

Laboratory Accreditation System Executive Committee Meeting Minutes
Forum on Laboratory Accreditation, Albuquerque, NM
January 24, 2018 8:00 am Mountain Time

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A.

2) Assessment Forum and Mentor Session

Dorothy reported that the Mentor Session went well, with a good effort from all participants. Judy followed, saying that the Assessment Forum was well received. These two sessions are important for on-going “refresher” training, in giving assessors an opportunity to interact with one another as well as with the rest of the TNI community.

2) Other Updates

Judy provided a timeline of the committee’s activities during 2017, with the most significant and time-consuming activity being review of the 2016 standards modules revisions.

She also provided statistics on how many Standards Implementation Requests (SIRs) were processed, and whether those were valid or not, and the number approved. She also explained how SIRs will be either archived or documented as “carrying forward” from prior standards to the 2016 standard. The SIR Management SOP 3-106 was updated to correctly address the Implementation Guidance development.

3) Conflict of Interest (COI) SOP Development

Judy asked for ideas and possible approaches to developing this new procedure. All Executive Committees are required to create a COI SOP, pursuant to the COI Policy 1-101. The following concepts were put forth:

- Having a COI does not necessarily require recusal from an issue. Disclosure of the potential bias is what matters. Try not to make the COI SOP too restrictive, and remember that there already is a TNI Ethics Policy
- Open discussion and disclosure of potential bias is paramount.
- Written disclosure may not be required.
- Recognition of potential conflicts requires that a committee member volunteer to recuse themselves for controversial issues
- Ask, disclose, discuss, evaluate impact and record the conflict prior to voting, regardless of recusal (or not)
- Auditors must complete COI forms and those records are kept by ABs
- All TNI members have some bias, that’s why we have stakeholder categories and require balance in most committees. Recusal is not always needed
- Committees (at least within TNI) tend to self-police – if a member’s conflict becomes obvious, the committee itself will usually address the issue
- For any issue before LASEC, individual members should self-evaluate potential COIs but also, the committee should consider known affiliations and interests

- Many potential conflicts don't actually generate any interest at all
- Consider a parallel to a legislature, where there are many different views, and expressing one's viewpoint does not necessarily carry the vote
- From LASEC's work with SIRs, we see that one person's particular bias does not carry the final decision. Initial SIR screening requires agreement among two chairs and staff.
- A "perceived" COI is not the same as a "potential" COI

4) Plans for 2018

Judy identified the following activities as known efforts for the coming year:

- Sustain ongoing activities
- Help organize the display of SIRs and Implementation Guidance on the TNI website
- Complete reviews of the 2016 standard
- Review guidance documents from Chemistry committee and also PT committee
- Review and provide input into new standards revisions in development, as they progress
- Document LASEC role in recognizing Non-governmental Accreditation Bodies to accredit to the NELAP standard
- Continue developing policies and SOPs for the NELAP Accreditation Council
- Create LASEC COI SOP and NGAB recognition SOP

Judy made a plea for new members to volunteer, since a number of committee members have now completed the maximum of two three-year terms.

5) Open Discussion

Dorothy will work with the team to begin planning for the Mentor Session in New Orleans, around the topic of "How to Deal with 'Oh, Crap!' moments. She will be soliciting examples for the discussion. Comments ranged from a suggestion to ask assessors as well as lab managers, through identifying root cause(s) and establishing corrective actions, to the suggestion that "Oh, Crap" should go in the new Glossary. One AB representative characterized this as "non-conformities that give you a knot in your gut."

Dan Hickman addressed the committee with an update on the generic application. In March, 2018, both Utah and Kansas expect to begin using this long-awaited tool, which has been in development for several years and several iterations. Dan asked that more Accreditation Bodies consider using it, since the ultimate goal is to have the application be universal.

6) Next Meeting

The next scheduled teleconference meeting will be Tuesday, February 27, 2018, at 1:30 pm Eastern time. A reminder with agenda will be sent prior to the meeting.

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	Kristin Brown, Vice Chair	kristinbrown@utah.gov	FinalYear 2018	SIRs/Assmt Forum	UT Bur. of Lab Improvement	NELAP AB	Yes
3	David Caldwell	david.caldwell@deq.ok.gov	FinalYear 2018	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
4	Sumy Cherukara	Cherukara.sumy@epa.gov	3 years, 12/19		EPA R2	Other	Yes (phone)
5	Myron Gunsalus	ngunsalus@kdheks.gov	FinalYear 2018		KS Lab Director	NELAP AB	Yes
6	Carl Kircher	carl.kircher@doh.state.fl.us	FinalYear 2018	SIRs	FL DOH	NELAP AB	Yes
7	Harold Longbaugh	harold.longbaugh@houstontx.gov	3 years, 12/19		Houston Lab	Lab	No
8	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	Yes
9	William Ray	Bill_Ray@williamrayllc.com	FinalYear 2018		Wm Ray Consultants	Other	Yes
10	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	Yes
	Jack Farrell	aex@ix.netcom.com			Analytical Excellence	Other	No
	Bill Hall	George.Hall@des.nh.gov			NH ELAP	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com			Dade Moeller, Inc	Other	No
	Gale Warren	ggw01@health.state.ny.us			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	Review draft lessons learned paper	LASEC	Prior to November 28 meeting	Approved at 11/28/17 meeting and later sent to AC and CSDEC
72	Contact Jack and A2LA about possible Assessment Forum talks in Albuquerque	Judy	ASAP	
73	Meet with Jerry and Ilona to plan Mentor Session	Judy, Dorothy, Nick, Lynn	12/8/17	Planning underway
74	Provide sanitized copies of COI SOPs	Judy	Early February, 2018	