The NELAC-Institute

Laboratory Accreditation Maintenance System

TNI LAMS

User Manual

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Overview

Scope

This document describes the use of The NELAC-Institute Laboratory Accreditation Management System (TNI LAMS) by Accreditation Bodies (ABs) and general users. It is not intended to fully document the database structure or web application.

Introduction

TNI LAMS provides a system for tracking environmental laboratory contact information, accreditation status, AB Fields of Recognition (Matrix-Technology combinations) and AB contact information. It also provides data to assist with secondary recognition by Accreditation Bodies (ABs) and provide easily accessible data repository using webbased technology for global access by all stakeholders. The system is also provides a central location for method codes, analyte codes, and technology codes.

TNI standards define both primary and secondary ABs. The Primary AB is the AB that actually performs a laboratory onsite assessment and grants accreditation in accordance with the applicable standards. A Secondary AB is an Accreditation Body that grants approval to an organization based on accreditation by its Primary Accreditation Body. This approval is known as reciprocity and is granted on an organization by organization basis. The standards define duties and responsibilities of both Primary and Secondary ABs in implementing reciprocity. Primary ABs use the TNI database to record any changes in the accreditation status of a laboratory. Secondary ABs will base their reciprocal accreditation on the Primary Accreditation. The primary AB retains responsibility for ensuring that the laboratory complies with applicable standards. Because not all ABs offer the same Fields of Accreditation, it is possible for an organization to have multiple Primary ABs. It is common for organizations to have multiple Secondary ABs.

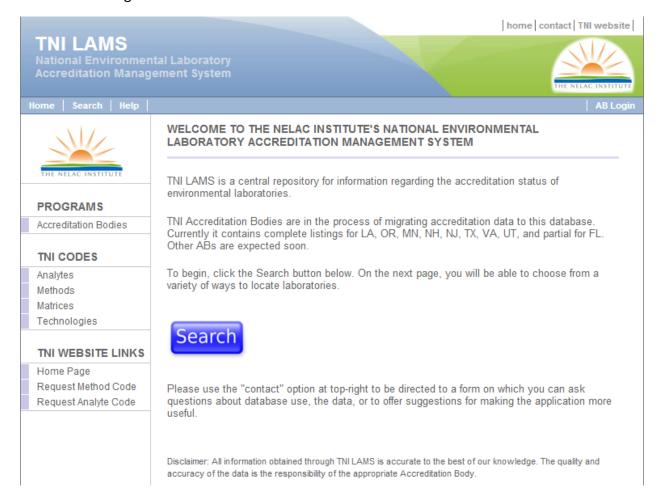
Accreditation is granted for matrix-method-analyte combinations. The national database tracks both the primary and secondary Accreditation Bodies that awarded the accreditation for each matrix-method-analyte along with the effective date of the accreditation status. Dates are needed in order to track the change in accreditation status and provide subsequent notification of any Secondary AB that has accredited that laboratory.

User Interface

The national database application is Web-enabled, and all access is provided through a current version Web browser installed on the user's workstation. No additional client software is required. This choice yields maximum ease of use because most users should be familiar with using a browser and navigating through pages via links, browser buttons, etc. Queries, data drill down, and preformatted reports are provided.

General User Instructions (things you can do without logging in)

Open browser and enter http://nelac-institute.org/lams in the address line. You should see the following screen:



You can also get to LAMS from the TNI home page.

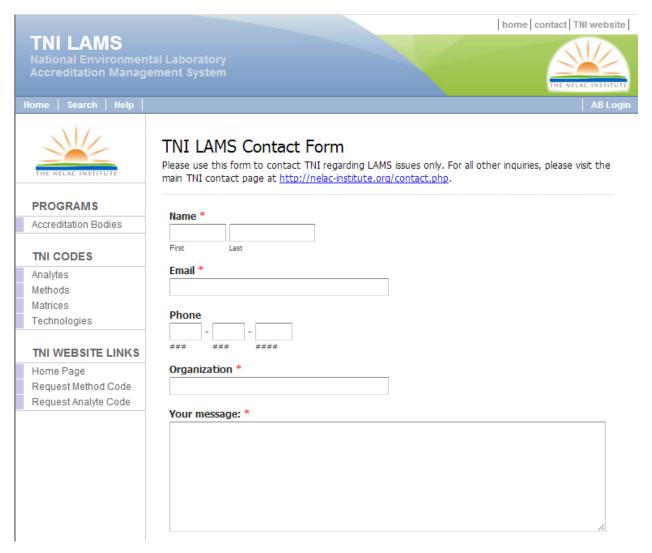
TNI LAMS Top Banner

This blue banner with the TNI logo in green appears on each page. Across the top of each page are three links:

Home always brings you back to this home screen.

TNI Website takes you to the TNI home page.

Contact will bring you to the TNI LAMS Contact form. This form can be used to make comments or suggestions about LAMS or ask questions about data or information found in the database. Note that this form is to be used only for LAMS and not for questions about any other part of TNI or the TNI webpage.



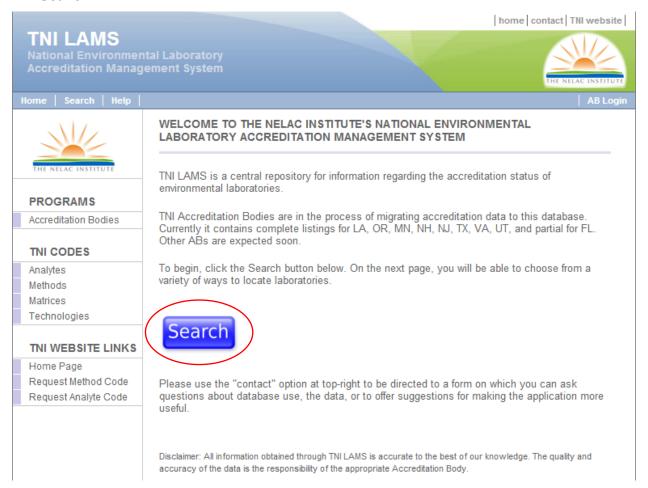
At the bottom of the banner there are another three links:

Home takes you back to the original LAMS home page

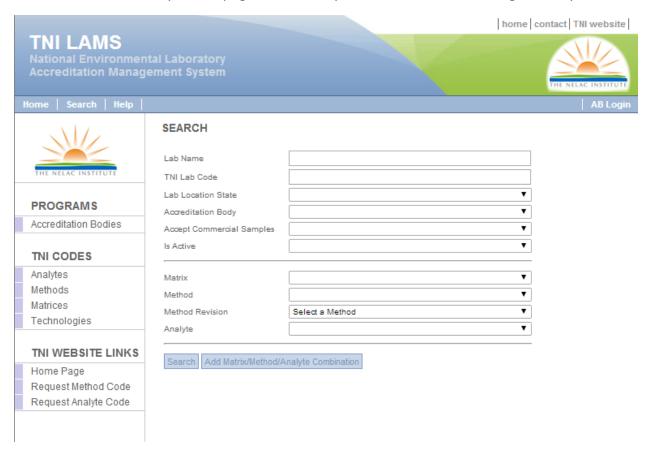
Search allows the user to search accredited laboratories. This is the same function as the large blue search button found on the home page. The use is explained in a later section.

Help brings up a short reference page explaining the tables in the left navigation pane.

Search



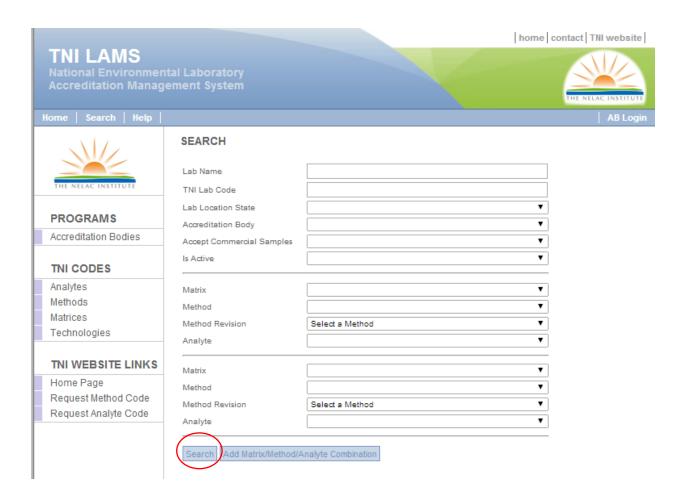
Selecting the big blue "Search" button on the home page or selecting "search" from the menu bar takes you to a page that allows you to search for a lab using a variety of filters.



LAMS only allows a single filter in the upper section of the search. You can enter any part of the Lab Name or TNI Lab Code but not any of the other filters. If the lab name and TNI Lab Code are left blank, you may drop down the state in which the lab is located, and/or select whether the lab Accepts Commercial Samples and/or whether the lab is Active/Not Active/All. These filters work on the entire list of labs regardless of whether or not accreditations are listed.

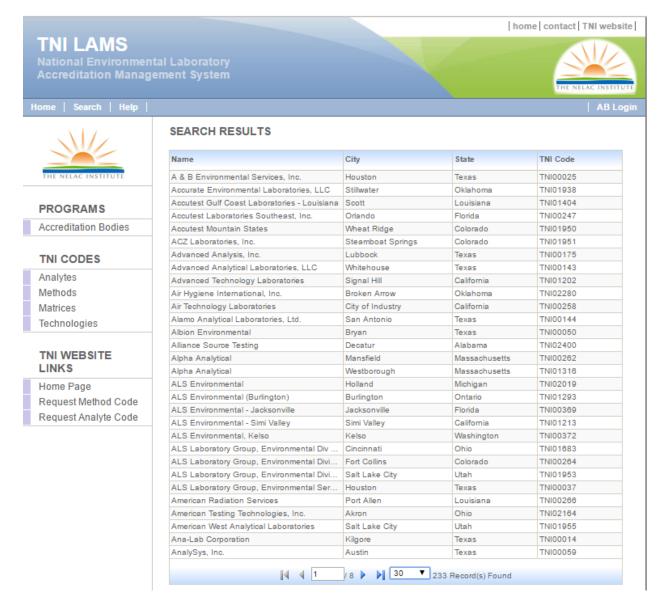
Dropping down and selecting a specific AB will limit the search to those labs holding a current Field of Accreditation (FOA) from one of the Accreditation Bodies.

The lower section of the search allows you to further refine the search by entering any part of the matrix, method, method revision, and/or analyte. Multiple filters are allowed in this section. The button "Add Matrix/Method/Analyte Combination" will create another set of filters to further limit the search. You can add as many of these FOA search criteria as necessary.



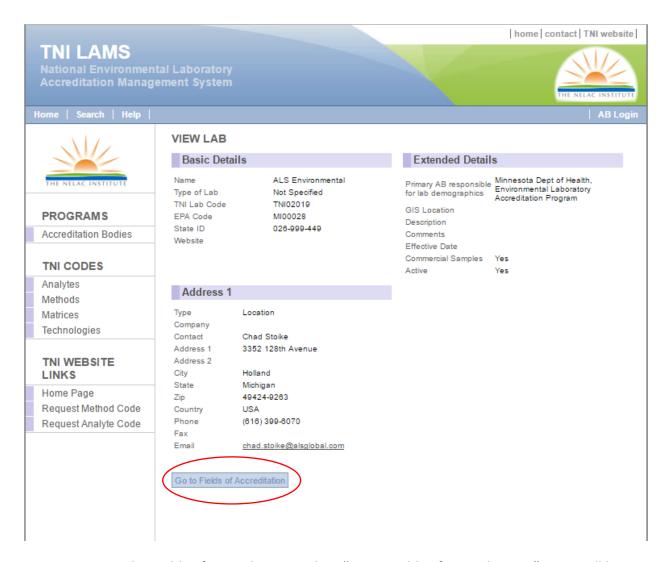
Be sure to select "Search" at the bottom of the page to apply the filters.

You will be presented with a list of labs that meet the criteria. Leaving all search fields blank will bring up an entire list of active labs.



Note that as in all the tables, you can select the number of records to display by using the dropdown box at the bottom of the table.

Once you select a lab you will go to the lab information page where the lab demographics are located.

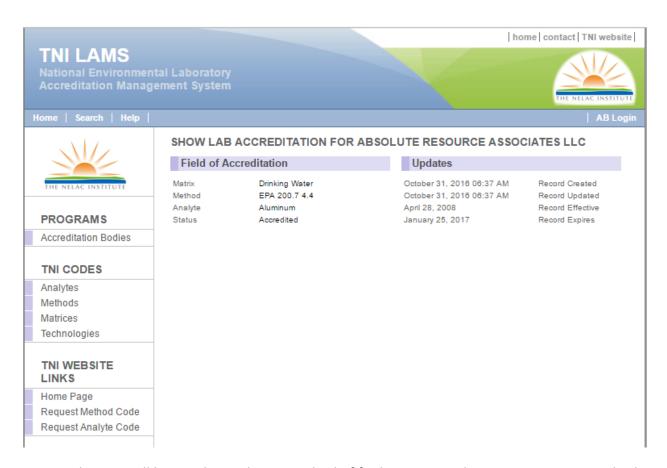


To view the Fields of Accreditation select "Go to Fields of Accreditation". You will be presented with a complete view of all FOAs for the selected lab, including Primary and Secondary accreditations from all ABs.



Each of the columns can be sorted just by clicking in the column header.

If you then select a particular FOA, you will be taken to the FOA information page containing information about that specific FOA including the dates it was first created and last updated. It also displays the effective date and the date the FOA will expire.



This can still be a rather arduous method of finding a particular FOA. An easier method is to select "Download FOAs (CSV)" found near the top of the table, as shown in the previous graphic. LAMS will produce a CSV file containing all FOAs for the selected lab, both primary and secondary, from all accrediting ABs.

The CSV file contains the following records:

- TNI Lab Code
- Matrix
- Method Code
- Analyte Code
- Method Reference Name
- Method Revision
- Analyte Name
- FOA Effective Date
- FOA Expiration Date
- FOA Status
- FOA Type (Primary, Secondary)
- Accreditation Body
- Date Record Last Updated

Once the file has been downloaded, it can be opened in Excel or Access and then sorted and filtered to meet the needs of the user.

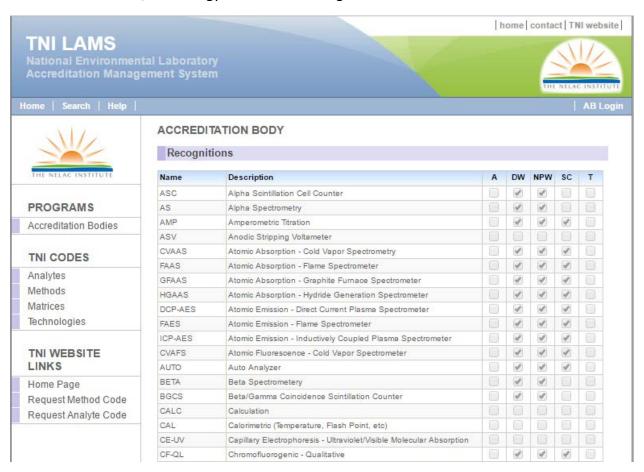
Left Navigation Panel

On the left side of each page under the TNI logo are links to important tales in LAMS. Each one is described below.

PROGRAMS

Accreditation Bodies

Selecting Accreditation Bodies takes you the table listing TNI recognized Accrediting Bodies. Then selecting a specific AB will take you to the AB information page. At the bottom of the page is a link "Go to Recognitions" which will bring up a page that describes the matrix/technology for which the AB grants accreditation.

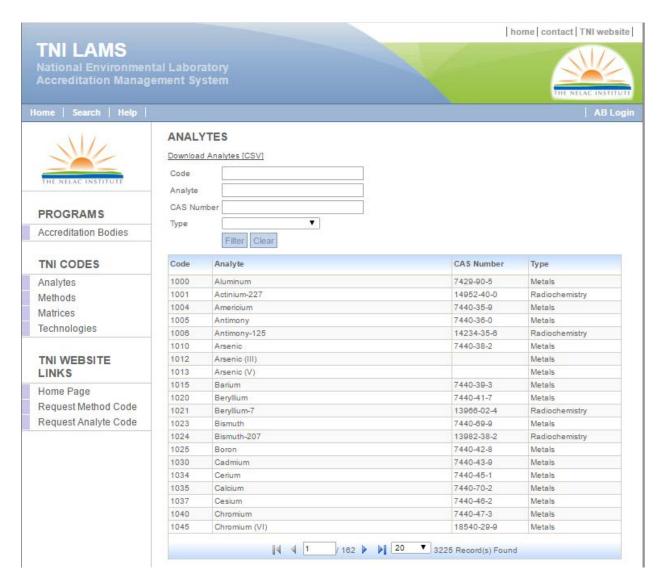


TNI CODES

Analytes

Selecting "Analytes" brings up a copy of the analyte table where you can search by:

- Analyte Code
- Analyte name or part of a name
- CAS Number
- Type (Active [default], Inactive, or All):



You can sort by any column by clicking the column header and you can select up to 100 records to display per page.

Selecting a specific analyte will take you to the analyte information page where you will find the date it was added to LAMS, last updated (changed), and last uploaded:



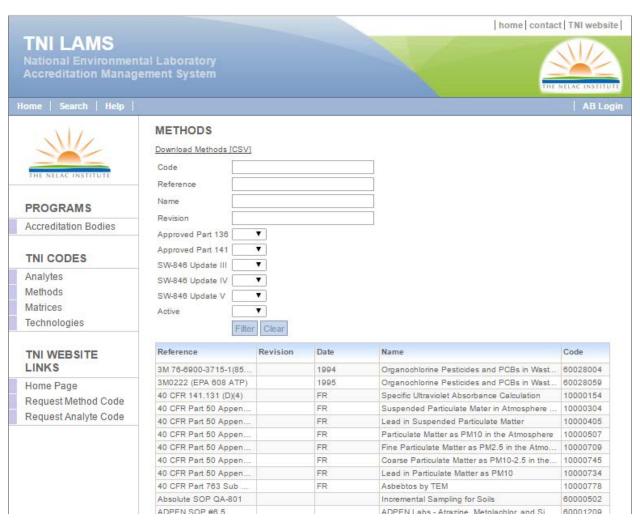
Selecting "Download Analytes (CSV)" from the top of the table, as shown on previous graphic, will generate and download a CSV file of the entire analyte table that can be filtered, sorted, and searched. The file contains the following fields:

- TNI Analyte Code
- Analyte Name
- CAS Number
- Analyte Type
- Date Created
- Date Updated
- Last Uploaded
- Active/Inactive

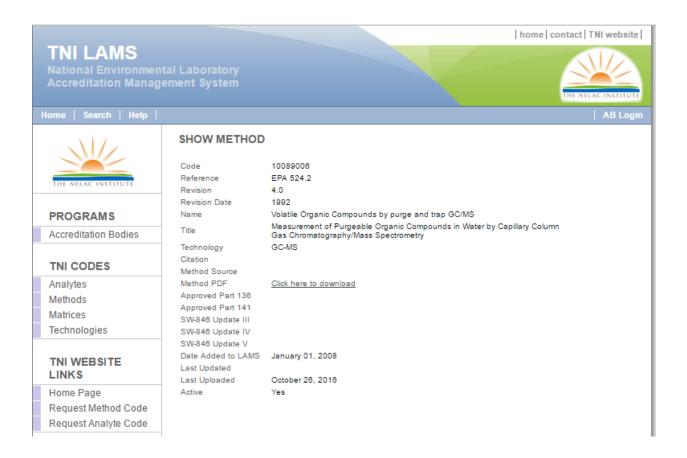
Methods

Selecting "Methods" brings up a copy of the method table where you can search by:

- Method Code
- Reference
- Method Name
- Method Revision
- Approved for use under 40 CFR Part 136
- Approved for use under 40 CFR Part 141 and 143
- Contained in SW-846 Update III
- Contained in SW-846 Update IV
- Contained in SW-846 Update V
- Active (Default)/Inactive/All



Selecting a specific method will take you to the method information page where you will also find the official method title, the analytic technology, the citation, and the method source. It also shows date it was added to LAMS, last updated (changed), and last uploaded:



Method Compendium

If a copy of the method has been archived, a link to the PDF will appear on this information page. Selecting "Click here to download" will download the PDF version of the method to your computer. LAMS maintains copies of active, inactive and legacy methods for reference and comparison. Methods are continually being added as they become available. Note that some methods are proprietary, and in that case the link will lead back to the source where the method can be obtained.

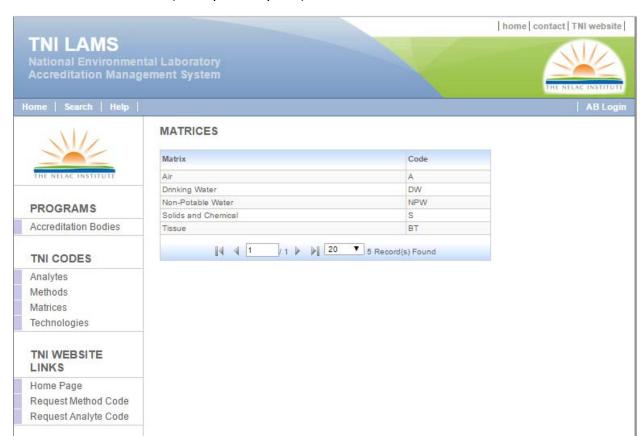
Selecting "Download Methods (CSV)" from the top of the table, as shown in previous graphic, will generate and download a CSV file of the entire method table that can be filtered, sorted, and searched. The file contains the following fields:

- TNI Method Code
- Method

- Method Revision
- Revision Date
- Method Short Name
- Technology
- Official Method Title
- Method Source
- Citation
- Approved for use under 40 CFR Part 136
- Approved for use under 40 CFR Part 141 and 143
- Contained in SW-846 Update III
- Contained in SW-846 Update III
- Contained in SW-846 Update III
- Date Created
- Date Updated
- Last Uploaded
- Active (Default)/Inactive/All

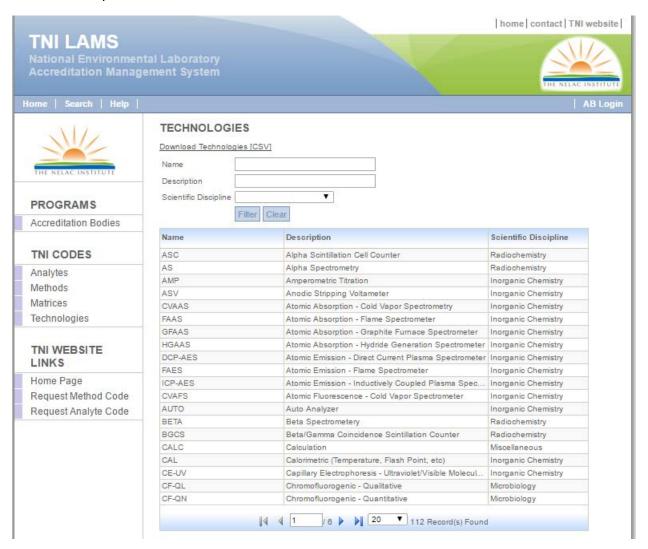
Matrices

Selecting "Matrices" brings up a copy of the matrix table showing the TNI accreditation matrices and their code (mainly used by ABs)



Technologies

Selecting "Technologies" brings up a copy of the technology table showing the TNI accreditation technologies, their codes (mainly used in the method code table) and their scientific discipline.



TNI WEBSITE LINKS

Home Page

Selecting "home Page" brings you to the TNI homepage, not the LAMS homepage.

Request Method Code

Selecting "Request Method Code" brings up a form to request the addition of a new method to the method table and creation of a TNI Method Code. Be sure to check the method table carefully before requesting addition of a new method.

Request Analyte Code

Selecting "Request Analyte Code" brings up a form to request the addition of a new analyte to the analyte table and creation of a TNI Analyte Code. Be sure to check the analyte table carefully before requesting addition of a new method.