the committee on email.

SIRs and Implementation Guidance

Due to time constraints, the SIR Subcommittee meeting was held AFTER the LASEC meeting, and will be discussed at the next meeting. Meanwhile, those actions will be processed by the Program Administrator.

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

Discussion of Standards Review Criteria for SOP 3-105

Judy requested that Lynn draft a revision of this SOP so that it becomes consistent with the new CSDEC Standards Development SOP 2-100, since the LASEC committee members who are active in committee projects are all involved with other projects.

Update of LASEC Charter

An updated charter with current member roster was circulated, but due to time constraints and the lack of a quorum, this item was deferred until the May 2015 meeting.

Committee Attendance and Participation

Judy noted that we have the “right” mix of stakeholders but that a number of committee members are not actually participating in the monthly meetings. Having a quorum at monthly meetings is vitally important for conducting LASEC committee business. Lynn agreed to draft an email for Judy to send, asking that committee members who are unable to participate in monthly meetings to please consider requesting Associate Member status, so that we can seek active participants for the actual committee meetings, and that those individuals should contact Judy to discuss the best course for them. This request will acknowledge that several committee members DO participate routinely in workgroups and subcommittees, and thus serve valuable roles in LASEC, but we also need a quorum at monthly meetings, particularly as the time approaches when we will need to approve recommendations to the NELAP AC about the 2015 standard.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, May 26, 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	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown	kristinbrown@utah.gov	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	No
5	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	No
6	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	Yes
7	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
8	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
9	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
10	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
11	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
12	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	No
13	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	No
14	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
	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
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	no
	Carol Haines	bio.haines@gmail.com		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other	No
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	Other	No
	Gale Warren	ggw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB	No
Program Admin. Lynn Bradley		Lynn.bradley@nelac-institute.org					Yes
Guest		Steve Arms steve.arms@flhealth.gov					

Attachment B**Action Items – LAS EC**

	Action Item	Who	Expected Completion	Actual Completion / Comments
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	V1M4 is an approved module. Chemistry Expert Committee chose not to communicate its revisions to LASEC
38	Collect AB reviews of new Implementation Guidance documents and complete former SIR 262 draft	Judy and workgroup	January 2015	2 documents approved for posting, will be sent to webmaster. Former SIR 262 was discussed at conference and referred to Chemistry Expert Committee for an interpretation
39	Talk with Aaren and Carl about possible NELAP policy concerning third party assessor qualifications	Judy	January 2015	pending
40	Contact EPA Liaison Lara Phelps about EPA representative on LASEC	Lynn	April 2015 – contact made	
41	Send Carl the language of “prep method policy” request	Lynn	April 2015	Sent 4/29/15
42	Craft wording for recommendation about PT modules	Judy/Mitzi	? – whenever PT modules are “final”	
43	Draft memo to LASEC re needing full member attendance at meetings	Lynn	May 2015	
44	Send NY state comments on asbestos M3 to CSDEC for future consideration	Lynn	May 2015	
45	Send review comments on WETT M7 to CSDEC and WET Expert Cmte for future consideration	Lynn	May 2015	