**Laboratory Accreditation System Executive Committee Meeting Minutes**
**Thursday, October 28, 2021 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes of September 23 were approved by unanimous vote.

2) SIR 419 Appeal

This SIR asks for either an interpretation or development of Implementation Guidance (IG) with respect to the 2016 TNI Standard V1M2 §5.6.4.2 e), and was determined invalid by the Chairs of the NELAP AC and LASEC, in accordance with the SIR Management SOP 3-105. (See Attachment 2, below, for the actual SIR language, as submitted.) In the original response, the submitter was informed that a SIR submission may not request IG development, but that an IG could be requested separately, and the submitter did later email request an IG if the appeal was denied.

There was general agreement that the language of the Standard is clear but that perhaps the submitters were "overthinking" the wording or even taking it out of context. Stacie moved and Silky seconded that the appeal be denied, and all 12 committee members (of 13 total) voted in favor of the motion. The submitter was notified of the denial, and that there is no further appeal available.

Development of an IG is considered appropriate, and since no committee member volunteered to write the IG, Maria stated her intent to ask Judy Morgan, Chair of the Consumables Task Force, to prepare it. NOTE: Judy has agreed to undertake this with the Task Force's support. This will be IG 2-015.

3) Updates on the Mentor Session and Assessment Forum for San Antonio

The Mentor Session will address responding to assessment findings. Dorothy says she has ideas and a team, and many examples from which to draw. Maria thanked Dorothy and the team for their effort in preparing this training.

Judy Morgan promised an update for the November meeting about the Assessment Forum, which will deal with writing assessment findings.

4) Reviews of Draft Standards

The Notice of Intent to Revise a Standard was published for the Chemistry module, V1M4, and the last day for comments is November 12, 2021. Maria noted that we will need volunteer reviewers for this Draft Standard when it is published, but we also have an opportunity to submit comments about what the revision should address right now. As the two Guidance documents, Calibration (GUI 3-110) and Detection & Quantitation (GUI 3-109), were a condition of adoption by the NELAP AC, LASEC should remind the Chemistry Expert Committee that these documents need to be updated to remain current with the revision, and also that perhaps the Detection & Quantitation Guidance could be either edited or rewritten for clarity and ease of understanding. Maria will draft and send that comment to the Chemistry Program Administrator.

In the process of updating the Internal Audit checklists, Lynn realized that LASEC had not reviewed the Draft Standards (first publication) for V1M3, V1M5 or V2M1, but that the LASEC Standards Review for Suitability SOP 3-106 requires LASEC to review each module and provide a recommendation to the NELAP AC about its suitability or changes that need to be made. As this recommendation should be delivered to the NELAP AC in time for the Council to react with its own comments, the recommendation should be prepared within the first 60 days of the 90 day comment period, and the earlier, the better.

5) SIR Tracking

As follow-up to the discussion in September, Ilona (who maintains the tracking spreadsheet) offered to talk through the tracking spreadsheet with Jack, using WebEx screen-sharing, to either resolve or clarify his concerns about the timeliness of SIRs.

6) New Business

Maria asked that members unable to attend a meeting should notify her, the Vice Chair and the Program Administrator, in advance of the meeting time whenever possible.

Maria also noted that the LASEC session in San Antonio is scheduled for 3:30 pm Central time and will be in-person only. If our session is in the same room as the NELAP AC (highly likely), there will be teleconference capability.

6) Next Meeting

The November teleconference meeting is rescheduled due to the Thanksgiving holiday. The next teleconference meeting will be **Thursday, November 18, 2021, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting. Consideration of membership and planning for an election in December (at minimum, the Chair and Vice Chair need to be elected) will be on the agenda.

The next SIR Subcommittee meeting will take place at the end of the full committee meeting on Thursday, November 18, 2021, at approximately 2:30 pm Eastern.

For December, to avoid the Christmas holiday long weekend, both full committee and SIR Subcommittee meetings will be held at 1:30 pm Eastern on December 16, with the subcommittee meeting immediately following the full committee meeting.

**Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER**

| | NAME | EMAIL | Term End Date | INTEREST | AFFILIATION | S/H CATEGORY | PRESENT |
|---|---|---|---|---|---|---|---|
| 1 | Maria Friedman, Chair | gamfriedman@gmail.com | 1/23 (first term) | SIRs | CA ELAP | AB | Yes |
| 2 | Dorothy Love, Vice Chair | dorothylove@eurofinsus.com | 1/22 (2nd term) | Mentor Session | Eurofins Environmental | Lab | Yes |
| 3 | Aaren Alger | Aaren.s.alger@gmail.com | 1/23 (first term) | SIRs | Alger Consul-ting & Training | Other | Yes |
| 4 | David Caldwell | david.caldwell@deq.ok.gov | 1/23 (first term) | Assmt. Fo-rum, SIRs | OK DEQ | NELAP AB | Yes |
| 5 | Sumy Cherukara | Cherukara.sumy@epa.gov | 1/23 (2nd term) | | EPA R2 | Other | Yes |
| 6 | Stacie Crandall | scrandall@hrsd.com | 1/24 (first term) | SIRs | Hampton Roads Sanitation Distr. | Lab | Yes |
| 7 | Mike Delaney | mike@mikedelaney.org | 1/23 (first term) | | Retired (MWRA) | Other | Yes |
| 8 | Jack Farrell | aex@ix.netcom.com | 1/22 (first term) | Mentor Session | Analytical Excellence | Other | No |
| 9 | Silky Labie | elcatllc@centurylink.net | 1/21 (first term) | SIRs | ELCAT | Other | Yes |
| 10 | Bill Hall | George.Hall@des.nh.gov | 1/22 (first term) | | NH ELAP | NELAP AB | Yes |
| 11 | Harold Longbaugh | harold.longbaugh@houstontx.gov | 1/23 (2nd term) | SIRs | Houston Lab | Lab | Yes |
| 12 | Louise McGinley | louise.mcginley@tceq.texas.gov | 1/22 (first term) | SIRs | TCEQ | NELAP AB | Yes |
| 13 | Michele Potter | michele.potter@dep.nj.gov | 1/21 (first term) | | NJ DEP | NELAP AB | Yes |

**Associate Members**

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|---|---|---|---|---|---|---|---|
| | Debbie Bond | DBOND@southernco.com | | | Alabama Power | Lab | 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 | | Mentor Session & Assmt Forum | Dade Moeller | Other | No |
| | Judy Morgan | Judy.Morgan@pacelabs.com | | Assessment Forum | Pace Analytical | Lab/FSMO | No |
| | William Ray | Bill_Ray@williamrayllc.com | | | Wm Ray Consultants | Other | No |
| | Mohan Sabaratnam | msabaratnam@iasonline.org | | | IAS | AB (non-gov.) | No |
| | Scott Siders | siders6six@yahoo.com | | Mentor Session | Retired | Other | No |
| | Nick Straccione | nstraccione@emsl.com | | Mentor Session | EMSL | Lab | Yes |
| | Katie Strothman | katie@sanderslabs.net | | | Sanders Labs | Lab | No |
| Program Admin. Lynn Bradley | | Lynn.bradley@nelac-institute.org | | | | | Yes |

**Attachment 2**

SIR 419 as submitted:

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|---|---|
| **Standard** | 2016 TNI Standard |
| **Volume and Module (eg. V1M2)** | V1M2 |
| **Section (eg. C.4.1.7.4)** | 5.6.4.2 e) |

**Describe the problem:**
I sent the attached email, on behalf of the IETLA, and in response Jerry Parr directed me to submit an SIR. Through the SIR process, I am requesting clarification on the intent of section 5.6.4.2 e) and that an implementation guidance document be developed for section 5.6.4.2 e). This section is open to a number of interpretations depending on the reader's perspective. An SIR is needed to state the intent and purpose of this language and provide guidance to ABs and assessors on how to evaluate or assess a laboratory for compliance with this section. Additionally, the SIR needs to provide clarification and guidance to laboratory's on how to implement this section across their scope of accreditation for all prepared reagents.

Here are some examples of the questions facing laboratories and ABs on interpreting this section:

Does this section only require a laboratory to have documented procedures on how a reagent is prepared and its preparation is documented per the method (test method or SOP) to show evidence the prepared reagent meets the requirements of the method? Does a laboratory have to evaluate or verify, in some way, that all prepared reagents (e.g., buffers, colorimetric solutions, acid mixtures, titrants) used in methods provide the chemical reaction required in the method (e.g., a prepared buffers ability to buffer to the correct pH, a colorimetric reagent chemically reacts)? Can a laboratory, utilize acceptable QC (e.g., matrix spike or method blank) to demonstrate the prepared reagent(s) used in a method meets the requirements of the method? What if the published test method (e.g., Standard Methods) does not address or provide any procedure to ensure a prepared reagent meets the requirement of the method, how would a laboratory comply?

As you can see section 5.6.4.2 e) is open to wide interpretation and there is uncertainty on how to implement this section and ensure compliance. The wording of this section without clarification and implementation guidance is likely to create a complicated situation which may lead to many more problems.

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| **Upload a File** | Seek Implementation Guidance from Laboratory Quality Systems Expert Committee3.docx |