

## **Laboratory Accreditation System Executive Committee Meeting Minutes**

August 9, 2012

1) Roll call and approval of minutes:

Chair, Kirstin Daigle, called the TNI LAS EC meeting to order on August 9, 2012, at 1:15 pm EST in Washington, DC. Attendance is recorded in Attachment A – there were 8 Executive Committee members present.

2) Overview

See Attachment B for PPT presentation.

3) AB Task Force Recommendation 6

See Attachment B for PPT presentation

4) Standards Interpretation Requests

Ilona noted that 19 new SIRs were finalized and forwarded to the Webmaster for posting to the website. 10 SIRs were responded to by Quality Systems and have been forwarded to the Webmaster to post on the NELAP AC site for voting. Since August 2008, 206 SIRs have been received. 110 of these have been closed.

The following comments were received:

Bob Wyeth, Consensus Standards Development Program (CSDP) Chair: Expressed some concern on why the NELAP AC needs to vote on SIRs. Shouldn't the responses from the Expert Committees be a sufficient response? Ilona noted that the NELAP AC vote only confirms that all ABs are implementing the standard consistently. This vote helps a laboratory (or other interested party) know that the response is being implemented by their AB. If the NELAP AC has a concern about a response, they cannot change the response – only get back to the Expert Committee with a recommendation for them to consider in their response. If there is an issue that cannot be resolved, it would be resolved using the CSDP complaint process. This has not been an issue to date.

Paul Junio, Quality Systems Expert Committee Chair: Expressed some similar concerns to the CSDP Chair. He would like to see lines of communication be open and that concerns regarding a response be brought to his committee to review any possible wording changes.

Mitzi Miller, PT Expert Committee Chair: Would like to get a monthly report of any open SIRs.

LAS EC was informed that the NELAP AC has formed a subcommittee and taken any open SIRs from 1 – 150 under review. They are reviewing them to determine if they may not belong in the SIR process, reviewing them for grammatical changes or responses that are beyond the scope of the question, they are looking for SIRs that are no longer relevant and in general recommending any changes that would make it possible for the NELAP AC to give their approval and speed up the process.

LAS EC expressed some concerns about this process and would have preferred to have done this within LAS EC. They will review the outcome of the NELAP AC review and determine what needs to go back to an Expert Committee for review and possible reconsideration.

Ilona will distribute the SIR SOP to Kirstin and the committee will review the process for possible improvements. A number of committee members expressed that they would like to see any responses that need to go back to an expert committee before they go back. Some also requested that they review the response from an expert committee before it goes to the NELAP AC. Ilona noted that all SIR responses from Expert Committees now go through that committee's Program Administrator before they are finalized for posting to the NELAP AC voting site. She also noted that SIRs are now scrutinized more closely when they come in so that only questions for Expert Committees generally remain on the SIR table. If a SIR is not accepted, the inquirer receives a letter to that fact and suggestions are given on how the inquirer may get an answer elsewhere. The Technical Assistance Committee is often copied so they know what type of topics members have concerns on so they can consider this when establishing mentoring sessions.

## 5) New Standards Review

See Attachment B for PPT presentation

Comments:

- Some states are having issues proposing new regulations through their legislative process. There is 5 years between standards.
- The standards review SOP is being updated by the committee.

The committee will review the standards with the following in mind:

- Can it be implemented?
- Pros and cons for the stakeholder
- Does it improve quality
- Does it clarify something that used to be confusing

The committee will consider whether a standards style guide is needed.

6) New Business

- None.

7) Next Meeting

The next phone conference will be planned for Wednesday, September 5th at 1:30pm EST.

Action Items are included in Attachment C.

The meeting was adjourned at 3:15 pm EST. (Motion to adjourn – Roger. Second – George. Unanimously approved. )

**Attachment A****PARTICIPANTS  
TNI LABORATORY ACCREDITATION COMMITTEE**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
Ann Marie Allen (Jan 2007) <b>Present - Phone</b>	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: <a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>
Aaren Alger (2009) <b>Absent</b>	Pennsylvania DEP	T: 717-346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>
Jo Ann Boyd (Jan 2007) <b>Absent</b>	Southwest Research Institute, Lab	T: 210-522-2169 E: <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>
Carol Barrick (Jan 2009) <b>Present - Phone</b>	Mosaic, LLC, Lab	T: 813-361-6911 E: <a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a>
Kristin Brown (Jan 2010) <b>Present</b>	Utah Bureau of Lab Improvement, AB	T: 801-965-2540 E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>
George Detsis (Jan 2007) <b>Present</b>	Department of Energy, Government	T: 301-903-1488 E: <a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>
Dan Dickinson (Jan 2007) <b>Absent</b>	New York DOH, AB	T: 518 485-5570 E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>
Kirstin Daigle (Jan 2012) Chairperson <b>Present</b>	TestAmerica	T: 802-660-1990 <a href="mailto:Kirstin.Daigle@testamericainc.com">Kirstin.Daigle@testamericainc.com</a>
Terri Grimes (Jan 2007) <b>Absent</b>	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.us</a>
Carol Haines (Aug 2012) <b>Present</b>	EPA Region 10 Laboratory	T: 360-871-8878 E: <a href="mailto:Haines.Carol@epamail.epa.gov">Haines.Carol@epamail.epa.gov</a>
Roger Kenton (Jan 2007) <b>Present</b>	Eastman Chemical Company, Lab	T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Judy Morgan (Jan 2007) <b>Present</b>	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorgan@envsci.com">jmorgan@envsci.com</a>
Mitzi Miller (Jan 2011) <b>Present</b>	Dade Moeller & Associates	T: 509-531-0255 E: <a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>
Julia Sudds (Jan 2010) <b>Absent</b>	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: <a href="mailto:jsudds@babcocklabs.com">jsudds@babcocklabs.com</a>
Ilona Taunton <b>Present</b>	TNI Program Administrator	T: 828-712-9242 E: <a href="mailto:ilona.taunton@nelac-institute.org">ilona.taunton@nelac-institute.org</a>

**Attachment C**

**Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
2	Work on references for SIRs in 2009 SIR database.		Establish date at next meeting.	
12	Talk to Aaren about NELAP AC representation on LAS EC.	Kirstin	3-12-12	
13	Review committee rotation based on start dates added to Attachment A.	Kirstin	October 2012	
14	Distribute current copy of SIR SOP to Kirstin.	Ilona	9-4-12	Completed (8/24/12)
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