

Laboratory Accreditation System Executive Committee Meeting Minutes
June 27, 2017 1:30 pm

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Minutes of April 25 and May 23, 2017, were approved. Attendance is recorded in Attachment A.

2) Approval of Revised SIR Management SOP 3-105

This SOP was approved unanimously with the revisions from the May meeting, and is considered to have “provisional” status, meaning that it can be used as approved. Due to a rescheduling of the July Policy Committee meeting, it will not be possible to have Board endorsement (and thus attain “final” status) prior to conference, but the revised SOP is usable in its current status.

3) Updates

Assessment Forum and Mentor Session – There will be three Assessment Forum sessions in DC. The first, on Monday, will include a presentation by Judy on regulatory requirements as an introduction, and then will address three areas where California labs are requesting “clarifying language.” The Tuesday session will address five more areas and a final session will review the draft documents created against the required contents of implementation guidance. A schedule for this final session is in flux, since the originally planned Thursday time will likely have lower attendance (towards the end of conference.)

Draft Policy – Kristin noted that a small workgroup of NELAP AC members met to discuss a revised draft based on the draft submitted to the AC by LASEC.

SIRs – the SIR subcommittee did not meet in June.

Lessons Learned – the consolidated list of “lessons learned” during LASEC’s review of the 2016 standard for suitability will be incorporated into the Standards Review SOP 3-106 and also shared with the NELAP AC and CSDEC in the coming months. Participants also discussed the current extraordinary (and outside of the Standards Development SOP 2-100) coordination effort between the Chemistry Expert Committee and the NELAP AC, to produce an implementable version of Module 4 (Chemistry.)

Participants discussed whether to wait and include additional lessons that might arise from the implementation process, which is underway and includes such items as updating of assessment checklists, updating the Small Lab Handbook and developing training courses for both labs and assessors. Consensus was to address lessons from our review now and possibly create a new SOP to address the standards implementation process as the coordination effort of implementation proceeds.

4) New Business

A draft of the proposed revisions to the Chemistry module was provided to AC members and Lynn chose to share it with LASEC members as well. Participants reviewed this draft and discussed the proposed changes from the previous and final 2016 version of

V1M4. Consensus of participants was that most revisions succeed in addressing the identified problem but that the change to require that the LOQ be greater than the detection limit is problematic. We realize that other options were discussed in detail, but that this chosen language is insufficient to deter poor judgement and corner-cutting consistently. Several individuals will contact the Chemistry Committee Chair, Val Slaven, with their concerns.

6) Next Meeting

The next scheduled teleconference meeting will be at conference, Monday morning, August 7, 2017, at 9 am Eastern time. A teleconference line will be provided. LASEC will not meet in July.

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	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	3 years, 12/19		EPA R2	Other	Yes
6	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	No
7	Myron Gunsalus	ngunsalus@kdheks.gov	3 years, 12/18		KS Lab Director	NELAP AB	Yes
8	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
9	Carl Kircher	carl.kircher@doh.state.fl.us	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	No
10	Harold Longbaugh	harold.longbaugh@houstontx.gov	3 years, 12/19		Houston Lab	Lab	Yes
11	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	No
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	Yes
14	Nick Straccione	nstraccione@emsl.com	3 years, 12/19	Assmt Forum	EMSL	Lab	Yes

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Michelle Wade	michelle@michellefromks.com			Wade Consulting	Other	No
	Gale Warren	gqw01@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
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
71				
72				
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