## Summary of the Laboratory Accreditation Systems Committee Meeting August 22, 2008

## 1. Roll call: Attendance is recorded in Attachment A.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on August 22, 2008 at 11 AM EDT. The meeting was adjourned at 1:09 PM.

#### 2. Minutes

Minutes from August 8 and August 14, 2008 were distributed for final review. A fewattachment designations need to be changed and then Ilona T. will forward for posting.August 8: Move for Approval: Jo Ann BoydSecond: Lou DennyAugust 14: Move for Approval: Jo Ann BoydSecond: Dan HickmanApproved

## 3. Meeting Discussion

- Lemuel Walker (EPA OW) mentioned that EPA should have access to the questions and answers that come in through the Standard Interpretation Requests. This should be taken into consideration when we are ready to post.
- An update was provided by June F., Dan H. and Ilona T. on the status of the Standards Interpretation Requests. The discussion centered on what to do with requests that are more technical/method related rather than directly related to the standard. The following options were discussed:
  - Prepare a template letter to provide a point of contact to an EPA program or organization that might be able to answer the question. Delete the question from the Standards Interpretation Request listing. The template might include something like: "We have reviewed your request and determined that it is a methods interpretation question ... the Standards Interpretation Request process is not designed to handle these types of requests ... we recommend that you contact your AB or xxxx at yyyy." Doing something like this will require that we put a contact list together to know whom to recommend.
  - Prepare a template letter to forward the question to the Technical Assistance Committee (TAC) and then delete the question from the Standards Interpretation listing. Would need to explain what the TAC will do with the question and give them a contact person.
  - Keep the question in the Standards Interpretation listing and provide a response based on AB input. This would require working closely with the NELAP Board. A disclaimer would need to be prepared.
  - TNI could consider providing an additional service to the laboratory community. Currently laboratories need to contact the various agencies independently with these types of technical questions. Would TNI want to be a funnel for these questions and provide a website with the questions and answers for laboratories to use.

## 5. Off-Site Meeting

The possibility of a face-to-face meeting to make significant progress in reviewing the standards was discussed. Most members preferred to have more conference calls and include WebEx options rather than travel to a common location. June F. will review what needs to be done and evaluate whether this will work within the needed time frame.

## 6. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08 was reviewed by the committee. JoAnn B. will look for format improvements (bullets, numbering). There was a discussion of whether something needs to be included regarding editorial changes. This issue was not resolved and will be further discussed during the September 5, 2008 meeting.

# 7. Review of new TNI Standard

The LASC continued the review of the new TNI standard - V2:M2. Comments are recorded in Attachment B.

Ilona T. was requested to add the V1:M1 comments into the table and circulate them to the committee members for review/comment/approval. Comments will be reviewed during the September 5, 2008 conference call.

Committee members were also asked to review V3 and V4 and send comments to Ilona T. by Thursday, September 4, 2008. Ilona will compile all comments as a starting point for the September  $5^{th}$  call.

# 8. Next Meeting

The LASC will meet via conference call on Friday, September 5, 11:00 am EST.

Action Items are included in Attachment C and Attachment D includes a listing of reminders.

	<u>Attachn</u>	<u>nent A</u>	
	PARTICI	PANTS	
TN	LABORATORY ACCR	EDITATION COM	MITTEE

Member	Affiliation	<b>Contact Information</b>
Ann Marie Allen - present	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: jboyd@swri.org
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lancebovnton@mac.com
Brooke Connor - present	USGS	T: 303-236-1877 E: bfconnor@usas.aov
Lewis Denny - present	Florida DOH, AB	T: 904-791-1587 E: <u>lew_denny@doh.state.fl.us</u>
George Detsis - present	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson - present	New York DOH, AB	T: (518) 485-5570 E: <u>dmd15@health.state.ny.us</u>
June Flowers – Chairperson Present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: june@flowerslabs.com
Terri Grimes - absent	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Dan Hickman - present	Oregon DEQ, AB	T: 503-693-5777 E: hickman.dan@deg.state.or.us
Marvelyn Humphrey – absent	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - present	Eastman Chemical Company,	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Jack McKenzie - present	Kansas DHE, AB	T: 785-296-1639 E: jmckenzi@kdhe.state.ks.us
Dale Piechocki- absent	Underwriters Laboratories, Inc., Lab	T: (574-472-5523 E: dale.r.piechocki@us.ul.com
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com
Jerry Parr – absent	TNI Executive Director	T: 817-598-1624 E: jerry.parr@nelac-institute.org

**DRAFT DRAFT Attachment B** - <u>Comments and Questions from LASC on new TNI Standards</u> **DRAFT DRAFT** NOTE: This is a working document. These are comments/questions raised during meetings that can change or be deleted as the committee meets and works

with the Expert Committee.

8-28-08-v0
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8-28-08				ASC R	eview	Catego	ry		Reco	mmen	dation	
s	Std Ref.	Comment/Question	Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)
	V1M1: 3.18	Definition of suspension is inconsistent across volumes. The definition in V1M1 may not be workable for ABs. See V2M1:3.20, V2M2:3.19, and V2M3:3.19.										
	√1M1: 4.12	This is inconsistent with V2. Use of non- accredited PT provider vs. recognized PT provider may cause confusion. See V2M2: 5.2.2.										
	/1MI: 4.13	Inconsistent with 6.1 in the same volume. Why is this more restrictive than current standard? Tracking PT analysis date may not be workable for ABs. Potential implementation issue.										
	√1M!: 4.2.2	What is the purpose of experimental PTs? ABs do not deal with them consistently.										
	V1M1: 5.2	PT sample reporting requirements may be difficult to implement.										

			L	ASC R	eview (	Catego	ry		Reco	mmen	dation	
	Std Ref.	Comment/Question	Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)
1.	V2M2: Section 3 – Definitions	Definition for "PT Study" is different between Volumes 1, 2 and 3. Definition for "Suspension" is different between Volumes 1 and 2.			x	x						
2.	V2M2: 4.14 5.12 5.2.1 c) 7.3 d) V1M1: 4.1.2	Section 4.1.4 is not consistent with section 5.12 and 5.2.1 c). It is also not consistent with Volume 1, Section 4.1.2. Need input from the PT Committee to understand what the intended purpose is. Section 4.1.4 discusses approved use of non-PTPA accredited PTs, but other sections require the use of PTPA accredited PTs.	Х									
3.	V2M2: 5.1.1	Inconsistent with current 2003 Standard (Section 2.7.2 – pg 68). Additional clarification is needed in new standard. The new standard does not state that the lab must successfully analyze two out of the most recent 3 PTs. It only states that two PT samples must be successfully analyzed.					Х					

				LASC Review Category					Recommendation				
	Std Ref.	Comment/Question	Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)	
4.	V2M2: 5.2.1 a) 5.2.1 b)	Issue in use of the term "successful" between a) and b). Is the intention that a) should state "participate in" instead of "successfully analyze". Reconsider use of terminology to make implementation clear. As it reads, it appears there is a requirement that you must pass 2 PTs within 12 months instead of 18 months or 2 out of 3 over an 18 month period.	x	x									
5.	V2M2: 7.3 a)	Issue on intent. PT Expert Committee Chair has stated that the intent of this section is that "limits" should be changed to "criteria".	x										
6.	V2M2: 7.3 c)	Is clarification needed to help with implementation? Guidance document?? An example of a non-specific match?? Include notes?	x										
7.	V2M2: 7.3 d) V1M1: 4.1.2 4.2.1 c)	There is a conflict between these sections dealing with unaccredited PT providers. How would an AB implement this? This is a change from the 2003 Standard.				х							
8.	V2M2: 8.2 c)	This is a change from 2003. It used to be ship date and closing date. Now it is analysis date. A number of ABs have said they are not going to		x									

			L	ASC R	eview (	Catego	ry		Reco	mmen	dation	
	Std Ref.	Comment/Question	Clarification Needed	Implementation Issue	Editorial	Inconsistent / Conflict	Error or Omission	Adoption	Editorial	Policy / SOP / Guidance Document Needed	Tentative Interim Amendment	Rejection (Revision Needed)
		implement this. Analysis date can be different for different analytes within the same PT. There is the potential of going from tracking 2 dates to 400 dates.										
9.	V1M1: 6	This section does not indicate that V2M2: 8.2 b) must be followed: "The lab shall notify the PT provider that the PT is for corrective action" V3: 8.4.2 also discusses this process.					х					
10.	V2M2: 10.1	Re-look at this section after Issue #3 in V2M2: 5.1.1 is addressed. May no longer be a conflict.				х						

# Attachment C

# ACTION ITEMS/BACK BURNER TNI LABORATORY ACCREDITATION SYSTEMS COMMITTEE

	ACTION	Who	ANTICIPATED COMPLETION DATE	COMPLETION DATE	COMMENTS
5	Follow-up with NELAP Board on responses to questions discussed during Assessment Forum.	DAN	???		
7	Set-up possible web conferencing schedule to review the standards.	JUNE	8-29-08		
8	Contact webmaster to ensure that Ilona's name is added to e-mail listing for questions, ask for Does and Don'ts page to be added and discuss how responses to questions can be posted.	ILONA	9/5/08		
9	Update any needed changes to the DRAFT SOP: 5-102: Review of Accreditation Standards for Suitability.	JOANN	9/29/08		
10	Contact Carol Batterton regarding Expert Committee changes to the Standard.	Ilona	9/29/08		
11	Add V1:M1 comments to the table and distribute to committee for review.	Ilona	9/2/08		

12	Review V3 and V4. Send comments to Ilona.	All	9/4/08 – Close of Business	
13	Compile all V3 and V4 comments and distribute to committee for 9/5 meeting.	Ilona	9/5/08	

# Attachment D

# BACK BURNER/REMINDERS TNI LABORATORY ACCREDITATION SYSTEMS COMMITTEE

		Meeting Reference	COMMENTS
1	Lemuel Walker (EPA OW) requested that EPA have access to Standard Interpretation Requests and responses.	8-22-08	
2			