

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**July 26, 2016 1:30 pm Eastern time**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. Minutes from the June 28 meeting were approved unanimously.

The email vote on the May 24 minutes brought two additional “yes” votes, which were adequate to complete approval of those minutes.

2) Assessment Forum and Mentor Session

In Barbara’s absence, various individuals reported on the final status of the Mentor Session and Assessment Forums planned for the summer conference sessions. Each of the sessions is well and thoroughly planned, and the final session agendas were included in the June 28 minutes.

3) SIRs

The SIR Subcommittee reviewed six SIR responses from expert committees. These were some new submissions and a few older ones that for whatever reason had not yet been reviewed. Two will be returned to the committee for reconsideration or clarification, one was tabled for a future meeting, and the others will be posted to the NELAP AC’s voting site.

4) Status of Standards Review

The recommendations to accept the remaining standards documents (PT/V1M1&V2M2, QS/V1M2, LOD/LOQ, Chemistry/V1M4, and Microbiology/V1M5) were delivered to the NELAP AC at its June 6 meeting. Some ABs had not completed their review of the documents by the AC’s July 5 meeting, and the NELAP Chair indicated that she will plan to initiate an email vote at the AC session at conference, with votes to be cast after the expert committee sessions explaining the revised modules.

Judy noted that many of the reviewers of modules from the full Volume 1 have responded to her status request, and that while there are a few editorial items, no one is reporting show stoppers. She hopes to have a full set of summary reports no later than August 3, so that she can discuss them at the LASEC session at conference. She will send out a final reminder on Monday, August 1.

The final versions of all modules for Volume 1 of the 2016 TNI Standard were delivered to LASEC a few days before this meeting, and distributed to committee members. These modules have been through the Standards Review Council (SRC) and are ready for LASEC’s final review and presumably our recommendation for adoption to the NELAP AC. See Attachment D for the explanation provided by the Consensus Standards Development Executive Committee Chair (CSDEC) about the SRC and its review.

The volunteer reviewers are:

- V1M1, Proficiency Testing Judy Morgan
- V1M2, Quality Systems Dorothy Love, JoAnn Boyd
- V1M3, Asbestos (Gale Warren)
- V1M4, Chemistry Nick Straccione
- V1M5, Microbiology Myron Gunsalus
- V1M6, Radiological Chemistry Bill Hall (George Detsis)
- V1M7, WET (using current 2009 module, no additional review expected)

Lynn noted several items about the new standard from the July Board meeting. First, a version of Volume 1 will be available for sale on the TNI website prior to conference, due to multiple requests for it. This volume will consist of the modules reviewed by the Standards Review Council (refer to June minutes for description of that review), with final formatting. A later version will be published (a decimal increase in revision number) with any final editorial revisions and the anticipated ANSI approval logo.

Second, the Board considered and consented to having the PT Program Executive Committee review and adopt Volumes 3 and 4. Volume 3 is for PT providers and Volume 4 is for PT provider accreditors, and the Accreditation Council had noted that since it has no responsibility for either of those functions, it didn't really make good sense to have the AC review and adopt them.

#### 5) On-Site Assessment and Prep Method Policies for the NELAP AC

Judy addressed these two much-delayed policies. She has identified one committee member to undertake revisions of the on-site assessment policy, and another individual (not on the committee presently) to take over development of the prep method policy. Both drafts will be distributed by the end of July and the on-site assessment draft will likely be discussed at the committee session at conference.

Judy asked that review comments on the two draft policies be sent by email to all committee members, prior to conference.

The NELAP AC chose to update its Evaluation SOP 3-102 using a small subcommittee of AB representatives. The Council-approved version was distributed to LASEC members for review only, with the announcement for this teleconference meeting. Judy indicated that she is reviewing it in detail. Since Policy Committee review of this document is presently underway, any minor tweaks suggested by LASEC can be considered by the AC when making the Policy Committee's requested revisions. Comments on this SOP should be sent to Judy and Lynn within 2 weeks.

#### 6) Attendance at Conference

Nearly everyone on the call plans to attend conference in August. The session will be on Monday, August 8, at 10:30 – noon, local time (Pacific Daylight) or 1:30 pm Eastern. A speakerphone will be available, so that committee members not attending conference may participate if they choose.

#### 7) New Business

There was no new business. The meeting adjourned about 2:10 pm Eastern.

## 8) Next Meeting

LASEC will meet next on Monday August 8 at 10:30 am at conference. A speakerphone will be available, and the call-in number is 218-339-7800, passcode 155258#

The next scheduled teleconference meeting would be Tuesday, August 23, at 1:30 pm. Teleconference information and an agenda will be sent ahead of time if this meeting is not cancelled due to the session at conference having completed currently necessary business.

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:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	3 years, 12/18	Chair (all)	Pace Analytical	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, Vice Chair	<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	Yes
5	Karen Costa	<a href="mailto:Costa.Karen@epa.gov">Costa.Karen@epa.gov</a>	3 years, 12/17		US EPA	Other	Yes
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, 12/18	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	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	Yes
10	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	No
11	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	Yes
12	Dorothy Love	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	3 years, 12/18		Eurofins Env't'l	Lab	Yes
13	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
14	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	3 years, 12/17		Wm Ray Consultants	Other	Yes
Ex Officio							
	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
	Kirstin Daigle	<a href="mailto:Kirstin.daigle@testamericainc.com">Kirstin.daigle@testamericainc.com</a>			TestAmerica	Lab 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
	Harold Longbaugh				Houston Lab	Lab No
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other No
	Carol Schrenkel	<a href="mailto:CSchrenkel@suburbantestinglabs.com">CSchrenkel@suburbantestinglabs.com</a>		Mentor, Ass. Forum		Other No
	Nick Straccione	<a href="mailto:nicholas.straccione@sgs.com">nicholas.straccione@sgs.com</a>			SGS	Lab Yes
	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
	Guests					

**Attachment B**

**Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
61	Review final modules of 2016 Standard	Individual committee members per 6/28 minutes	By July 26 committee meeting	Carried forward to next meeting. Some reviews completed, no reviewers report critical issues
62	Request status update on reviews	Judy	First updates requested July 20, final updates no later than August 3 with reminder sent on August 1	Plan to discuss during LASEC session at conference
63	Distribute draft policies	Judy	July 27	Return comments to Judy by email prior to conference
64				
65				