

Laboratory Accreditation System Executive Committee Meeting Minutes July 23, 2013

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Minutes of the June 25 meeting were approved with Bill Ray initiating the motion for approval and Kim seconding; they were approved unanimously.

2) Updates

AC Policy on Notification of AB Changes

The NELAP Accreditation Council added two additional types of operational changes that will require notification to the AC – a change to the analytical disciplines for which accreditation is offered and a change to the use of contractors by an AB. The AC's email voting closes July 29, with 13 of 15 votes cast as yes, thus far.

Standards Review SOP from CSD EC to Accommodate Corrective Action Review

The Program Administrator for the Consensus Standards Development Executive Committee had stated that this new SOP should be approved by CSD EC imminently, but apparently that was not the case. Once this document is available, it will be distributed to committee members.

After this initial SOP to accommodate the approved changes to TNI's standards development process is released by CSD, the LAS EC will need to develop a companion SOP for its review of different aspects of new standards prior to recommending the new standards to the NELAP AC for adoption and implementation. If you are interested in being part of this soon-to-be-formed "ad hoc" group, please contact Judy or Lynn.

Assessment Forum

Jack will introduce this session at conference and Barbara will moderate as Jack departs to fulfill his commitment to the ELAB meeting. Jack will join the afternoon part of this session as a participant.

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

Mentor Sessions

Betsy has been assured that the planned cyanide session offered by Lipps is "ready to go," but hopes to actually speak with him prior to conference, instead of exchanging messages as has happened thus far.

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

SIR Subcommittee

Judy provided a status update, that all of the backlogged SIRs have been reviewed and either closed out as “not a SIR,” returned to the expert committee for adjustment, or await being re-posted to the AC voting site by the TNI webmaster. A very small number of SIRs from that voting site were discussed by the AC (per AB representative’s request) and will be returned to LAS by the AC. One of the “not a SIRs” that was returned to the submitter was appealed, and the AC discussed it a second time but affirmed that it ought never to have been a SIR because the standard is clear.

Judy noted that the next step, after conference, will be to develop Frequently Asked Questions (FAQs, with answers) as a way of clarifying the implementation of or compliance with the standard – where the requirement may be clear but questions repeatedly arise about how to meet the requirement. She envisions several different ad hoc groups working on different categories of FAQs, and hopefully to have the first set completed by conference in Louisville, KY (January 2014.) Committee members interested in contributing to this process should notify Judy or Lynn.

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.

SIR SOP

The workgroup product was distributed to the committee for review, and will be discussed at the LAS EC session at conference (Wednesday afternoon, August 7.) If further refinements need to be made after that discussion, the vote for approval of the draft revisions will be delayed until those are made, otherwise, it will occur at the following LAS EC meeting.

Original volunteers were Kristin Brown, Jack Farrell, Carol Haines, Carl Kircher and Judy Morgan. Myron Gunsalus joined the group.

Review of Revised NELAP Evaluation SOP

Since the NELAP AC reached consensus about how it will use third party evaluators, additional edits were made to the Evaluation SOP. These were not ready for review but a revised draft will be circulated to the LAS EC before conference. Judy indicated that the LAS EC will likely not discuss this SOP at conference, and leave those changes to be announced by the NELAP AC.

Volunteers for this group were David Caldwell, George Detsis, Judy Morgan and Kim Sandrock.

4) Next Steps

All groups with un-completed tasks will continue. The new items on the horizon (a standards review SOP and the SIR FAQs) will be addressed after conference. The Assessment Forum and Mentor Session are prepared to have successful sessions at conference.

Ann Marie moved and Carl seconded that the meeting be adjourned at 2:30 pm.

5) Next Meeting

The next meeting of the LAS EC will be at conference, **Wednesday, August 7, 2013, at 1:00 pm Central time.** (2 pm Eastern – please note the date is incorrect on the technical program posted to the TNI website. A speakerphone will be available in the meeting room, so that members unable to travel to San Antonio may participate by teleconference. **Please call 1-213-342-3000, use passcode 155258#.** A separate email will be sent.

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 Going to San Ant?
1	Judy Morgan, Chair	JMorgan@esclabsciences.com	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes Yes
2	Ann Marie Allen	ann.marie.allen@state.ma.us	3 years, 12/14	Assmt Forum	Massachusetts DEP	non-NELAP AB	Yes No
3	JoAnn Boyd	jboyd@swri.org	1 year, 12/13		Southwest Research Inst.	Lab/FSMO	No <i>?likely</i>
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum	UT Bur. of Lab Improvement	NELAP AB	Yes Yes
5	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes Yes
6	Maurice Downer	Tracmac5@gmail.com	1 year, 12/13		Tracmac, Inc.	Other	No ?
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm	Pima County, AZ	Lab/FSMO	Yes Yes
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	1 year, 12/13	SIRs	NH ELAP	NELAP AB	Yes No
10	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes Yes
11	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, ad hocs	FL DOH	NELAP AB	Yes Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14		Dade Moeller, Inc	Other	No Yes
13	William Ray	Bill_Ray@williamrayllc.com	2 years, 12/14		Wm Ray Consultants	Other	Yes No
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes No
15	Carol Schrenkel	schrenkc@verizon.net	1 years, 12/13	Mentor, Ass. Forum		Other	Yes ?
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 Yes
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO	Yes No
	Kirstin Daigle	kirstin.daigle@testamericainc.com		SIRs	TestAmerica, Inc.	Lab/FSMO	No No
	George Detsis	george.detsis@eh.doe.gov		Assmt Forum	US DOE	Other	No ?
	Jack Farrell	aex@ix.netcom.com		Assmt Forum	Analytical Excellence	Other	Yes Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	No Yes
	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 Yes

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
1	Complete revisions to SIR SOP 3-105	Ad Hoc group (leader TBD)	May 27, 2013 July 31, 2013	review and expansion underway, will be discussed at 7/23/13 meeting and at conference
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	May 27, 2013 July 31, 2013	AC decision regarding 3 rd party evaluators established July 1, 2013
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