### Summary of the Laboratory Accreditation Systems Committee Meeting September 5, 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 September 5, 2008 at 11 AM EDT. The meeting was adjourned at 12:40 PM.

### 2. Minutes

The Draft minutes from the August 22, 2008 meeting were distributed for review. A question was included in Section 6 (SOP Review) dealing with the discussion of whether to include some text regarding editorial changes needed in the standards. The group could not provide the reference where editorial issues are currently covered, so Section 6 will be updated in the minutes to reflect that this issue has not been resolved and will be further discussed during the September 5, 2008 meeting. The updated minutes will be distributed to all committee members for approval at the September 12, 2008 meeting.

### 3. SOP Review

SOP 5-102, "Review of Accreditation Standards for Suitability" draft dated 6/13/08. During the last meeting there was agreement that the SOP implied the use of editorial changes. References within the standard to support this evaluation were looked for by the group during today's meeting and they could not be found. A subcommittee (JoAnn, June and Ilona) was formed to review the SOP and recommend any changes or additional text prior to finalization of the SOP. The subcommittee will meet next week and report their recommendation at the September 12, 2008 meeting.

- 4. Review of new TNI Standard
  - The LASC continued the review of the new TNI standard. Comments are recorded in Attachment B. The V1:M1 comments added to the table last week were reviewed and updated for final insertion into the review table. There were also 2 additions to the V2:M2 comments.
  - Though committee members were asked to review V3 and V4 for today's discussion, time did not permit starting on these. In an effort to keep these moving forward, Ilona was asked to modify the table of comments received on these sections so that committee members can review, agree/disagree and comment via e-mail. Hopefully this will make it possible to finalize both of these at the September 12, 2008 meeting.
  - June plans to invite Kirstin McCracken (PT Expert Committee Chair) to a meeting during the week of September 15<sup>th</sup>. We will review comments, ask for her input and then finalize the PT Standards Review Table for presentation to the PT Expert Committee.

- The next standard to be reviewed will be Quality Systems. Ilona was asked to distribute a table for people to use when starting their review.
- A question was raised as to whether the posted standards have changed. One committee member noted that some of the definition conflicts previously noted are not there anymore? Ilona will review and contact Ken Jackson to confirm there have been no changes.

#### 5. Next Meeting

The LASC will meet via conference call on Friday, September 12, 1:00 pm EST.

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

# <u>Attachment A</u> Participants TNI Laboratory Accreditation Committee

Member	Affiliation	<b>Contact Information</b>
Ann Marie Allen - absent	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: lanceboynton@mac.com
Carol Barrick - present	FCC Environmental	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor - present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Lewis Denny - absent	Florida DOH, AB	T: 904-791-1587 E: <u>lew_denny@doh.state.fl.us</u>
George Detsis - absent	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 - present	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: tgrimes@co.pinellas.fl.us
Dan Hickman - absent	Oregon DEQ, AB	T: 503-693-5777 E: hickman.dan@deg.state.or.us
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - absent	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- present	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 – PT</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. 9-5-08-v0

	08-v0		L	LASC Review Category					Reco	mmeno	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.	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.				x						
2.	V1M1: 4.1.2	This is inconsistent with V2. Use of non- accredited PT provider vs. recognized PT provider may cause confusion. See V2M2: 5.2.2.	Х			x						
3.	V1MI: 4.1.3	Inconsistent with 6.1 in the same volume. Why is this more restrictive than current standard (open and closed dates)? Tracking PT analysis date may not be workable for ABs. Potential implementation issue.		х								
4.	V1M!: 4.2.2 V2M2: 5.2.3	Experimental PT participation is an issue. Some ABs have said they will not implement this. The labs must do them, but there are no consequences. Experimental PTs are inconsistent with normal PT	х									

			LASC Review Category			Recommendation						
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		operations. There is a different set of rules that are not well defined.										
5.	V1M1: 5.2	<ul> <li>PT sample reporting requirements may be difficult to implement. Issues with:</li> <li>less than reporting,</li> <li>tracking lowest calibrations.</li> <li>reporting PT results to the lowest calibration standard for multi-point calibrations or the LOQ for single point calibrations (conflicts with V1:M4 1.7.1.1. (f).)</li> <li>Inconsistent with V3 sections: 6.3.5 / 7.1.11/ 7.3.5/ 8.4.2/ 10.3.1.1.</li> </ul>	X	X		X						
6.	V1M1, 7.2	Reference to "appeals process" needs to be clarified with a reference to the document for that process. Does this process exist or does a document need to be created?	Х									
7.	V2M2: Section 3 – Definitions	Definition for "PT Study" is different between Volumes 1, 2 and 3.			x	Х						

			L	LASC Review Category			Recommendation					
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		Definition for "Suspension" is different between Volumes 1 and 2.										
8.	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.	X									
9.	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.					x					
10.	V2M2, 5.1.4	"There shall have been" Doesn't sound right. "There shall be" is better.			Х							

			LASC Review Category					Recommendation					
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11.	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.	х	x									
12.	V2M2, 7.3, 7.3.d	"The Primary AB shall consider the analytical result for a FoPT not acceptable when: d) the lab submits results for a FoPT from a PTP that is not accredited by the PTPA" V1M1, 4.1.2., 4.2.1 allows labs to use non- accredited PTPs for FoPTs not available from accredited PTPs.				Х							
13.	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".	Х										
14.	V2M2: 7.3 c)	Is clarification needed to help with implementation? Guidance document?? An example of a non-specific match?? Include notes?	х										

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15.	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						
16.	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 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.		x								
17.	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					
18.	V2M2: 10.1	Re-look at this section after Issue #3 in V2M2: 5.1.1 is addressed. May no longer be a conflict.				x						

# Attachment C

### ACTION ITEMS 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	???		
9	Update any needed changes to the DRAFT SOP: 5-102: Review of Accreditation Standards for Suitability.	JOANN	9/29/08		Subcommittee has been formed to review this SOP and recommend any final changes – see Action Item #16.
14	Modify V3/V4 comment table to allow for review and comment by all committee members via e-mail by 9/11/08.	Ilona ALL	9/5/08 9/11/08		Ilona distributed 9/5/08
15	Invite Kirstin McCracken to meeting week of 9/15 and establish meeting date and time.	June	9/11/08		
16	SOP Subcommittee prepare recommendations to present to LASC.	June, JoAnn, Ilona	9/12/08		
17	Distribute a table for LASC members to	ILONA	9/5/08	9/5/08	Ilona distributed 9/5/08

	use when starting their review of Quality Systems.			
18	Contact Ken Jackson regarding current version of posted standards.	Ilona	9/12/08	

### Attachment D

## BACK BURNER/REMINDERS TNI LABORATORY ACCREDITATION SYSTEMS COMMITTEE

		LASC MEETING REFERENCE	Comments
1	Lemuel Walker (EPA OW) requested that EPA have access to Standard Interpretation Requests and responses.	8-22-08	
2			