

**Summary of the  
Laboratory Accreditation Systems Committee Meeting  
April 17, 2009**

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 April 7, 2009 at 11 AM EDT. The meeting was adjourned at 1 PM.

2. Minutes

The Draft minutes from the March 27, 2009 meeting were distributed for review.

A motion was made by Ann Marie to accept the minutes from the 3/27/10 meeting. The motion was seconded by Lance and unanimously approved. Ilona will submit the minutes for posting to the TNI website.

3. TNI Standard Finalization

a. Review of Editorial Changes

Ilona presented the assignment table (Attachment B) with LASC comments to the CSDB on April 7, 2009. Several items could not be verified as complete until the appropriate Volume:Module is forwarded by CSDB. Other items are noted as incomplete or editorial change was not made in the standard that was submitted back to us. LASC assignments have been changed, i.e., Item #6 – Dan Dickinson, Item #1– June, and additional comments have been recorded. This version of Attachment B will be emailed to the CSDB for their review and response to back to LASC.

b. Review of Tentative Interim Amendments (TIAs)

LASC received 5 TIAs from CSDB, with notice that a 6<sup>th</sup> one is forthcoming. It is their intent to post them on the TNI website prior to review and comment from LASC. All members are asked to review the web version and provide comments as a TNI member. Attachment C summarizes LASC comments as of today's conference call. Further review will be necessary to assure that the recommendations are addressed across the standards and TIA's. It was noted that the AB Committee's TIAs are no longer necessary, since the NELAP Board has a better understanding of the ISO reference that was in question.

c. Recommendation for Guidance Documents, Policies, SOPs

The CSDB expressed that they do not want to introduce separate documents to be used for implementing the TNI standards. The NELAP Board is concerned that a "Guidance" document cannot be put into a regulation and therefore would not be enforceable.

Since there are issues that the LASC recommended needing clarification that are not being addressed as an editorial change or TIA, it was suggested to handle them as "FAQ's" on the website. This will be presented to the CSDB and the NELAP Board. Currently, there

are interpretation responses on the TNI website that clarify inquirer's concerns. This topic needs more discussion following further review of editorial changes and TIA's.

#### 4. Standards Interpretation Requests (SIRs)

There was no discussion on SIRs. The Expert Committees are working on the recommendation issues. Three new ones have been issued this past week.

#### 5. Next Meeting

The LASC will meet via conference call on May 8, 2009 at 11am EST.

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

The meeting was adjourned.

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

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
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Jo Ann Boyd – present	Southwest Research Institute, Lab	T: 210-522-2169 E: <a href="mailto:iboyn@swri.org">iboyn@swri.org</a>
Lance Boynton - present	Absolute Standards, Inc., PT	T: 203-281-2917 E: <a href="mailto:lanceboynnton@mac.com">lanceboynnton@mac.com</a>
Carol Barrick - present	FCC Environmental	T: 813-361-6911 E: <a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a>
Brooke Connor – present	USGS	T: 303-236-1877 E: <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>
Lewis Denny - absent	Florida DOH, AB	T: 904-791-1587 E: <a href="mailto:lew_denny@doh.state.fl.us">lew_denny@doh.state.fl.us</a>
George Detsis - absent	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 - present	New York DOH, AB	T: (518) 485-5570 E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>
June Flowers – Chairperson present	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: <a href="mailto:june@flowerslabs.com">june@flowerslabs.com</a>
Terri Grimes - present	Pinellas County Utilities, Municipal Lab	T: 727-5822302 E: <a href="mailto:tgrimes@co.pinellas.fl.us">tgrimes@co.pinellas.fl.us</a>
Dan Hickman - present	Oregon DEQ, AB	T: 503-693-5777 E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a>
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: <a href="mailto:humphrey.marvelyn@epa.gov">humphrey.marvelyn@epa.gov</a>
Roger Kenton - present	Eastman Chemical Company,	T: 903-237-6882 E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Judy Morgan - absent	Environmental Science Corporation, Lab	T: 615-773-9657 E: <a href="mailto:jmorgn@envsci.com">jmorgn@envsci.com</a>
Dale Piechocki- absent	Underwriters Laboratories, Inc., Lab	T: (574-472-5523 E: <a href="mailto:dale.r.piechocki@us.ul.com">dale.r.piechocki@us.ul.com</a>
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Editorial Changes – Review Assignments and Responses**

**Review of Summary of Action Items/Conditions  
(NELAP Board Recommendation – Attachment 1)**

**UPDATE: PROPOSED EDITORIAL CHANGES**

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
1	V1:M2-M7	QS - 1	Correct inconsistent terms (“mandated method”, “reference method” and “standard method”).	Awaiting revised modules	June Flowers
2	V1:M3-M7	QS – 2, 2a, 12	ISO language needs to be removed from the non-ISO version of the standard. A reference to this language needs to be added.	Awaiting revised modules	June Flowers
3	V1:M2	QS-3	Add the ISO definition for “Validation” to Terms and Definitions.	This has not been addressed	Ann Marie Allen
4	V1:M4 & V1:M6, 1.5.3.a	QS-4	Remove “... in the quality manual.” Error.	I found the removal of “..in the quality manual” from section 1.6.2.2 of EL-V1M7-2008 (Toxicity Testing), but I can not find the other modules and volumes to complete this review.	Brooke Connor
5	V1:M3 – M7 1.6 (third para)	QS-5	State “...the ongoing DOC shall be acceptable as an initial DOC.” Change clarifies intent.	Change has not been made.	Carol Barrick

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
6	V1:M4 1.6.1 (last para) V1:M5 – M6	QS-7	Correct inconsistent terms ("demonstration" and "DOC".)	Missing module.	Dan Dickinson
7	V1:M4 1.7.1.1	QS-9	Correct inconsistent use ("... and be appropriate for a given regulation or decision" vs. "... for the intended use.")	I am unable to locate the updated document for review.	Dan Dickinson
8	V1:M4 1.7.1.1.h.i	QS-10	Add missing word – "standard."	Missing module.	Dan Hickman
9	V1:M4 1.7.4.2.a V1:M6 1.7.3.2.c	QS-11	Correct use of "An" to "A."	Missing module.	George Detsis
10	V2:M2 5.2.2	PT-1	Wording is not applicable and needs to be removed.	Section has not been edited.	June Flowers
11	V2:M2 4.1.4 5.1.2 5.2.1 c) 7.3 d)  V1:M1 4.1.2	PT-4	Correct inconsistent language between sections.	Editorial changes have not been made. (TIA still being reviewed.)	JoAnn Boyd
12	V2:M2 5.1.4	PT-5	Correct grammar.	It has been corrected as expected.	Judy Morgan
13	V2:M2 5.2.1 a)	PT-6	Wording should read: The laboratories "participate in at least 2 TNI compliant PT samples per year ..."	I did not find any evidence that either item #13 nor item #18 was addressed. The reference I used	Lance Boynton

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
				was the 03/27/2009 email sent by Ilona titled "Status of Editorial Changes and TIAs".	
14	V2:M2 7.3 a)	PT-8	The clause must be changed to read: "when the result reported by the laboratory is scored not acceptable by the PT Provider".	This is what is still there: (the result reported by the laboratory for a sample is not within the established acceptance limits for that FoPT (i.e., "Not Acceptable" evaluation from PT provider); this is what should be there: (when the result reported by the laboratory is scored not acceptable by the PT Provider). Doesn't looked like its been corrected. (Confirm this has been changed to a TIA. Expert committee is voting on this and then TIA will be made available.)	Lew Denny
12515	V1:M1 6	PT-11	Text in V2:M2 and V3 needs to be added to V1:M1 to ensure lab is knowledgeable about requirements for corrective action PTs. Most labs will only be reading Volume 1.	The edited V1M1 is not one of the volume/modules forwarded in Ilona's 3/27 email, nor is it one of the V/M's that Ken J. indicated that he's waiting to receive language for. This volume is needed in order to complete the review.	Marvelyn Humphrey
16	V3 2	PT-18	Add missing reference.	I did not see Volume 3 in the 3-27-09 e-mail that contained the list of modules from the CDSB. Need Volume 3 to complete review.	Roger Kenton

	Reference	Reference to LASC Review	Editorial Change	Status of Change	LASC Assignment To Review Revision
17	V4 4.3.2-b	PT-21	Include "assigned value" in listing.	Change was made.	Terri Grimes
18	V 4 6.5.2	PT-23	Correct term. Should be "withdraw", not "revoke."	I did not find any evidence that either item #13 nor item #18 was addressed. The reference I used was the 03/27/2009 email sent by Ilona titled "Status of Editorial Changes and TIAs".	Lance Boynton

**UPDATE: PROPOSED POLICY/SOP/GUIDANCE DOCUMENTS**

	<b>Reference</b>	<b>Reference to LASC Review</b>	<b>Proposal</b>	<b>Estimated Completion Date</b>
1	V1:M4 1.6.3	QS-8	Guidance document needed to clarify need for on-going DOCs.	Prior to implementation of standard.
2	V2:M3 6.12.2 6.12.4	On-Site - 1	Guidance document needed to encourage ABs to communicate delays and new due dates.	Prior to implementation of standard.
3	V2:M2 7.3 c)	PT-9	Guidance document needs to be prepared to provide clarification to help with implementation.	Prior to implementation of standard.
4	V1:M1 V2:M1 V3	PT-2	Prepare guidance document for implementation of the change from PTRL to LOQ reporting.	Prior to implementation of standard.
5	V2:M1 7.7.3	AB-4	Policy needed to establish timelines.	Prior to implementation of standard.
6	V2:M1 7.7.1	AB-5	Policy or guidance document needs to be established to define "Surveillance on-site assessments".	Prior to implementation of standard.



### UPDATE: PROPOSED TENTATIVE INTERIM AMENDMENTS

	Reference	Reference to LASC Review	Proposal	Estimated Completion Date	Comments During 4/17/09 LASC Call
1	V3 10.3	PT-2	The PT committee will propose a TIA for V3. The language in section 10.3 needs to be revised to make the change implementable.	Prior to implementation of standard.	(TIA - #1) Need to see if there is any impact on this TIA based on the new TIA that is being prepared. Should wait to post TIA #1 until the new TIA is prepared.  All TIAs should be reviewed one last time for wording/grammatical issues prior to posting. There are some issues.
2	V1:M1 7.2	PT-3	A TIA is needed. The PT Expert Committee needs to reconsider "appeals process" language and rewrite this paragraph to be consistent with their intent.	Prior to implementation of standard.	(TIA - #2) Agree.
3	V2	PT-4, 7, 10, 12	The PT committee will propose TIA for V2 to make the language consistent with V1 (non-PTPA accredited PTs.)	Prior to implementation of standard.	(TIA - #3) LASC needs to review further for consistency.
4	V3 6.3.5 / 7.1.11/ 7.3.5/ 8.4.2/ 10.3/ 10.3.1.1	PT-16	The PT committee will propose a grammatical change or a tentative interim amendment to ensure V3 is consistent with V1 and implementable with the change from PTRL to LOQ reporting.	Prior to implementation of standard.	TIA is being worked on, but TIA has not been submitted yet. When this is completed, check for any conflicts with TIA - #1. There is a potential for some language conflict.
5	V3 8.4.2	PT-17	The exception for PCBs is no longer applicable. Additionally, the committee strongly believes that laboratories should not be required to specify which analytes a corrective action PT sample includes. To demonstrate proficiency, the laboratory must	Prior to implementation of standard.	(TIA - ??)  This has not been written into one of the TIAs that Ken forwarded. LASC is not aware that a TIA is in progress.

			be able to accurately quantify and identify target analytes when present and not report false positives. The committee believes the inclusion of the clause in 8.4.2 and 8.4.3 by which the laboratory must specify the analyte to be spiked into a corrective action PT should be removed.		
6	V3 10.3	PT-19	The PT committee will propose a grammatical change or a tentative interim amendment to ensure V3 is consistent with V1.	Prior to implementation of standard.	(TIA – 1 and the TIA that is still being prepared.)
7	V2:M1 4.3.5 5.7.3 b	AB-2	The AB committee has proposed 2 tentative interim amendments to address this issue.	Prior to implementation of standard.	<p>Dan said that NELAP Board agreed that this concern is no longer a concern. Recommends that this recommendation be eliminated. The NELAP Board had a conversation with Marlene Moore and agreed that a wording change is not needed, because the ISO language does not conflict with current AB practices.</p> <p>LASC discussed this on the 4/17/09 conference call and is in agreement with the NELAP Board for the reasons stated above.</p> <p>No TIA needed.</p>

**Attachment C**

**ACTION ITEMS**

**TNI**

**LABORATORY ACCREDITATION SYSTEMS COMMITTEE**

	<b>ACTION</b>	<b>WHO</b>	<b>ANTICIPATED COMPLETION DATE</b>	<b>COMPLETION DATE</b>	<b>COMMENTS</b>
38	Ensure Standards Review SOP is finalized and posted on website.	JOANN	3/31/09		
41	Correct SIR website from "TNI Standard" to "NELAC Standard".	ILONA	4/3/09		
42	Distribute review assignments to the committee.	JUNE	3/27/09	4/17/09	SEVERAL STDS NOT RECEIVED FROM CSDB
43	Review assigned editorial change and send status to Ilona.	ALL	4/6/09		
44	Prepare summary table of status on all requested editorial changes and send to CSDB.	JUNE ILONA	4/8/09		

