

**Laboratory Accreditation System Executive Committee Meeting Minutes  
June 23, 2015**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The minutes of May 26, 2015, were not approved due to lack of a quorum.

2) New Member

After Carol Haines retired from EPA Region 10, and R10 managers were unable to identify a regional person to replace Carol in representing the Agency on LASEC, we had asked TNI's Board Liaison, Lara Phelps (of the Office of the Science Advisor) for help in identifying an EPA person for our committee.

Thanks to Lara's efforts, Karen Costa stepped forward and was approved by the Agency's Forum on Environmental Measurements to be the representative to our committee. Karen is currently the branch chief in charge of the Region 3 lab. Her committee member application was provided to LASEC members with the reminder notice for this meeting.

Judy asked for a motion to initiate an email vote to approve Karen as our newest member. Bill Ray offered that motion and Kim seconded it, and all present voted in favor. The email vote was conducted, with the last response received on June 25. There were six additional "yes" votes cast, for a total of eleven votes, unanimously in favor of adding Karen Costa to the committee.

Welcome, Karen!

3) Policies for the NELAP AC

Two draft policy documents are available for LASEC review. One pertains to reviewing analytical methods during laboratory reassessments, and whether all or just a selection of methods must be assessed. A draft of this policy was prepared and approved by the LAB Expert Committee, as a prose statement, that Lynn attempted to format into TNI's template for policy statements.

The second policy document was drafted by Carl, at Judy's request, and addresses documenting the assessment of preparatory methods. This draft was also offered as a prose statement, and Lynn attempted to format it into the TNI template, also.

Since the rearrangement of prose white papers into actual policy documents requires additional sections and a different level of detail, so Lynn asked that someone qualified as an assessor please volunteer to review and refine each of the formatted documents. Kim offered to look at the prep method document, and Kristin will provide a secondary review for that. Judy will contact Kirstin Daigle to ask if she would be willing to provide the same service for the other document, about the selection of analytical methods for assessment. These improved documents should be available for the next meeting after conference in Chicago, but not for the session in Chicago, itself.

#### 4) Assessment Forum and Mentor Session

Both these sessions have provided firm agendas for the technical program at conference. After the meeting, at least one speaker found out that his travel was not approved, but he was able to provide a back-up presenter, and Barbara was able to adapt the agendas accordingly. Well done, indeed!

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.

#### 5) Status of Standards Review

##### *Detection and Quantitation Standard (V1M4)*

The Chemistry Expert Committee is undertaking a second revision to the Chemistry module, this time to section 1.5.2. We do not expect this revision to be complete in time for inclusion in the 2015 standard, but LASEC will review and comment on the VDS prior to the end of the 45 day voting period on July 5, 2015. Carl and Kristin offered comments.

##### *Microbiology Standard (V1M5)*

The Microbiology Expert Committee has completed extensive revisions to the 2012 version of this module, and it is posted for a 45 day voting period that ends on July 5, 2015. In addition to Carl's offer to review this module, Judy had a microbiologist at her lab to review it, as well. While a few comments will be made through the voting process, the VDS is considered to be an improvement over the previous module and implementable by both reviewers.

##### *PT Module Reviews – V1M1, V2M2, V3 & V4*

Since both Judy and Mitzi are members of 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 draft statement for the LASEC's recommendation to the AC, and offer that to the committee for its approval once the PT modules reach final approval

##### *Calibration Interim Standard*

V1M4 with revised sections 1.7.1 and 1.7.2 (the Calibration Standard) is now final and was posted to the TNI website on June 1, 2015. LASEC will need to craft its recommendation about the suitability of this module, and transmit that to the NELAP AC.

Judy offered to highlight the changes since the Interim Standard that LASEC and the AC reviewed, and circulate that to LASEC by Friday June 26. Concern remains about the Relative Standard Error language.

#### 6) Revision to Standards Review SOP 3-106

The LASEC-approved revision was reviewed by Policy Committee at its June 5 meeting, and a few revisions were suggested for consideration. Additional comments and revisions were offered by another party and these remain to be addressed, since they seem not to be consistent with LASEC's role. This document is "on hold" until these additional concerns are resolved.

#### 7) SIRs and Implementation Guidance

There was no activity in this area for LASEC attention since the previous meeting. Members of this subcommittee are Kristin Brown, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support provided by Lynn.

#### 8) Sessions at Conference

There is a LASEC-only session on Thursday, July 16, from 10:30 am – noon CDT, where the standards review process and status will be discussed. Then from 1-4 pm, a joint meeting with the NELAP AC will take place, with conversation about LASEC's current recommendations for the various modules and the AC's perspective on both the modules themselves and the recommendations. A teleconference line will be available for the afternoon session, and the number will be provided in advance.

#### 9) Next Meeting

LASEC will meet on Thursday July 16, at conference. The 10:30 am – noon session will not have a speakerphone, but the 1-4 pm joint session with the NELAP AC will have teleconference capability. The call-in number will be provided closer to the time, but will be 1-605-475-2090, passcode 155258#.

The next teleconference meeting of the LAS EC will be on Tuesday, July 28, 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 SYSTEMS EXECUTIVE COMMITTEE**

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
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	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	No
5	Karen Costa	<a href="mailto:Costa.Karen@epa.gov">Costa.Karen@epa.gov</a>	3 years, 12/17		US EPA	Other	No
6	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>	3 years, 12/17	Assmt Forum	US DOE	Other	No
7	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
8	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	No
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	Yes
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	No
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	No
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	3 years, 12/17		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	Yes
15	Carol Schrenkel	<a href="mailto:CSchrenkel@suburbantestinglabs.com">CSchrenkel@suburbantestinglabs.com</a>	3 years, 12/16	Mentor, Ass. Forum		Other	No
	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@pa.gov">aaalger@pa.gov</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
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	no
	Carol Haines	<a href="mailto:bio.haines@gmail.com">bio.haines@gmail.com</a>		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	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>
38	Collect AB reviews of new Implementation Guidance documents and complete former SIR 262 draft	Judy and workgroup	January 2015	done
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	Karen Costa approved for LASEC membership
42	Craft wording for recommendation about PT modules	Judy/Mitzi	Before conference in Chicago	
43	Draft memo to LASEC re needing full member attendance at meetings	Lynn send to Judy	May 2015	6/3/15
46	Transmit recommendations on M3 and M7 to NELAP AC	Lynn and Judy	June/July 2015	Teleconference to discuss process held 6/16/15; will be focus of joint session at conference
47	Send Calibration IS to LAS	Lynn	Soon	6/3/15
48	Contact Kirstin Daigle about reviewing and editing the on-site assessment draft policy	Judy	ASAP	Late July?
49	Comment on the VDS as reviewed for committee recommendation purposes	Kristin-V1M4-LOD/LOQ; ESC staff-V1M5	NLT July 5	
50	Highlight revisions to V1M4-Calibration, and distribute to LASEC for review, for final recommendation to NELAP AC	Judy	June 26, 2015	