

Laboratory Accreditation System Executive Committee Meeting Minutes March 26, 2013

1) Welcome, Roll Call and Agreement on Roster and Charter

The tentative roster circulated with the meeting announcement was used for roll call. It was affirmed by meeting participants after several corrections to terms and employers and is included in these minutes as Attachment A. Several participants noted that Elizabeth Turner is now the designated Small Laboratory Advocate, so she replaces Keith Chapman.

Judy expressed her happiness that so many people from both the Technical Assistance Committee and the Laboratory Accreditation System Executive Committee decided to continue with the combined group.

In the draft Charter distributed with the meeting announcement, Betsy noted that the milestone for the Mentor Sessions and Assessment Forum should reflect the January 2014 Louisville, KY, conference rather than the now-over 2013 Denver conference. This change will be made and the names of full members added to the draft, and after review, it will be proposed for adoption at the April LAS EC meeting.

Lynn explained the rationale for assigning some committee members to Associate Member status. There were too many people with the combining of two complete committees, even with a few departures and a few individuals requesting associate status, so those who indicated possible departure or who are not TNI members were also assigned associate status.

2) Ad Hoc Workgroup Formation

There are three documents requiring review, revisions and approval by LAS EC. Judy asked for volunteers for each of these, and indicated that the timeline for completion will be August 2013 (at conference in San Antonio), so that initial work products should be ready for full committee review by our May 27, 2013, meeting.

Standards Interpretation Request (SIR) SOP

This document has undergone revisions and was discussed at conference in Denver, but later conversations with the NELAP Accreditation Council (AC) and TNI staff still need to be addressed. Priority items will be to include a separate review of expert committee interpretations by the LAS to ensure that what is proposed to the AC is truly a "finished product" and to create criteria that can distinguish requests for clarification of the standard from requests for interpretation, as well as a mechanism to identify whether previous requests have addressed the same section of the standard. Conversations about how to capture "clarifications" for display on the website have suggested a "Frequently Asked Questions" page or some other format, but displayed separately from the Interpretations web page.

Volunteers were Kristin Brown, Jack Farrell, Carol Haines, Carl Kircher and Judy Morgan.

AC Policy on Notification of AB Changes

This policy was requested by the AC to replace the notification requirements in the 2003 NELAC Standard and additionally to address whether and what degree of re-evaluation of an Accreditation Body (AB) should be triggered by major operational changes such as newly contracting out part or all of the AB's operations (such as all assessments, rather than using some contract or third party assessors.) There is urgency to this request, since at least one AB has a legislative mandate to make such changes.

Volunteers were Ann Marie Allen, JoAnn Boyd (appointed *in absentia*), Betsy Kent and Mitzi Miller.

Review of Revised NELAP Evaluation SOP

Revisions to this document were developed by the informal group of NELAP evaluators, based on recommendations from the NELAP QA Officer after the previous round of evaluations. Those recommendations were approved conceptually by the NELAP AC in early 2012. The revised SOP needs review and approval by the LAS EC and then LAS's recommendation to the AC for adoption. The Notification Policy (above) will need to be addressed or referenced, so this group will determine how that should be done.

NOTE: The companion "technical review" or Compliance Checklist that incorporates Volume 2 of the standard verbatim but has been streamlined to identify and remove duplicate items [Modules 1 & 3 are very similar in wording, developed by the Lab Accreditation Body Committee (V1) and the former On Site Assessment Committee (V3),] and also to identify by color-coding those items that require documentation by the AB either as part of its quality management system or for other purposes.

Volunteers for this group were David Caldwell, George Detsis, Judy Morgan and Kim Sandrock (appointed *in absentia*.)

3) Subcommittees

Members had already volunteered for the three standing subcommittees, during email exchanges that established the tentative committee roster. Assignments for these subcommittees are discussed below.

Assessment Forum

Jack Farrell has traditionally led this effort with a small group of volunteers. He seeks to do succession planning, so that one or more other individuals will know what's involved. Typically there's a period of intense activity leading up to conference dates, and then slack time until getting ready for the next conference.

These forums are informal sessions offered at every conference; they were initially aimed at NELAP assessors but other stakeholders participate to better understand what to expect from their assessments. For San Antonio (summer 2013), TNI Board member Matt Sica will offer training on ISO 17025 from the perspective of an ISO AB. For Louisville (January 2014), possible topics are SIRs, common findings, and depending on progress in adopting the revised standards, changes to the standard(s).

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

Mentor Sessions

These sessions are held at conference also, and may address a wide variety of topics and training requests. Betsy Kent will chair this small group, and indicated that she has a list of topics awaiting presentation for the summer 2013 conference in San Antonio.

It was noted that these Mentor Sessions are separate from training that might be offered through TNI's Educational Delivery System (EDS.) The former Technical Assistance Committee developed templates for types and content of trainings for the EDS, as it was requested to do by the TNI Board at the recommendation of the AB Assistance Task Force. Those templates will be finalized and presented to the TNI Board for adoption at a future date.

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

SIR Subcommittee

At least initially, Judy Morgan will lead this group as it begins to manage the review of interpretations arriving from the expert committees to ensure that only usable final products without superfluous (and potentially unenforceable) information form the actual interpretation. The group will also play a role in determining how best to handle the numerous SIRs that have languished in "backlog" for too long and have now been handed back by the NELAP AC for reconsideration based on comments from ABs and in some cases, suggestions for what might be enforceable language.

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, both because of the workload for the subcommittee and to facilitate liaison with the AC.

4) Next Steps

The ad hoc workgroups and subcommittees are expected to coordinate schedules and activities, initially by email, to determine how best to select a leader and address their tasks. Teleconferences are available if needed, depending on the preference of the groups. Only limited staff support is available, except for the SIR Subcommittee.

All six groups should be prepared to update the committee at its April 23 meeting about progress and problems underway.

Judy again expressed her appreciation for the participation, time and feedback during today's meeting as well as for the work ahead.

Carol Haines moved and Jack Farrell seconded, that the meeting be adjourned at 3 pm.

5) Next Meeting

The next meeting of the LAS EC will be Tuesday, April 23, 2013, at 1:30 pm Eastern time. The agenda will be to consider adopting the draft charter and then status check-ins from the subcommittees and ad hoc groups, plus any new business.

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 |
|-------------------|--------------------|--|----------------|--------------------|-----------------------------|-------------------------------|--------------------|
| 1 | Judy Morgan, Chair | JMorgan@esclabsciences.com | 3 years, 12/15 | Chair (all) | Environmental Science Corp. | Lab/FSMO | Yes |
| 2 | Ann Marie Allen | ann.marie.allen@state.ma.us | 3 years, 12/15 | Assmt Forum | Massachusetts DEP | non-NELAP AB | Yes |
| 3 | JoAnn Boyd | jboyd@swri.org | 1 year, 12/13 | | Southwest Research Inst. | Lab/FSMO | No |
| 4 | Kristin Brown | kristinbrown@utah.gov | 2 years, 2/14 | SIRs/Assmt Forum | UT Bur. of Lab Improvement | NELAP AB | Yes |
| 5 | David Caldwell | david.caldwell@deq.ok.gov | 2 years, 12/14 | Assmt Forum | OK DEQ | Non-NELAP AB | 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 |
| 8 | Carol Haines | haines.carol@epa.gov | 3 years, 12/15 | Stds Rev, ad hocs | EPA Region 10 | Other | Yes |
| 9 | Bill Hall | George.Hall@des.nh.gov | 1 year, 12/13 | SIRs | NH ELAP | NELAP AB | No |
| 10 | Betsy Kent | bkent@rcid.org | 3 years, 12/15 | Mentor Sessions | Reedy Improv. District, FL | Lab/FSMO | Yes |
| 11 | Carl Kircher | carl_kircher@doh.state.fl.us | 3 years, 12/15 | SIRs, ad hocs | FL DOH | NELAP AB | Yes |
| 12 | Mitzi Miller | mitzi.miller@moellerinc.com | 2 years, 12/14 | | Dade Moeller, Inc | Other | No |
| 13 | William Ray | Bill_Ray@williamrayllc.com | 2 years, 12/14 | | Wm Ray Consultants | Other | No |
| 14 | Kim Sandrock | Kim.Sandrock@state.mn.us | 3 years, 12/15 | Training | MN ELAP | NELAP AB | 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 Muni. Water District | (newly identified) |
| Associate Members | | | | | | | |
| | Aaren Alger | aaalger@state.pa.us | | | PA DEP | NELAP AB | No |
| | Carol Barrick | cabarrick@msn.com , Carol.Barrick@mosaicco.com | | | FCC Environmental | Lab/FSMO | No |
| | Kirstin Daigle | kirstin.daigle@testamericainc.com | | SIRs | TestAmerica, Inc. | Lab/FSMO | No |
| | George Detsis | george.detsis@eh.doe.gov | | Assmt Forum | US DOE | Other | Yes |
| | Jack Farrell | aex@ix.netcom.com | | Assmt Forum | Analytical Excellence | Other | Yes |
| | Terri Grimes | tgrimes@co.pinellas.fl.us | | SIRs | Pinellas County | Lab/FSMO | no |

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|--|--------------------------------|--|--|------|----------------------|----------|-----|
| | | | | | Utilities | | |
| | Christelle Newsome | cnewsome@c2nassociates.com | | | C2N Associates, Inc. | Other | No |
| | Gale Warren | ggw01@health.state.ny.us | | SIRs | NY ELAP | NELAP AB | Yes |
| | Program Admin. Lynn Bradley | Lynn.bradley@nelac-institute.org | | | | | 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 | |
| 2 | Review, revise as necessary, and approve NELAP Evaluation SOP 3-102 | Ad Hoc group (leader TBD) | May 27, 2013 | |
| 3 | Complete development of policy for NELAP AC, and relevant SOP if needed | Ad Hoc group (leader TBD) | May 27, 2013 | |
| 4 | Plan Assessment Forum for August 2013 | J. Farrell and subcommittee | July 31, 2013 | |
| 5 | Plan Mentor Sessions for August 2013 | B. Kent and subcommittee | July 31, 2013 | |
| 6 | Determine how to address multiple SIRs returned by NELAP AC | J. Morgan & subcommittee | July 31, 2013 | |
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