

**Laboratory Accreditation System Executive Committee Meeting Minutes
February 28, 2017 1:30 pm**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Minutes of November 22, 2016, and January 25, 2017, were approved by acclamation. Attendance is recorded in Attachment A.

2) Consideration of New Members

With the departures of Barbara Escobar (lab), George Detsis (other), and immediately preceding this meeting, Karen Costa (lab-EPA), committee membership has lowered to eleven. Two associate members, Harold Longbaugh (lab) and Nick Straccione (lab), had originally sought full membership, and so responded “yes” when Judy asked if they would like to be considered for full membership. Their original applications were circulated, and a vote was initiated to approve their memberships. Jack moved and Myron seconded that both be approved, with members present voting (5 of 11) and the remaining committee members being asked to vote by email.

Two additional “yes” votes were received by email (as of March 2,) and thus both Harold and Nick are approved for full membership. Their names will be provided to the Chair of TNI’s Board of Directors for formal appointment to membership of LASEC.

3) Status of the Standards Modules

The NELAP AC accepted LASEC’s recommendation concerning the PT module, V1M1.

The PT module of V2 (V2M2) is was reported as “on hold.” (NOTE: since the meeting, LASEC has been asked to review the technical edits to V2M2 that correspond to the technical edits to V1M1 that were already approved. V2M2 will be distributed for consideration.)

The Chemistry Committee has completed its technical edits to V1M4 and that module will also be distributed to committee members. NOTE: again, since the last meeting, LASEC has been asked to informally approve the technical edits to V1M4. Since the entire module cannot at this time be recommended to the NELAP AC due to two outstanding objections that will require formal revision, no formal recommendation can be crafted and the NELAP AC has been asked to informally approve the technical edits prior to re-opening V1M4 for revision to address the remaining problem sections.

4) Managing the Assessment Forum and Mentor Sessions

With Barbara Escobar’s departure from LASEC, Dorothy Love has agreed to step in to manage the ongoing production of these two valuable activities. Jack will continue as a resource, filling an advisory role and joining in as his time permits for this activity. David Caldwell has been active in the workgroup, and Nick has also offered to join in, assisting as he learns. Dorothy will also reach out to Scott Siders, who helped a lot with the Assessment Forum in Houston, to see if he’d be willing to remain with the working group that manages these sessions.

Dorothy indicated that she expects to convene the workgroup starting in late March. Jack suggested that perhaps a regulatory session would be appropriate, since conference in August will be in Washington, DC.

5) Charter Update

A draft revised committee charter, in the new format, was distributed prior to the meeting (see Attachment C.) Judy noted that the items from the old charter do not fit well into the new format. Participants discussed revising Objectives 1 and 2, and a bit about how to reword Objective 3 (about recognizing Non-governmental ABs to accredit to the NELAP standard.) Objective 4 needs to note that the SIR subcommittee acts autonomously unless it chooses to seek advice from the full committee. Objective 5, 6, and 7 will be included within Objective 1. Objective 8, about the Small Lab Advisory Group (SLAG,) was discussed at length; this activity has languished in recent months and should either be rejuvenated or dropped. Judy suggested a conference call with SLAB to discuss its future.

Judy also noted that the current success measures are actually goals, and offered to rework that part of the charter. Review and discussion will continue at the March meeting.

6) Policies for Documenting Prep Methods and Selecting Methods for Assessment

At the LASEC session at conference, consensus was that the documentation of prep methods can be combined with the method selection policy since these are complementary activities. A revised draft is in preparation and should be available for review at the March meeting.

6) Next Meeting

The next scheduled teleconference meeting will be Tuesday, March 28, 2017, at 1:30 pm. Teleconference information and an agenda will be sent ahead of time.

Action Items are included in Attachment B.

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	Judy.Morgan@pacelabs.com	3 years, 12/18	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown, Vice Chair	kristinbrown@utah.gov	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	No
5	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
6	Myron Gunsalus	ngunsalus@kdheks.gov	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	Yes
7	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
8	Carl Kircher	carl.kircher@doh.state.fl.us	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	No
9	Harold Longbaugh	harold.longbaugh@houston.tx.gov	3 years, 12/19		Houston Lab	Lab	Yes
10	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	Yes
11	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
12	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	No
13	Nick Straccione	nicholas.straccione@sgs.com	3 years, 12/19	Assmt Forum	SGS	Lab	Yes
14							
Ex Officio							
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Gale Warren	ggw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
61	Review final modules of 2016 Standard	Individual committee members per 6/28 minutes	Conclusion of full V1 review on hold pending resolution of AC issues with V1M4 & V1M1	Working to resolve concerns that led to AC rejection of individual module recommendations to accept
62	Request status update on reviews		ongoing	V2M2 edits need LASEC approval before sending to NELAP AC. Chemistry module's editorial revisions remain to be reviewed
63	Distribute draft policies	Judy	these will be addressed as time permits, once concerns about standard are resolved	Revise per discussions at conference in Houston, see minutes of 1/25/17
64	Update SOP 3-106 with "lessons learned" once the 2016 standard is in place	LASEC	"parking lot issue" -- open	Particularly, add review of committee decisions about non-persuasive comments and examine timing of multiple reviews in light of SOP 2-100 restrictions
65	Review and approve new recommendation to NELAP AC to approve technical clarification revisions to V1M1, provided by PT Expert Committee Chair to LASEC Chair on Nov. 22, 2015	LASEC	By email, ASAP—in time for December 12 NELAP AC meeting?	Revised module and revised draft LASEC recommendation sent December 4, 2016. Approved by committee vote, sent to AC for its 1/6/17 meeting. AC approved recommendation.
66	Gather info requirements for mobile	LASEC	TBD	Request from Dan

	labs from NELAP AC			Hickman and IT committee
67	Share previous evaluations of Assessment Forum and Mentor Sessions with Dorothy et al	Judy, Lynn	March 2017	Sent to Dorothy March 10
68	Conference call with SLAG	Judy, Lynn	Spring 2017	
69	Prepare draft of combined "prep method" and "on-site assessment" policies	Judy, Mitzi?	March 2017	
70	Review draft Charter and send comments to Judy and Lynn	ALL members	March 2017	

Laboratory Accreditation Systems Executive Committee

2017 Charter

(Revised: **Draft February 2017**)

Mission

Manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories by supporting the NELAP Accreditation Bodies (ABs) and non-governmental ABs (NGABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard, enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards.

Composition of the Committee

1. This is a balanced committee, with members representing each core TNI program.
2. Members serve staggered three-year terms.
3. Ex Officio members include TNI's Small Laboratory Advocate as well as the TNI Executive Director.
4. A number of associate members are active participants.

Objectives

1. Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.
 - **Success Measures**
 - Reviewing and providing recommendations to NELAP AC on TNI standards, policies and SOPs as needed or requested
 - Develop tools and templates to assist laboratories and accreditation bodies with implementing accreditation programs
 - Provide a peer review mechanism for documents
 - Develop and recommend to the NELAP AC policies and procedures, standards interpretations, guidance documents, and any related tools to implement NELAP
2. Work with the Consensus Standard Development Program Executive Committee to ensure that accreditation standards developed for this program are suitable for use by review of standards and by consideration of AB and laboratory needs early in the development process
 - **Success Measure**
 - Review new or revised standards during development and after approval for the purpose of recommending them to the NELAP AC for adoption
3. Receive recognition recommendations from the TNI Non-governmental Accreditation Body Recognition Committee (TNRC) and, as warranted, decide and issue certificates to NGABs, recognizing their competence to accredit to the TNI ELS Standard.
 - **Success Measure**
 - Upon receiving evaluation recommendations from TNRC, ensure that all TNI requirements for recognition are met, make timely decisions about recognition of NGABs and award certificates as warranted.
4. Manage involvement and assistance of Expert Committees and the PT Executive Committee as appropriate for standards interpretations, guidance documents and related tools
 - **Success Measure**

- Process Standards Interpretation Requests in timely fashion, consistently applying SOP 3-105
- 5. Support TNI's Educational Delivery System in providing training programs relevant to the needs of the NELAP stakeholder community.
 - **Success Measure**
 - Respond in timely manner to requests from TNI Educational Delivery System
- 6. Ensure that laboratory assessors have a forum to discuss common issues (Assessment Forum)
 - **Success Measure**
 - Providing Assessment Forums at TNI conferences, both winter and summer
- 7. Develop a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs (Mentor Sessions)
 - **Success Measure**
 - Providing Mentor Sessions at TNI conferences, both winter and summer
- 8. Provide a voice and solution strategies for small organizations' issues and concerns (small laboratories, especially)
 - **Success Measure**
 - Maintaining active liaison with the Small Laboratory Advocacy Group (SLAG) through active involvement of TNI's Small Laboratory Advocate
- 9. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
 - **Success Measure**
 - Work plans are presented to the TNI Board for review on at least an annual basis.

Decision Making (*specify default option from Decision Making SOP 1-102*)

- Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- TNI web site for on-line storage, maintenance and archiving of SOPs, Policies, SIRs and related documents
- Existing national and international consensus-based standards
- Teleconference and A/V services
- Program Administrator support
- Other TNI Committees (Expert and Support) for changes to the modules
- Participating organizations and other entities as the committee sees fit, that pertain to our mission

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.