Summary of the
Laboratory Accreditation Systems Committee Meeting
January 27, 2010

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 January 27, 2010 at 1:30pm EST in Chicago. Judy Morgan chaired the meeting after 3:30pm. The meeting was adjourned at 5pm EST (motion made by Dale, seconded by Aaren and unanimously approved.)

    June welcomed new LASC member Kristin Brown, Utah Bureau of Laboratory Improvement.

2. Review of Recommendations

    June provided handouts that are included in Attachments B and C.

    #4: V1:M1, V2:M1, V3

    The LOD/LOQ issue will be addressed at the workshop happening this week during the mentoring session in Chicago.

    The PTRL issue is still open. PTRLs will be kept in the FoPTs, but labs need to calibrate down to their LOQ. It may not be appropriate in all cases to report a PT at less than the PTRL. The committee thought this might be something that could be addressed through the QAM template, FAQs, etc …

    Paul Junio mentioned that LOQ is not universally defined as the low calibration standard. The low standard of a calibration must be near or below the LOQ. We need the QS, PT Expert and ABs to agree. The PT Expert committee is working on a guidance document according to Shawn Kassner. This will be assigned to the PT Expert Committee on the table.

    #5, #6:
    Originally these were findings for the AB Committee. They were originally asked to work on this, but it was not something they could do. The NELAP Board agreed to work on them.

    Joe Aiello (Chair, AB Committee) stated that they would be willing to work on both of the issues. They just need some clear direction on what is being looked for.

    A number of comments were given regarding these issues:
    -   Dale raised a concern that the timeframes should be in the standard. Aaren noted that states can not enforce policy. She thinks the committee should look at a guidance document or a TIA. A number of people in the audience reminded the

committee that this was taken out of the standard because there was a verbal agreement that a policy would be developed. The NELAP Board is working on an MOU that highlights that all the state programs work together and agree to adhere to NELAP Board policies.

- 6.12.2 – Scott Hoatson pointed out that V2:M3 does have time frames in it. The module of concern does not have the language.

- Ed Askew suggested that if there are problems found in the standard, they should be communicated on the website to make it easier for people to implement the standard.

The committee will review the issue on their next call to understand if the wording between these two parts of the standard are discussing the same thing – are time frames included or not? They will also prepare direction for the AB Committee.

3. Standards Interpretation Requests (SIRs)

LASC recently updated the procedure for working through questions. The update has been sent to the Policy Committee.

The NELAP Board has been addressing other issues and has not been able to approve all the responses completed by the various Expert Committees and Boards. One idea is to set-up a procedure for the ABs to review and vote on the responses via e-mail or the website. Scott Syders commented that anything that can be done to organize this to make it easier for the NELAP Board to review and approve would be greatly appreciated. Ilona will work with William to see what can be set-up on the website. It was suggested that perhaps the NELAP Board alternates could be the ones to review and vote on the SIRs.

Jeff Flowers raised a concern about how open the SIR process is. He would like to know what questions are being asked and how the committees/boards are addressing the questions. He does not want to only see the final response, he would like more information during the process. Through discussion it became clear that the Expert Committees and Boards are addressing SIRs differently in their meeting minutes. Quality Systems does not include SIR discussions in their minutes – they feel including it may lead someone to implement a response that may change after it is reviewed by the NELAP Board. The PT Board includes the discussion in their minutes. This issue will be raised at the TNI Board meeting on Thursday.

4. Project Plan: TNI Standard Implementation

LASC will be preparing a project plan for the implementation of the new TNI standard. This plan needs to include training workshops, timing on TIAs in progress, timing on implementation tools for labs and ABs, preparation of documents, etc. The committee members and TNI membership were asked to help provide a starting list of things the LASC should consider:

- Quality System Assessor Checklist
  Paul mentioned that the Quality System Expert Committee has finished up the first draft on the checklist. Steve asked if it has been reorganized to make it easier for an assessor to use. The current format makes it difficult to use within the time frame of the typical assessment. Paul noted that it is in the same format as before. JoAnn commented that DOE uses a version of the checklist that is easier to use and asked if perhaps it could be reviewed as a possible format for TNI's checklist?

  Paul will submit the checklist to LASC. LASC will review it and look at format possibilities. Comments will be returned to the QS Expert Committee.

- Look at Volume 2 – Assessor Training Qualification

  The ISO language needs to be expanded upon. The ABs will need some guidance. Onsite may be working on this.

- Parts of the new Standard may raise questions. How should this be handled?
    - V1:M2 – Are notes enforceable?
    - M4:1.4 – Method selection is very confusing.
    - M4: 1.7 – 3 Calibration points – can zero be a calibration point?
    - Can labs clean glassware?
    - Address any issues surrounding the current wording regarding Experimental Analytes.
    - Can a non-approved PT provider be used? A statement should be made that there is a very low probability of this happening.
    - Clarification needed on suspending vs. withdrawing, etc …

  Much of this could be addressed through FAQs. Jerry will work with William to start a Discussion Forum where people can raise concerns. This will be up within the week. The Expert Committee Chairs, Board Chairs and LASC will need to monitor this site to look for issues that can be addressed through FAQs. This will help reduce the number of Standard Intepretation Requests (SIRs) we receive on the new Standard.

- Webinars could be used for training?

- PT Expert is working on TIAs

  The TIAs deal with the appendices for WET, AIR, Micro, etc … They should be done by May.

- Quality Systems is looking at a TIA to address ISO language that was in included in Modules 3-7.

- Conflict Resolution Procedures are being worked on by the Policy Committee.

- The AB Committee is working on a procedure for the Evaluation of ABs. They should be done by January 2011 to allow for training to be developed. These are requirements for evaluators, not assessors.

- Develop a schedule.

- Quality Assurance Manual Template

- Action items listed in Table in Attachment C.

- Training Schedule TAC is working on.

- Marketing needs – Advocacy? Outreach? Flyers?

- Progress on regulation updates. Some states have to update regulations.

- Maps and Flow charts

5. New Business

George asked if a state can recognize a DOE audit. Can an AB accept an audit performed by DOE? One AB commented that they currently can only recognize another AB's audit.

6. Next Meeting

The next teleconference is Friday, February 12, 2010 at noon EST.

Attachment A
PARTICIPANTS
TNI LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen - Absent	Massachusetts, Non-nelap AB	T: 978-682-5237 x333 E: ann.marie.allen@state.ma.us
Aaren Alger – present	Pennsylvania DEP	T: 717-346-8212 E:aaalger@state.pa.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 - Absent	Mosaic, LLC	T: 813-361-6911 E: cabarrick@msn.com
Brooke Connor – Present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Kristin Brown - Present	Utah Bureau of Lab Improvement	T: 801-965-2541 E: kristinbrown@utah.gov
George Detsis - Present	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson - Absent	New York DOH, AB	T: (518) 485-5570 E: dmd15@health.state.ny.us
June Flowers – Chairperson Present (1:30-3pm)	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
Marvelyn Humphrey – Absent	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 (Chaired – 3:30-5pm)	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
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

Attachment B

Chicago TNI Forum on Laboratory Accreditation
January 27, 2010

UPDATE OF LASC RECOMMENDATIONS TO IMPLEMENT TNI STANDARDS FOR ACCREDITATION PROGRAMS

The Laboratory Accreditation System Committee (LASC) reviewed the TNI accreditation standards for suitability, as charged in the TNI Bylaws, for use in TNI accreditation programs.

Original recommendation letter dated January 14, 2009: 18 Editorial changes;
6 Policy/Guidance documents;
6 Tentative Interim Amendments
(TIA's)

Follow-up letter on status of recommendations July 17, 2009:
15 Editorial changes completed, other 3 were addressed in PT committee TIA's.
2 of the recommendations for Policy/Guidance documents were deleted but it was agreed that the issues be further clarified in the next standards update.
4 remaining items are up for further review, definition and assignment.
All 6 TIA's were addressed and are incorporated in the final standard.

AGENDA – 1/27/10 Meeting – Chicago

1. The summary of the recommendations above and their outcome can be found in the LASC meeting minutes on the TNI website.

    Today's Agenda is to review these outstanding issues from the July letter and identify additional items needed to develop the system for implementation of the TNI standards.

2. Standard Interpretation Request (SIR) Process
    - SOP 5-101 revision to include LASC involvement – with Policy Committee
    - Ideas on how to improve response time
        ▪ Pass inquiries through AB's when submitted to Expert Committees
        ▪ Have LASC, ABC and Expert Committees decide on response by consensus
        ▪ Post inquiries on website for AB's to review and cast vote
    - Review SIR responses currently posted and all future responses to determine if they are still relevant to the new TNI Standard. If they are – note appropriate section.

3. Project Plan: TNI Standard Implementation (Brainstorm needs and coordinate.)
        ▪ QS Assessor Checklists
        ▪ Are any TIA's planned?
        ▪ Complaint / conflict resolution SOP or policy
        ▪ Assessor qualification evaluation

Attachment C
Review of Summary of Action Items/Conditions
UPDATE: PROPOSED POLICY/SOP/GUIDANCE DOCUMENTS

	Section	Reference to LASC Review	Proposal	Responsible	Estimated Completion Date
1	V1:M4 1.6.3	QS-8	Original: ~~Guidance document needed to clarify need for on-going DOCs.~~ Update: Work with the Technical Assistance Committee (TAC) in the development of examples for the QAM Template.	Quality System TAC *Action Item: Check with TAC on progress.*	~~Jan 2010~~
4	V1:M1 V2:M1 V3	PT-2	Original: ~~Prepare guidance document for implementation of the change from PTRL to LOQ reporting.~~ Final: A subcommittee of TAC is addressing how to teach labs the difference between LODs and LOQs. A written document will be prepared. In addition, TAC is being asked to include this subject in a future mentoring session. *There is still an issue regarding the clarification and use of the PTRL.*	PT Committee TAC *LOD/LOQ Workshop* *This will be discussed in the mentoring session tomorrow.* *The PT Expert Committee is working on a guidance document to address the PTRL issue.*	~~March 2010~~ ***January 2010*** *LASC would like to review a DRAFT before the August meeting.*
5	V2:M1 7.7.3	AB-4	Policy needed to establish timelines. *May want to move this back to ABC*	~~NELAP Board~~ *AB Committee*	~~DRAFT by December 09~~ *Need to ask committee for timing.*
6	V2:M1 7.7.1	AB-5	Policy or guidance document needs to be established to define "Surveillance on-site assessments". *May want to move this back to ABC*	~~NELAP Board~~ *AB Committee*	~~DRAFT by December 09~~ *Need to ask committee for timing.*

Attachment D

Action Items – LASC

	Action Item	Who	Expected Completion	Actual Completion / Comments
54	Tabulate votes to determine new LASC members. Notify June with results.	June/ Ilona	1/4/10	
55	Forward names of new members to the TNI Board for approval.	June	1/6/10	
56	Prepare direction for the AB Committee to work on #5 and 6 on the PROPOSED POLICY/SOP/GUIDANCE DOCUMENTS table.	Committee	2/12/10	
57	Work with William (TNI webmaster) to develop voting system on website for SIRs.	Ilona	2/12/10	
58	Raise issue with TNI Board on amount of SIR discussion to include in committee/board minutes.	Ilona	1/28/10	
59				
60				
61				

Backburner / Reminders – LASC

	Item	Meeting Reference	Comments
1			
2			
3			
4			
5			