

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, November 18, 2021 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. The meeting date was rescheduled in advance, due to the Thanksgiving holiday. Attendance is recorded in Attachment A. The minutes of October 28 were approved by unanimous vote.

2) Update on SIR 419

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 at the October meeting, an appeal to the initial determination that it was not a valid SIR was declined by the full LASEC, following procedures outlined in the SIR Management SOP 3-105.

Development of an IG was considered appropriate, and Maria asked Judy Morgan, Chair of the Consumables Task Force, to prepare the IG. Judy agreed to undertake this with the Task Force's support and the number assigned to it is IG 2-015 (in accordance with SOP 3-114).

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

The Mentor Session will address responding to assessment findings. Dorothy says the team is making some progress. They are collecting example responses, and have a few from the team members but would welcome additional findings and responses from which to draw. Maria thanked Dorothy and the team for their effort in preparing this training.

Lynn has been unable to obtain from Judy Morgan the promised update about the Assessment Forum, which will deal with writing assessment findings.

4) Comment on Notice of Intent to Revise V1M4

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 sent the following comments, as discussed in the meeting:

1) When updating the Standard, the LASEC recommends that the Chemistry Expert Committee also update Guidance Documents GUI-3-109-Rev1.1 (TNI V1M4 2016 Standard Update Guidance on Detection and Quantitation) and GUI-3-110-Rev0 (TNI Guidance on Instrument Calibration), as necessary to remain consistency between the TNI Standard and the Guidance Documents.

2) It has been noted that the Detection and Quantitation Guidance Document GUI-3-109-Rev1.1 is not easy to follow. The LASEC recommends that when the Guidance Document is updated for consistency with changes to the TNI Standard, that the document be edited or rewritten for clarity and ease of understanding.

3) The LASEC also recommends that the Chemistry Expert Committee consider ways to incorporate some of the information currently only found in a Guidance Document into the next revision of the TNI Standard.

5) SIR Tracking

While Ilona (who maintains the tracking spreadsheet) had offered to talk through the tracking spreadsheet with Jack, apparently this did not yet happen. Jack will approach her directly with a request.

6) Committee Membership

In preparation for the upcoming annual election, Lynn reviewed membership status for the committee, as follows:

- Both the Chair and Vice Chair must now be elected annually. Maria wishes to remain as Chair but Dorothy has completed her maximum term and thus, a new Vice Chair is needed. Self-nominations are acceptable.
- Dorothy and Harold have completed second terms; both wish to remain as associate members.
- Silky, Louise, Jack and Bill have completed first terms; Silky, Louise and Jack wish to be elected for a second term, and Bill will be contacted but hopefully will make the same choice.
- Michele chose to accept a second term last year, but we were unaware that formal re-election was required. She will be proposed for re-election for a 2-year term, which will give her a total of six years as a full member.

There may be additional membership applications from associate members that arrive before the December meeting. A full slate will be offered for election at that time, and if balance considerations arise, those will be discussed with the membership prior to the election.

7) New Business

Lynn noted that she will not be attending conference in person, but will participate in the LASEC meeting by teleconference.

Also, Aaren Alger has been contracted by TNI to become a second Lead Evaluator for the remainder of this evaluation cycle and at least the next one (begins in fall 2022).

8) Next Meeting

The November teleconference meeting is rescheduled due to the Thanksgiving holiday. The next teleconference meeting will be **Thursday, December 16, 2021, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting. A committee election will be on the agenda.

The next SIR Subcommittee meeting will take place at the end of the full committee meeting on **Thursday, December 16, 2021**, at approximately 2:30 pm Eastern.

**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 Consulting & Training	Other	No
4	David Caldwell	david.caldwell@deq.ok.gov	1/23 (first term)	Assmt. Forum, SIRs	OK DEQ	NELAP AB	No
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	No
8	Jack Farrell	aex@ix.netcom.com	1/22 (first term)	Mentor Session	Analytical Excellence	Other	Yes
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	No
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	No

Associate Members

	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	msabaratanam@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