

Laboratory Accreditation System Executive Committee Meeting Minutes December 19, 2019

1) Welcome and Introductions

Judy Morgan welcomed everyone. Attendance is recorded in Attachment A. Minutes of November 26 were approved late in the meeting with Mike Delaney abstaining due to his new member status.

Lynn reviewed membership terms. Nick has served two full terms but will remain as an associate member. Harold will serve a second term. Sumy will be asked if she wants to continue for a second term and David will be asked if he wishes to apply to become a full member again.

The results of the email nominations and election for Vice Chair were as follows:

- Three nominations were received – Aaren Alger, Dorothy Love and Louise McGinley.
- With this being the first contested leadership election anyone could remember, Lynn checked with Jerry Parr about process, and it was agreed that an initial 3-way vote should take place with the two candidates receiving the most votes then having a run-off election, to ensure that the individual elected would be supported by a majority of members.
- The first ballot showed a majority of the membership voting for Dorothy, so that no run-off was needed.

Congratulations, Dorothy!

2) New Member Application

Participants considered Mike Delaney's membership application. Silky moved and Dorothy seconded that Mike's application be accepted. Approval was unanimous. Welcome, Mike!

3) SIR Subcommittee

The SIR Subcommittee did not meet in December. However, the LAB Expert Committee did return its revised response to SIR 362, as requested by the subcommittee, but just completed that action with an email vote after this LASEC meeting. In order to get that SIR posted to the AC voting site with others approved in November, an email poll was taken of the subcommittee to verify that the revised response was acceptable. This poll concluded on December 23 with a majority of members indicating approval.

Judy noted that a few old SIRs, still bouncing around in the system, have garnered attention from the Board, and will need to be explained and cleaned up soon. Also, the spreadsheet circulated among expert committees, to record the status of all SIRs by committee (whether included in the revised standard or still needing to be "live" on the website), has been completed and is under review by TNI management.

4) Mentor Session and Assessment Forum

Dorothy sent the final agenda to Jerry and also to Christine Sotelo, head of CA ELAP. She plans to reconvene the workgroup in late January to address last minute details, and asked for examples of simple ways to document records, such as without a LIMS available.

For the Assessment Forum, Mitzi Miller will open the session with a discussion of NV5's experiences in performing preliminary assessments of CA laboratories. Judy has acceptances from the three existing non-governmental ABs (NGABs) as well as from IAS, which has nearly completed its evaluation to become an NGAB, to discuss using third party assessors in California, and she will warn them to avoid promoting their particular organizations.

5) Other Issues

The Board is reviewing the draft Strategic Plan, and will likely complete that review in January. Lynn noted that she plans to complete the internal audit checklist before the end of December, and that will be available for the January meeting. The Standards Development SOP 2-100 is now on "fast track" for completion since this needs to be finalized prior to the close-out of TNI's ANSI audit, meaning that it must complete Policy Committee and Board approvals within six months.

6) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, January 21, 2020, 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	Judy.Morgan@pacelabs.com	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Dorothy Love, Vice Chair	dorothylove@eurofinsus.com	12/21 (second term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	12/22 (first term)			Other	No
4	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	Other	No
5	Mike Delaney	mike@mikedelaney.org	12/22 (first term)		Retired (MWRA)	Other	Yes
6	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	No
7	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
8	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
9	Harold Longbaugh	harold.longbaugh@houston.tx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
10	Louise McGinley	louise.mcginley@tceq.texas.gov	12/21 (first term)		TCEQ	NELAP AB	Yes
11	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	No
12	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	No
13	Nick Straccione	nstraccione@emsl.com	12/19 (2nd term)	Mentor Session	EMSL	Lab	yes

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	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	yes
	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 (NY DOH)	Other	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

