

Laboratory Accreditation System Executive Committee Meeting Minutes
June 25, 2020 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of April 30 were approved (the committee did not meet in May).

This meeting was rescheduled from Tuesday, June 23, at Maria's request, since Tuesdays are not a good time for her. With the committee's assent, future meetings will be held on fourth Thursdays at 1:30 pm Eastern.

The SIR Subcommittee meetings will also need to be rescheduled, and a suitable date will be determined when the subcommittee meets on Monday, June 29, to consider six SIRs in various stages of the process.

2) Discussion of Changes to Consensus Standards Development SOP 2-100 and Need for Corresponding Changes to LASEC and NELAP Standards-related Documents

Lynn presented a brief summary of the changes to SOP 2-100. These are listed below and address all of the points made in LASEC's Lessons Learned document from 2018:

- The terminology for the developing standard has been simplified, and will be "Draft Standard" with any further versions being labeled with the sequential revision number and date approved by the expert committee, as "Draft Standard Revision #, xx/yy/zzzz", for clear identification.
- The vote to approve the new standard (or portion thereof) has always been with the expert committee, which is formally the consensus body. There will no longer be any reference to TNI member voting, although the document approved by the consensus body will continue to be offered for comment to the larger community.
- Timelines for comment will be longer.
- Committee comments will be accepted.
- Many other details of the SOP were modified to accommodate feedback from the ANSI audit, but those do not directly impact LASEC.

3) Revisions to NELAP Standards Review and Acceptance SOP 3-103

Lynn prepared and distributed a revision to this document, since LASEC has traditionally been the originator of changes to most NELAP SOPs and policies. None of the edits were substantial – the definitions were updated to match the glossary and information about Volumes 3 and 4 of the TNI Standard now being approved by PTPEC was added. Jack moved and Scott seconded that the document be approved and forwarded to the Accreditation Council for its review and adoption.

During discussion of this SOP, the Chair inquired whether LASEC has need for a voting SOP, and whether there might be need for a roll call vote at any point. This topic may be considered at a future meeting. NOTE: NEFAP EC and PTPEC have voting SOPs, but CSDEC and LASEC do not. The NELAP Voting SOP 3-101 is not applicable to LASEC.

4) Review of Revisions to the LASEC Review of Standards for Suitability SOP 3-106

Lynn prepared and distributed a revision to this document, with changes to accommodate the revisions to SOP 2-100 made. Participants worked through the various sections of the document and its review was valuable since several revisions to various modules of the standard are nearing the Draft Revision stage where LASEC review will be needed. A few minor edits to the revisions and also to the existing wording were requested; those edits will be made and distributed with these minutes, and again for approval at the committee's July meeting.

The only major discussion topic was whether LASEC has a checklist for reviewing standards, but participants concluded that the suitability criteria identified in this SOP are broad generalities, and the variability of content for different modules would make a checklist nearly impossible to create or use. The consensus was that it will be adequate to capture review comments in the meeting minutes.

5) New Business

Lynn noted that the NELAP AC and the NELAP evaluators are expected to reconsider whether to conduct remote site visits for the evaluations underway. One AB's site visit has been "on hold" due to the pandemic emergency for several months now, and the renewal applications for additional ABs are nearing completion of their reviews. If a decision is reached, LASEC may be involved in reviewing the draft protocol for such remote site visits.

At 2:45 pm, David moved and Silky seconded that the meeting be adjourned, and approval was unanimous.

6) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, July 23, 2020, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair-Elect	gamfriedman@gmail.com	12/22 (first term)	All	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	dorothylove@eurofinsus.com	12/21 (second term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	12/22 (first term)		Alger Consulting & Training	Other	No
4	David Caldwell	david.caldwell@deq.ok.gov	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	Other	No
6	Mike Delaney	mike@mikedelaney.org	12/22 (first term)		Retired (MWRA)	Other	Yes
7	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
8	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
9	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
10	Harold Longbaugh	harold.longbaugh@houstontx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
11	Louise McGinley	louise.mcginley@tceq.texas.gov	12/21 (first term)		TCEQ	NELAP AB	No
12	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	No
13	Mohan Sabaratnam	msabaratnam@iasonline.org	12/22 (first term)		IAS	AB (non-gov.)	No
14	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	Yes

Associate Members

	Kristin Brown	kristinbrown@utah.gov		SIRs	UT Bur. of Lab Improvement	NELAP AB	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com			Dade Moeller	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		SIRs	Pace Analytical	Lab/FSMO	No
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Gale Warren	gigwarren@gmail.com		SIRs	Retired (NYDOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes