

**Laboratory Accreditation System Executive Committee Meeting Minutes
October 22, 2019**

1) Welcome and Introductions

Judy Morgan welcomed everyone. Attendance is recorded in Attachment A, and there were fewer than half of the committee members present. Minutes of September 24 were approved by acclamation.

2) NELAP AC Changes

Judy noted that Aaren Alger is no longer with Pennsylvania DEP and thus no longer Chair of the Accreditation Council. Vice Chair Kristin Brown is serving in her place for the time being, and has been restored to associate membership on LASEC for coordination purposes.

3) Mentor Session and Assessment Forum

Dorothy is preparing for the Mentor Session in Newport Beach to address quality system documentation, as requested by Jerry Parr. She plans to approach the topic from the perspective of “why do it?” -- understanding the need to reconstruct an analysis for data defensibility, focusing on tracebacks for individual data points. Some examples could be traceability audits and training records, with exploration of alternative ways to accomplish the documentation. She’s beginning to pull together a team of people to address this topic for one single half-day session.

For the Assessment Forum at conference, Judy has been asked to focus on third party assessors (TPAs), which California will use for laboratories using “sophisticated technologies”. CA’s regulations specify that the TNI-recognized Non-governmental ABs (NGABs) will be used as TPAs, so Judy will be recruiting NGAB representatives for this session. The recognized NGABs are A2LA, ANAB, Perry Johnson, and another CA-based organization, IAS, is currently being evaluated for NGAB recognition.

NOTE: At some future time, the Forum may return to discussion on the topic of “Service Providers and Suppliers”, as the Strategic Planning session in October included consideration of creating a standard for providers of materials and services to laboratories.

4) SIR Update

The SIR Subcommittee was scheduled to meet on Thursday, October 24, but due to a scheduling malfunction, no meeting occurred. Seven SIRs await review.

5) Assorted Updates

The workgroup revising the Standards Development SOP 2-100 is meeting monthly, and will likely streamline the standards development process over the coming months.

The LOD/LOQ Guidance GUI 3-109 was approved by the NELAP AC and sent to Policy Committee for a final review to verify that no new requirements were added.

NOTE: Policy reviewed the document on November 1 and established that there are no new requirements included in the guidance document. Also, the TNI Webmaster has been asked to add a note in the locations where standards may be purchased, to say that the guidance documents should also be downloaded as they were required for approval of the standard when adopted. As of November 3, this change has not yet been made.

The Strategic Planning was a successful venture. The major outcomes were that a Training Committee will be formed to support the Educational Delivery System; that NEFAP will soon decide whether to stabilize the program at low-level use, as it is now, or to promote it aggressively with hope of expansion; and to explore new income sources for TNI, now that all EPA support (including for NEMC) has ceased. The Board expects to have a final plan for adoption prior to conference in Newport Beach.

6) Continuing Discussion of AB Performance in Meeting Timelines

Judy got approval from Jerry to circulate a survey about whether ABs are meeting the timelines in the standard, at LASEC meeting in Newport Beach.

7) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, November 26, 2019, at 1:30 pm Eastern time.**

The SIR Subcommittee will not meet on that day, but needs to find a different day that suits the membership, since many SIRs await approval.

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	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	No	Yes
3	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	No
4	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	No
5	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
6	Harold Longbaugh	harold.longbaugh@houstontx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
7	Dorothy Love	dorothylove@eurofinsus.com	12/21 (second term)	Mentor Session	Eurofins Env't'l	Lab	Yes
8	Louise McGinley	louise.mcginley@tceq.texas.gov	12/21 (first term)		TCEQ	NELAP AB	Yes
9	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	No
10	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	No
11	Nick Straccione	nstraccione@emsl.com	12/19 (second term)	Mentor Session	EMSL	Lab	No

Associate Members

	Kristin Brown	kristinbrown@utah.gov		SIRs	UT Bur. of Lab Improvement	NELAP AB	No
	David Caldwell	david.caldwell@deq.ok.gov		Assmt Forum	OK DEQ	NELAP AB	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com			Dade Moeller, Inc	Other	No
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Gale Warren	gigwarren@gmail.com		SIRs	retired	Other	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes