

**Laboratory Accreditation System Executive Committee Meeting Minutes  
November 26, 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 October 22 were approved by acclamation.

Since the regularly scheduled date for the **December LASEC** meeting would be December 24, Christmas Eve, Judy asked to **reschedule** it for **Thursday, December 19, at 11:30 am Eastern.**

2) New Member Application

Without a quorum, Judy requested that an email vote be taken for Aaren Alger's membership application. In response to email sent shortly after the meeting, Michele moved and Scott seconded that Aaren's application be accepted. A majority of members voted and all were in favor of the motion. Welcome, Aaren!

3) Vice Chair Nominations and Election

Similarly, knowing that LASEC needs a Vice Chair since it has been nearly a year without one, Judy asked that the Vice Chair nominations and election be conducted by email, as well. As of Wednesday, December 4, there were three nominees for the position of Vice Chair, and all agreed to serve if elected. Aaren Alger was nominated by Michele, Dorothy Love was nominated by Scott Siders, and Louise McGinley was nominated by Judy.

In TNI and probably in its predecessor organizations, it is unprecedented to have a 3-way competitive election for any leadership position. Lynn suggested an initial vote among all three candidates, with a run-off vote between the top two, so that the person actually elected will be voted for by a majority of members. Jerry Parr (Executive Director) approved of this proposed procedure and there were no objections from LASEC membership.

Scott moved to conduct the first vote, among all three nominees, to be followed by a run-off between the top two, and Michele seconded the motion. Voting began on Wednesday, December 4, and was not complete as these minutes were being written.

4) Updates

LASEC was not asked to provide input to the revised NELAP Evaluation SOP 3-102. This document was approved by the NELAP AC at its November 12 meeting, and approved by Policy Committee on November 15. The final document was provided to committee members, FYI.

The small group working to revise the Consensus Standards Development SOP 2-100 met on November 25 to review a proposed flow chart for a more streamlined process for developing and approving standards. For the next step, the CSDP Program

Administrator will draft language describing the steps of the flow chart, and the workgroup will meet again after the holidays.

The SIR Subcommittee met on Thursday, November 21, and reviewed all seven SIR responses that were awaiting review.

The final approved version of the Detection and Quantitation Guidance GUI 3-109 is posted to the TNI website, and the webmaster has been asked to add a note on the pages for purchasing standards stating that there are three guidance documents considered to be essential to use of Volume 1 of the standard, pointing to their location and advising that they be downloaded. Participants also discussed the presumed requirement that an accredited lab own a legal copy of Volume 1 of the standard, and the fact that a SIR was submitted and is being considered by Quality Systems now.

The Environmental Laboratory Advisory Board has been dissolved by EPA, and is unlikely to be reinstated. There is some discussion among environmental lab community stakeholders about a private sector group being formed, that would seek to address some of the issues that ELAB could have addressed. No further details are yet available.

#### 5) Mentor Session and Assessment Forum

Dorothy has been working the phones, learning from Christine Sotelo and Mitzi Miller (who did preliminary assessments of many California labs) just what the Mentor Session on “documentation” needs to address. Since the only competing meeting is the Quality Systems Expert Committee, in Newport Beach, they should have good attendance for this Tuesday morning training session. The tentative blurb for the conference brochure, as provided to Jerry and sent to Christine also, follows.

Title: Rule your Records! Quick and Easy Tips for Achieving Documentation/Record Compliance

Descriptor: The Mentor Team will address concerns from labs of all scopes and sizes and present advice for simple ways that you can succeed!

Tentative session agenda:

- A. 10-15 minutes on WHY this is important and the value it brings to the lab
- B. 15 minutes on WHAT documents and records mean – which is which, how are they different?
- C. 30 minutes on HOW to maintain documents
- D. the remainder of the session on HOW to maintain records

Judy explained that the Assessment Forum planning is not as advanced, yet, but that she has reached out to the non-governmental ABs (NGABs) and has a call scheduled for the week after this meeting to identify topics for the session on Third Party Assessors. CA will use third party assessors for what it considers “sophisticated technologies”, but only those that are affiliated with one of the TNI-recognized NGABs. Judy expects to have a tentative agenda by mid-December.

6) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Thursday, December 19, 2019, at 11:30 am Eastern time.**

The SIR Subcommittee will not meet on that day, but there are presently no SIRs awaiting review.

## Attachment A

**PARTICIPANTS --TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE**

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Judy Morgan, Chair	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	12/22 (first term)			Other	Yes but not a full mem- ber until 11/29/19
3	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	12/19 (first term)		EPA R2	Other	No
4	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
5	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	12/20 (first term)	SIRs	ELCAT	Other	No
6	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
7	Harold Longbaugh	<a href="mailto:harold.longbaugh@houston.tx.gov">harold.longbaugh@houston.tx.gov</a>	12/19 (first term)	SIRs	Houston Lab	Lab	No
8	Dorothy Love	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	12/21 (second term)	Mentor Session	Eurofins Env't'l	Lab	Yes
9	Louise McGinley	<a href="mailto:louise.mcginley@tceq.texas.gov">louise.mcginley@tceq.texas.gov</a>	12/21 (first term)		TCEQ	NELAP AB	Yes
10	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	12/20 (first term)		NJ DEP	NELAP AB	Yes
11	Scott Siders	<a href="mailto:ssiders@pdclab.com">ssiders@pdclab.com</a>	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	No
12	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>	12/19 (second term)	Mentor Session	EMSL	Lab	No

## Associate Members

	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>		SIRs	UT Bur. of Lab Improvement	NELAP AB	No
	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>		Assmt Forum	OK DEQ	NELAP AB	No
	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>			Retired (MWRA)	Other	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>			Dade Moeller, Inc	Other	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No
	Gale Warren	<a href="mailto:gigwarren@gmail.com">gigwarren@gmail.com</a>		SIRs	Retired (NY)	Other	Yes

					DOH)		
Program Admin. Lynn Bradley		<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes