

1SUMMARY OF THE LABORATORY ACCREDITATION COMMITTEE

Conference Call

February 9, 2007

The Laboratory Accreditation Committee of The NELAC Institute (TNI) held a conference call at 11:00 E.S.T. Chairperson June Flowers of Flowers Chemical Laboratories, Inc., led the discussion. A list of participants is given in Attachment A.

The notes taken at the January 31, 2007 LAC Forum meeting were reviewed and Carol Batterton will make the following edits and distribute this in Minutes format:

1. Add the ISO and date reference to the 17025 and 17011 statement in Section 8;
2. Fix grammar in text and re-format discussions;
3. In last section titled "Discussion of LAC issues", where LAC members are liaisons with other committees or projects:
 - a. Dan Dickinson and George Detsis – Accreditation Body (previous Chapter 6)
 - b. Roger Kenton and Dale Piechocki – Laboratory Support, guidance document (previous chapter 4)
 - c. Lew Denny – On Site Assesment – Alfredo Sotomand Barbara Escobar
 - d. JoAnn Boyd – Field Activities

The Committee Charter has been updated to correct the reference to accrediting bodies (not authorities), and the monthly conference call is scheduled for 11 am, not noon EST. The Version 1.0 Charter is given in Attachment B.

The first assignment given to the LAC is to prepare an SOP on standards interpretation. The previous AA's functioning under NELAC often had issues or conflicts that needed review, but there was never a policy or SOP on how to proceed with requests and resolutions. A subcommittee led by Lance Boynton of Absolute Standards, Inc., Jack McKenzie of Kansas DHE and Stacey Freeburg of University of Iowa Hygienic Lab will present a draft SOP for discussion at our next conference call. The goal is to present this SOP to the TNI Board for review the first week in April. The NELAP and Policy Committee will ultimately review and approve this SOP.

Several TNI committees requested assistance from the LAC. JoAnn Boyd of Southwest Research Institute also participates on the Field Activities and Policy Committees. The Field Activities committee has requested LAC to create a checklist for them. This request will be recognized, but we will not proceed until further clarification of our role is made at the TNI strategic planning meeting in April.

The meeting adjourned at 11:50 E.S.T. The next conference call will be scheduled for Friday, March 9, 2007 at 11:00 A.M. E.S.T.

Attachment A

PARTICIPANTS

TNI

LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen	Massachusetts, Non-nelac AB	
Jo Ann Boyd	Southwest Research Institute, Lab	
Lance Boynton	Absolute Standards, Inc., PT	
Lewis Denny- Absent	Florida DOH, AB	
George Detsis	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson	New York DOH, AB	
June Flowers - Chairperson	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: june@flowerslabs.com
Stacey Freeburg	IA University Hygienic Laboratory, Lab	
Terry Grimes- Absent	Pinellas County Utilities, Municipal Lab	
Dan Hickman- Absent	Oregon DEQ, AB	
Marvelyn Humphrey	USEPA Region 6, EPA	
Roger Kenton	Eastman Chemical Company,	
Judy Morgan	Environmental Science Corporation, Lab	
Jack McKenzie	Kansas DHE, AB	
Leyla Perez	Babcock Laboratories, Lab	
Dale Piechocki	Underwriters Laboratories, Inc., Lab	
Ilona Taunton - Absent	TestAmerica Analytical Testing Corp., Lab,	
Carol Batterton -	TNI Administrator	

Attachment B

THE NELAC INSTITUTE COMMITTEE CHARTER

1. Committee Name: (LAC) Laboratory Accreditation Committee	2. Version: 1.0	3. Date: 02/09/2007
4. Mission Statement: The mission of this committee is to develop a system for the accreditation of environmental laboratories that consists of the policies and procedures, interpretations, guidance documents, and any related tools (e.g., checklists and SOPs for assessments, etc.) used by accrediting bodies to implement a national environmental laboratory accreditation program.		
5. Program Administrator: TNI Board		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>	7. Stakeholder Group:	
Ann Marie Allen	Massachusetts, Non-nelac AB	
Jo Ann Boyd	Southwest Research Institute, Lab	
Lance Boynton	Absolute Standards, Inc., PT	
Lewis Denny	Florida DOH, AB	
George Detsis	Department of Energy, Government	
Dan Dickinson	New York DOH, AB	
June Flowers - Chairperson	Flowers Chemical Laboratories, Inc., Lab	
Stacey Freeburg	IA University Hygienic Laboratory, Lab	
Terry Grimes	Pinellas County Utilities, Municipal Lab	
Dan Hickman	Oregon DEQ, AB	
Marvelyn Humphrey	USEPA Region 6, EPA	
Roger Kenton	Eastman Chemical Company,	
Judy Morgan	Environmental Science Corporation, Lab	
Jack McKenzie	Kansas DHE, AB	
Leyla Perez	Babcock Laboratories, Lab	
Dale Piechocki	Underwriters Laboratories, Inc., Lab	
Ilona Taunton - Board liaison	TestAmerica Analytical Testing Corp., Lab	
8. Objectives: <i>(insert rows as necessary for additional objectives)</i>		
<ul style="list-style-type: none"> • Working in cooperation with the NELAP Board and the PT Board, develop the Laboratory Accreditation System. 		
<ul style="list-style-type: none"> • Design and provide oversight of the national database of accredited laboratories. 		
<ul style="list-style-type: none"> • Provide laboratory accreditation guidance document for non NELAC laboratories as a flow chart with references towards NELAC accreditation. 		
9. Success Measures:		
<ul style="list-style-type: none"> • 		
10. Key Milestones: <i>(significant events and corresponding dates)</i>		
<ul style="list-style-type: none"> • 		
11. Considerations: <i>(assumptions/constraints/obstacles/risks)</i>		
<ul style="list-style-type: none"> • 		

12. Available Resources:

- Other TNI Committees (Expert and Support) for changes to the modules
- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- Participating organizations
- Other entities as the committee sees fit, that pertain to our mission

13. Additional Resources Required:

- Web-based teleconferencing services
- Effective and accessible member database
- Funding to build and maintain the national database

14. Anticipated Meeting Schedule: *(specify meeting format and frequency)*

- Monthly Committee Teleconferences (Second Friday of each month by teleconference at 11:00 E.S.T.)
- Additional teleconference scheduled as necessary
- Committee meetings during semiannual TNI Forums