

**Summary of the
Laboratory Accreditation Systems Committee Meeting
April 9, 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 April 9, 2010 at 12 noon EST. The meeting was adjourned at 1:30 pm EST.

A motion to accept the March 12, 2010 meeting minutes was made by Roger and seconded by Ann Marie. The minutes were unanimously approved.

2. Standard Interpretation SOP 5-101

LASC submitted this SOP for approval and received back comments from the Policy Committee. The request was for LASC to re-review the SOP and focus on these three areas: 1-the mechanics of the interpretation process; 2-the roles of the participants in the process; 3-the format and style of the final interpretations.

June offered to edit the SOP and formed a subcommittee to address this request consisting of members: June, Ilona, Carol Barrick and JoAnn Boyd.

Ilona reported that responses are not consistent from the Expert Committees and that opinions are sometimes offered but are not acceptable. It was suggested that June, Ilona and Aaren should “clean-up” the responses to a consistent format before submitting to the NELAP Board.

There are currently 45 SIRs ready for the NELAP Board and 10 more that are in need of “clean-up”. June, Ilona and Aaren will split these up and work on them.

3. Standards Implementation Plan Spreadsheet & New Assignments – reviewed on the “Share Plus” conference screen

Items #4 and #5 assigned to the AB Committee were reviewed and it was decided that both issues are in need of further attention. Dan Dickinson

will take these items back to the AB Committee to work through options and will provide an update at the next LASC meeting. Since the timeline has expired for introducing new TIA's based upon the current standard, any clarification points would have to be made in a "Guidance" document.

Remaining items on the spreadsheet were reviewed to familiarize the committee with the issues that are being addressed throughout the TNI community.

Iлона will update the spreadsheet and distribute it to LACS for review and comment. LASC members who are involved in different committees and boards should provide updates as appropriate. We need dates for a number of the items. The table will then be forwarded to the Program Administrators for input and finalization. It will then be posted on the TNI website as a living document that will be continually updated. It is intended to keep the membership informed of progress, help Chairs identify what other committees and boards are working on to reduce duplicate work, etc ...

JoAnn reported that there is a 25 page SOP on How an AB becomes accredited and there are several other SOP's in progress:

106 – Use and Ownership of TNI Materials

107 – Code of Ethics TNI

105 – Guidance Document Procedures (completed)

There is a "Consistency Improvement Task Force" formed, and we will seek information on their purpose in the program.

4. Next meeting Friday May 14. 2010 at noon

Attachment A
PARTICIPANTS

TNI LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen - present	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 - present	Mosaic, LLC, Lab	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, AB	T: 801-965-2541 E: kristinbrown@utah.gov
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: dmd15@health.state.ny.us
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
Marvelyn Humphrey – present	USEPA Region 6, EPA	T: 281-983-2140 E: humphrey.marvelyn@epa.gov
Roger Kenton - present	Eastman Chemical Company, Lab	T: 903-237-6882 E: rogerk@eastman.com
Judy Morgan - present	Environmental Science Corporation, Lab	T: 615-773-9657 E: jmorgan@envsci.com
Mitzi Miller - absent	Moeller Inc.	T: 865.927.3102 E: mitzi.miller@moellerinc.com
Julia Sudds – present	E.S. Babcock & Sons, Inc. Lab	T: 951.653.3351 E: jsudds@babcocklabs.com
Ilona Taunton – present	TNI Program Administrator	T: 828-894-3019/828-712-9242 E: tauntoni@msn.com

Attachment B

Action Items – LASC

	Action Item	Who	Expected Completion	Actual Completion / Comments
	Update SIR SOP based on current practices.	Ilona	12/1/09	Complete
	Forward SIR#76 response concern to the NELAP Board.	Ilona	12/20/09	Complete
	Forward Final SOP: 5-101 Rev 1 to Policy Committee.	Ilona	12/16/09	Complete
	Prepare e-mail voting ballot for new members.	June Ilona	12/23/09	Complete
	Tabulate votes to determine new LASC members. Notify June with results.	Ilona	1/4/10	Complete
	Forward names of new members to the TNI Board for approval.	June	1/6/10	Awaiting response
	Update SIR SOP based on comments received from Policy Committee.	June	5/14/10	
	Get LASC meeting minutes on website	Ilona	5/14/10	

Attachment C

Backburner / Reminders – LASC

	Item	Meeting Reference	Comments
1			
2			
3			
4			
5			

Attachment D

Project Plan, TNI Implementation version 3. Excel Spreadsheet