

## Laboratory Accreditation System Executive Committee Meeting Minutes Forum on Laboratory Accreditation, Louisville, KY, January 29, 2014

### 1) Welcome

Judy Morgan welcomed everyone to the meeting and provided an update on the Committee's ongoing activities. She also presented an elegant timeline depicting accomplishments since LAS EC was merged with the Technical Assistance Committee less than a year ago.

- The Mentor Sessions began in 2007, and the topics for these are driven by SIR questions primarily.
- The Assessment Forum (originally Assessor Forum) began in 2005, and its topics are largely determined by stakeholder interest. Continuing education certificates are issued for participation in these sessions.
- Documents developed and/or revised:
  - NELAP Evaluation SOP 3-102 Rev. 3 (now Provisional status)
  - AC Notification Policy 3-101 (now Provisional status)
  - SIR SOP 3-105 Rev. 1 (now Provisional status)
- Additional documents pending revision:
  - Standards Review SOP 3-106, to be discussed at this session
  - Standards Review and Acceptance SOP 3-103

### 2) Draft Database Development Plan for the Generic Application – Dan Hickman

The Laboratory Accreditation Body (LAB) Expert Committee was charged with developing this tool, and possibly others, as a result of the AB Assistance Task Force's efforts in 2010-2011. LAB identified all of the data elements that Accreditation Bodies (ABs) might need in such a database (with the help of the NELAP Accreditation Council [AC]) and the Information Technology (IT) Committee created the draft plan. Dan briefed all three of the groups – LAS, LAB and AC -- on the draft plan during their respective sessions at conference. Many of the demographic entries in this database can use the same drop-down menu choices as in LAMs as well as being able to request accreditation from the Field of Accreditation choices available in LAMS, and those will be somehow filtered against what each individual AB actually offers in the final output stage of the application. The output can be made to look like any AB's required paper application or can be an electronic format uploadable into virtually any AB's system.

A few suggestions and comments were made, as follows:

The labs often don't know their TNI Lab Number, and in some cases the EPA Lab ID number is difficult to obtain.

Could the database be "pre-populated" with the information from LAMs for laboratories with existing certificates of accreditation?

This database cannot be a reference for a lab's scope of accreditation, but rather will be the lab's requested scope. The database itself will list all possible combinations of method/matrix/analyte (MMA) with CAS numbers, and also an "other" category (yet to be determined how this can be addressed, but for custom methods, essentially.) The request list will be filtered against an AB's offerings for the actual application.

Could this database address NEFAP needs? For non-NELAP ABs? Presumably so, if TNI determines to do so. Dan noted that LAMS could be used by these groups as well. Likely a user fee would be needed for additional users, since the NELAP AB fees currently support these databases.

One AB noted how such a database could simplify the granting of secondary accreditations by facilitating determination of what MMA is accredited by the primary AB. A built-in “trigger” for each lab to verify or update its information is needed – perhaps whenever a new application is submitted.

Would it be possible to notify the ABs to which applications were sent, by email, when a change to a lab’s demographic information is made? Yes, possible, if ABs desire, but for some states, email is not “official communication.”

It is likely that the TNI Webmaster will develop the database, although the draft plan is written as if to instruct a contractor. Dan advises that it will be a “small” database, and that the graphical user interface design will be the most difficult part; it will need to be similar across the four most popular web browsers. Mock-ups or possibly a beta-version of the database might be available for conference in DC. NOTE: by the end of this presentation, 5-6 ABs have become enthusiastic about the possibilities of using this new database.

### 3) Update from the PT Expert Committee (EC)

Shawn Kassner took a few minutes to explain that the PT EC committee voted to remove the TNI-specific requirements from Volume 4 of the TNI Environmental Lab Sector Standard (V4 TNI ELSS) and address those as policies or SOPs to accompany the revised V4. The accompanying documents will be presented at the same time as the revised standard; these will be developed jointly by the PT Program Executive Committee (PTPEC) and the PT EC.

Shawn also noted that SIRs 168, 176, 184 and 185 were approved at its session at conference and will be sent to LAS soon.

### 4) SIR Update

Many SIRs have been either moved forward after revision of the interpretation to address incomplete or grammatically incorrect statements, and many more were determined not to be actual requests for interpretation but rather “how to” requests, and these have been removed from the system and the requesters so notified.

Some of the “not SIRs” were considered worthy of being addressed with clarifying statements, and will be transformed into Frequently Asked Questions and posted either on or accompanying the NELAP interpretations web page. One commenter noted that LAS ought to check the SOP 1-105 on developing “guidance” in case that applies to the FAQs. Policy 1-105, Creation and Use of Guidance, may also be helpful.

### 5) Revisions to Standards Review SOP 3-106

Judy explained that changes to processes for development and review of new and revised standards are all being revised as a result of the Corrective Action Task Force’s recommendations. This group was chartered by the TNI Board of Directors and released a report in 2012. The Consensus Standards Development Executive

Committee (CSD EC) has revised its Standards Review and Development SOP 2-100 in accordance with those recommendations, and LAS is revising its SOP. Once the LAS SOP is revised, then LAS has been asked to update the NELAP AC's Standards Review and Acceptance SOP 3-103 to conform with the other changes.

Judy has worked with the CSD EC Chair to prepare a revised draft of SOP 3-106 and this revision was reviewed in detail during the second half of the LAS session at conference. The following bullets identify areas where changes were identified; because Judy was actively editing the SOP as projected, so that the audience could see changes, not all revisions were captured verbatim here.

- §3 – remove all definitions (except 3.6) and refer to SOP 2-100. This is considered acceptable, since any revision of 2-100 will trigger revision of 3-106
- §3.6 (to be renumbered) – add definition of Modified Working Standard. While this is not in 2-100, it will be needed in the NELAP versions of the SOP. Posting and review of comments triggers a “modified working standard”
- §4.1.1.x – LAS “may” comment throughout the development process, rather than “will be invited to” review and comment. This section should be reworded
- §4.1.1.1 – noted to be “wordy” and may benefit from wordsmithing
- §4.1.1.2 – next to last line, replace “utilized” with “used”
- §4.1.1.7 – remove the “s” from determines
- §4.1.3 – maybe soften the language?
- §4.3 – move middle paragraph to last
- §4.2 – last sentence in this section applies equally to 4.2, 4.3, and 4.4. This needs to be stated somehow so that it clearly applies to all
- §4.4 – participants recommended rewording to active voice instead of passive

Judy will prepare and distribute an updated version of this SOP incorporating those changes made on-screen during the session as well as later revisions made upon consideration of comments, in time for the February 25 LAS EC teleconference. Bob Wyeth, CSD EC Chair, will be invited to that teleconference.

## 6) Next Meeting

The next meeting of the LAS EC will be on the Tuesday, February 25, 2014, at 1:30 pm Eastern. An agenda and documents will be sent out in advance of the meeting.

Action Items are included in Attachment B.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE  
NO TELECONFERENCE WAS AVAILABLE**

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	<a href="mailto:ann.marie.allen@state.ma.us">ann.marie.allen@state.ma.us</a>	3 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	No
3	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	1 year, 12/13	StdsRev	Southwest Research Inst.	Lab/FSMO	No
4	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
5	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
6	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	No
7	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum, StdsRev	Analytical Excellence	Other	No
8	Carol Haines	<a href="mailto:haines.carol@epa.gov">haines.carol@epa.gov</a>	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	Yes
9	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1 year, 12/13	SIRs,FAQs	NH ELAP	NELAP AB	Yes
10	Betsy Kent	<a href="mailto:bkent@rcid.org">bkent@rcid.org</a>	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
11	Carl Kircher	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	No
12	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	Yes
13	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	2 years, 12/14		Wm Ray Consultants	Other	No
14	Kim Sandroek	<a href="mailto:Kim.Sandroek@state.mn.us">Kim.Sandroek@state.mn.us</a>	3 years, 12/15	Training	MN ELAP	NELAP AB	No
15	Carol Schrenkel	<a href="mailto:schrenkc@verizon.net">schrenkc@verizon.net</a>	1 years, 12/13	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>			PA DEP	NELAP AB	THE PRESENCE OF ASSOCIATE MEMBERS WAS (SADLY) NOT RECORDED
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	
	Kirstin Daigle	<a href="mailto:kirstin.daigle@testamericainc.com">kirstin.daigle@testamericainc.com</a>		SIRs	TestAmerica, Inc.	Lab/FSMO	
	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>		Assmt Forum	US DOE	Other	
	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>		Assmt Forum, StdsRev	Analytical Excellence	Other	
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Accred.	NELAP AB	
	Kitty Kong	<a href="mailto:Kitty.Kong@chevron.com">Kitty.Kong@chevron.com</a>			Chevron	Other	
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes

**Attachment B****Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
7	Ask webmaster to add a button to the Interpretations web page, for people wishing to be notified when a new interpretation is posted	Lynn/William		Request sent 8/22/13 <u>completed</u>
11	Email vote to approve 12/22/13 minutes	Lynn	12/6/13	Approved
12	Email vote to approve Jack Farrell as full committee member	Lynn	12/6/13	Approved, contingent upon acceptance by Jack
13	Distribute mark-up for revisions of Standards Review SOP; workgroup to communicate by email	Judy	December 2013	Revisions distributed prior to conference
14	Distribute Standards Review SOP revisions made during conference session	Judy	Prior to 2/25/14 teleconference	