

## **Laboratory Accreditation System Executive Committee Meeting Minutes January 21, 2020**

### 1) Welcome and Introductions

Judy Morgan welcomed everyone. Attendance is recorded in Attachment A. Minutes of December 19 were approved with Aaren abstaining due to her absence at that meeting and all others voting for approval.

### 2) New Member Applications

Participants considered two membership applications, from David Caldwell and Mohan Sabaratnam. Dorothy moved and Mike seconded that both applications be accepted. Approval was unanimous. Welcome, Mike!

### 3) Mentor Session and Assessment Forum

Dorothy reported that the presenters for the Mentor Session held a final call on Monday, January 20, to finalize plans. Dorothy will address the “why”, Silky will address “what” (as in, what differentiates records from documents), Nick will address “how” with examples both simple and complex, and both Pam Schemmer and Michelle Wade will address the “how” for records. After the presentations, there will be an interactive session about distinguishing records from documents.

For the Assessment Forum, Mitzi Miller will open the session with an overview of the California program, then Judy will discuss credentialing and requirements for both TNI and ILAC approval (which legitimizes the assessors of the non-governmental ABs (NGABs) that will be used by CA. Then, all four NGABs will discuss their processes and assessor approvals, with a panel of Nick Slawson (A2LA), Zaneta Popovska (ANAB), Tracy Szerszen (PJLA) and Mohan Sabaratnam (IAS, which will likely be recognized as a TNI NGAB by the time of conference). Christine Sotelo and Jacob Oaxaca will be available to clarify any of the California regulations and processes.

### 4) SIR Update

There were no SIRs to review so the subcommittee has not met, but several are expected to return from their respective expert committees in the coming weeks.

Judy plans to discuss updating the SIR Management SOP 3-105 in the session at conference. Issues to be addressed are the process for notifying expert committees of SIRs that need to be addressed during the revision of a standard, and establishing a process for distributing the non-valid-SIRs to appropriate expert committee chairs and the Small Lab Advocate on a for-your-information basis, probably quarterly.

Judy also expressed a desire to add an additional column to the SIR tracking spreadsheet, to flag “overdue” responses or votes or postings to the website. While this spreadsheet is not presently formalized in the SOP, it is an essential tool for the SIR process, and is maintained by Ilona Taunton.

5) Updating SOP 2-100 for Standards Development

The workgroup addressing this SOP will meet again on January 23, and realizes that the revision and final approvals must be completed within the next six months in order to comply with the findings of the ANSI audit of the Consensus Standards Development Program.

A question arose about the timing of updates to SOPs and policies. These are to undergo a review every five years, or whenever needed changes are identified, whichever comes first, but there is no hard deadline for completing the revision of most of these documents. Once approved by the originating committee, they must then undergo review by TNI's Policy Committee, and are provided to the TNI Board for its optional review.

6) Survey about AB Timelines

Judy plans to create this survey and place it at the registration desk, as a way of obtaining some feedback about how well the ABs are complying with the timelines in the standard for providing reports after assessments and responding to lab requests for additional analytes/methods and so forth. If this limited survey indicates a widespread problem may exist, then LASEC may undertake a survey of all accredited labs. One participant noted that, since the survey will be anonymous, we may have no way of knowing whether multiple respondents are employed by any individual lab. This issue was discussed at length during 2019, with those discussions included in the minutes that are now posted to the website.

Judy will circulate the draft survey to committee members for feedback, but will need responses in time to create copies of the survey to carry to conference with her. Lynn noted that the LAB Expert Committee session on Wednesday afternoon, at conference, will consider the comments on the draft revised standard that concern timelines.

6) Next Meeting

The next meeting will be at conference in Newport Beach, Wednesday, February 5, 2020, at 8 am PST. Teleconference capability will be available, and that information will be provided separately.

The next scheduled teleconference meeting of LASEC will be **Tuesday, March 24, 2020, at 11:30 am Eastern time.**

The SIR Subcommittee will meet on that day if any SIRs are awaiting review. Several are pending response from expert committees.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE**

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Dorothy Love, Vice Chair	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	12/21 (second term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	12/22 (first term)			Other	Yes
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	12/19 (first term)		EPA R2	Other	Yes
6	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	12/22 (first term)		Retired (MWRA)	Other	Yes
7	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
8	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	12/20 (first term)	SIRs	ELCAT	Other	No
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
10	Harold Longbaugh	<a href="mailto:harold.longbaugh@houston.tx.gov">harold.longbaugh@houston.tx.gov</a>	12/19 (first term)	SIRs	Houston Lab	Lab	No
11	Louise McGinley	<a href="mailto:louise.mcginley@tceq.texas.gov">louise.mcginley@tceq.texas.gov</a>	12/21 (first term)		TCEQ	NELAP AB	Yes
12	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	12/20 (first term)		NJ DEP	NELAP AB	No
13	Mohan Sabaratnam	<a href="mailto:msabaratnam@iasonline.org">msabaratnam@iasonline.org</a>	12/22 (first term)		IAS	AB (non-gov.)	No
14	Scott Siders	<a href="mailto:ssiders@pdclab.com">ssiders@pdclab.com</a>	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	No

## Associate Members

	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>		SIRs	UT Bur. of Lab Improvement	NELAP AB	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>		SIRs	FL DOH	NELAP AB	yes
	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>			Dade Moeller, Inc	Other	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No
	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>		Mentor Session	EMSL	Lab	No
	Gale Warren	<a href="mailto:gigwarren@gmail.com">gigwarren@gmail.com</a>		SIRs	Retired (NY DOH)	Other	no
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes