

Laboratory Accreditation System Executive Committee Meeting Minutes
May 27, 2014

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The minutes of March 24 were approved by voice vote, since the previous email vote produced an insufficient number of responses; three members abstained due to being absent on that day. The minutes of April 22 were approved with one clarifying revision.

2) Updates

Assessment Forum and Mentor Session

Barbara reported that the Tuesday August 5 Assessment Forum is shaping up nicely. The morning panel is solid, with possibly a few more afternoon presenters needed.

The tentative morning presenters for a panel on "EPA Program & SM Updates" are Dan Hautman (DW). Adrian Hanley and Lem Walker (both WW), Kim Kirkland (ORCR) and Andy Eaton (Standard Methods.)

The afternoon panel is less firm but shaping up nicely with the topic being "Changing Face of Accreditation" as a follow-on to a Monday NEMC session of similar title but with more interaction and a different audience expected. Steve Arms, Doug Leonard and Mitzi Miller have agreed to participate, and Barbara will contact Matt Sica (who chairs the NEMC session) as well as possibly Lynn Boysen from MN or Paul Bergeron from LA about participating. This session will have panel members discussing pre-arranged questions chosen to appeal to the expected audience of assessors and laboratory managers. Some issue areas under consideration are differences among the ABs, how the non-governmental ABs function differently than the NELAP governmental entities, and possibly some discussion of most common findings in assessments.

Lynn noted that Betsy provided an email update on the Wednesday afternoon August 6 Mentor Session. Betsy is contacting several vendors. Hopefully, Catherine Catsikis of LDC will open the session with a talk on PT Tracking and Corrective Action Tracking, and Dil Dichter of IDEXX can discuss Micro QA and QC for alternative methods to MPN (Quant Pak.)

Judy apologized that Betsy must work within the restriction of her being expected to participate with the LAS EC in the session about review, adoption and implementation of the new standards, at the same time as the Mentor Session is scheduled.

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.

Revisions to AC Standards Review and Acceptance SOP 3-103

Judy provided a revision of this SOP that the subcommittee had reviewed. She expressed hope for an email vote prior to the June LAS EC meeting, and noted that she needs to add a definition of the NELAP Accreditation Council to the document. Some questions were raised about the AC's process of voting, which Lynn was able to answer based on the NELAP Voting SOP 3-101. Participants discussed appropriate timelines for AC review and vote to adopt the new standard (based on LAS EC recommendation) and also to set an implementation date after adoption. A period of 60 days was agreed upon for each of these decision deadlines.

Workgroup members are Judy, Carol Haines, Betsy Kent and Myron Gunsalus.

SIR Subcommittee

Due to technical difficulties, this group was not able to hold its scheduled meeting immediately prior to the full committee meeting. However, several subcommittee members were able to remain on the line after the full committee call ended, and agreed to set a time of Thursday, May 29 to meet instead, due to the pressing need to review the revised interpretations returned by the Chemistry Expert Committee as well as SIRs 180 and 200, which Judy had discussed with the AC back in April.

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

Frequently Asked Questions

Judy had prepared a draft proposal to develop guidance per the Guidance SOP 1-105, and offered the Chair of the Policy Committee an opportunity to review it, prior to submission, in hopes of expediting its approval. The Chair indicated that the proposal seemed to be acceptable. One edit was offered by participants on the call, then Ann Marie moved and Carl seconded that the document be approved with the revision as offered. Approval was unanimous.

The name of these documents will need to be revised, since the term FAQ is specifically addressed in the Guidance SOP as being "not guidance" whereas our "clarifications" may well contain more than just factual answers, being intended to advise about how to comply with the standard rather than interpreting the standard.

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

4) Calibration Interim Standard

This document is being posted for review of the changes made in response to comments on the Voting Draft Standard, as an opportunity for those whose comments were ruled persuasive to see the changes and also for others to review the changes for potential unintended adverse impacts.

This Calibration Standard essentially replaces V1M4 §1.7.1 and 1.7.2. Once it becomes final, LAS EC will need to review it in accordance with our recently adopted Standards Review SOP 3-106.

One participant noted that this standard, as revised, does no harm but has some portions that are “useless.”

Judy accepted volunteers to review each individual section and send their comments to her by Friday June 13. Assignments are as follows:

§1.7.1 – Ann Marie Allen, David Caldwell, Bill Ray, Barbara Escobar

§1.7.2 – Carl Kircher, Kim Sandrock, Kristin Brown, JoAnn Boyd

NOTE: Due to a delay in posting this document to the TNI website for comments, the webinar for discussing the changes to the VDS will be sometime later than originally suggested in the email when Lynn distributed the document. A 30-day comment period is required, from the date the Interim Standard is actually posted to the TNI website. Committee members will be notified when the standard is posted and the webinar scheduled.

Barbara moved and David seconded that the meeting be adjourned.

5) Next Meeting

The next meeting of the LAS EC will be on **Tuesday, June 17**, 2014, at 1:30 pm Eastern. Teleconference information and an agenda with any other materials will be sent the week before.

PLEASE NOTE: This date is a week earlier than the normal meeting date.

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
3	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	Yes
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
5	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
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	No
8	Carol Haines	haines.carol@epa.gov	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
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	2 years, 12/14		Wm Ray Consultants	Other	Yes
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
	George Detsis	george.detsis@eh.doe.gov		Assmt Forum	US DOE	Other	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	No
	Kitty Kong	Kitty.Kong@chevron.com			Chevron	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

Attachment B**Action Items – LAS EC**

	Action Item	Who	Expected Completion	Actual Completion / Comments
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	LAS EC approved proposal for submission to Policy Committee May 27, 2014
15	Email votes on approving FAQs	Lynn	April 2014	Additional FAQs delayed indefinitely (see #14 above)
18	Convene Assessment Forum Cmte to begin working towards August conference in DC	Barbara/Jack	May 2014	Final touches being settled
19	Convene Mentor Session workgroup to begin working towards August conference in DC	Betsy	May 2014	Speakers being identified
20	Transmit polished SOP 3-105 for Policy Committee review	Lynn	April 2014	On schedule for Policy Committee review at its June 6 meeting
21	Prepare proposal to Policy Committee to approve former-FAQ/clarifications as a “guidance development”	Judy/Lynn	May 2014	LAS EC approved proposal for submission to Policy Committee May 27, 2014
22	Designated members review Calibration Interim Standard and provide comments to Judy	As noted in minutes, above	June 13, 2014	
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