

Laboratory Accreditation System Executive Committee Meeting Minutes
February 5, 2020 8:00 am PST
Forum on Laboratory Accreditation, Newport Beach, CA

1) Welcome and Introductions

Judy Morgan welcomed everyone and invited committee members to introduce themselves. Attendance is recorded in Attachment A. The presentation used for this session is being distributed with the minutes and will be available at <https://nelac-institute.org/content/meetings-prev.php> after conference.

2) Mentor Session and Assessment Forum

Judy explained how the Assessment Forum has evolved from being a training session for assessors to being “about” assessments, and the Tuesday morning session addressed how California plans to use third party assessors affiliated with the TNI Recognized Non-governmental Accreditation Bodies. The Mentor Session on Tuesday afternoon brought a full room for its session about records management.

3) Updating SOP 2-100 for Standards Development

Judy invited Bob Wyeth, Program Administrator for the Consensus Standards Development Program, to talk about how the standards development process is being revised, both to address concerns from LASEC’s Lessons Learned items and also to simplify the process as recommended by the assessors for TNI’s five-year audit by ANSI to maintain accreditation as a Consensus Standards Development Organization. Bob mentioned that the existing process caused extensive “review fatigue” which needed to be addressed, as well. He also noted that the Expert Committee Membership SOP 2-101 is being revised and a new SOP addressing the committee member application and membership tracking processes will be created – these two are also to address ANSI concerns.

4) SIR Update

In her presentation, Judy showed statistics about numbers of SIRs submitted and being considered valid. While the submission of SIRs about the 2009 Standard had dropped off, as expected, there are many new SIRs arriving about the 2016 Standard.

She then discussed the need to update the current SIR Management SOP 3-105 to address the process for notifying expert committees of SIRs that need to be addressed during the revision of a standard and also to establish a process for distributing the non-valid-SIRs to appropriate expert committee chairs and the Small Lab Advocate on a for-your-information basis, probably quarterly. This discussion led to consideration of whether the standing SIR Subcommittee of LASEC should be balanced; it is currently a collection of volunteers but does happen to be balanced with all three stakeholder categories represented.

Judy also announced her intent to add an additional column to the SIR tracking spreadsheet, to flag “overdue” responses or votes or postings to the website. While this

spreadsheet is not presently formalized in the SOP, it is an essential tool for the SIR process, and is maintained by Ilona Taunton.

One participant asked if a separate SOP should be created to address Implementation Guidance documents, and the committee members agreed. These documents initially were designed to address questions worthy of better explanation but not able to be addressed with an “interpretation” of the standard, but have since been generated by expert committees and a Mentor Session, so that they can be more widely sourced.

5) Update on the Generic Application and LAMS

Dan Hickman, TNI Database Administrator, announced that the Generic Application is, at long last, being implemented by two states with four more somewhere “in process” of implementing its use. This database, long desired by labs, was designed and built by TNI’s IT Administrator, William Daystrom, and Dan has written a user manual for it. Its purpose is to allow labs to enter demographic and requested scope of accreditation information once for submission to both primary and secondary ABs. This benefits the lab, in that even for submission to ABs not using the software, they can print a pdf file of their application for submission (with list of requested accreditations), and it benefits the ABs by allowing them to download a *.csv file of a lab’s accreditations which can then be electronically compared against what the AB offers instead of requiring manual method-by-method review, for secondary accreditations.

Dan is considering offering a webinar for how to use this tool, intended for labs. Also, LAMS has an interface with the Generic Application where the ABs can list all documentation that must be submitted with a lab’s application. That material would be submitted separately, not within the Generic Application itself. During the discussion, one AB suggested that a beta-test site be created where a lab can create a temporary sign-in and explore the software but not have information saved permanently, before actually sitting down to enter the lab’s “real” data.

Dan also asked that ABs request that accredited labs review their information in the LAMS database annually, to ensure that their added or withdrawn method accreditations and demographic information are correct.

6) Survey about AB Timelines

Judy mentioned that a short survey form was available at the registration desk, where LASEC seeks to obtain some feedback about how well the ABs are complying with the timelines in the standard for providing reports after assessments and responding to lab requests for additional analytes/methods and so forth. She noted that, if this limited survey indicates a widespread problem may exist, then LASEC may undertake a survey of all accredited labs.

7) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, March 24, 2020, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting

The SIR Subcommittee will also meet on that day, at the usual 12:30 pm Eastern time.

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)		Alger Consulting & Training	Other	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	Other	Yes
6	Mike Delaney	mike@mikedelaney.org	12/22 (first term)		Retired (MWRA)	Other	Yes (phone)
7	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	No
8	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
9	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
10	Harold Longbaugh	harold.longbaugh@houston.tx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	No
11	Louise McGinley	louise.mcginley@tceq.texas.gov	12/21 (first term)		TCEQ	NELAP AB	No
12	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	No
13	Mohan Sabaratnam	msabaratnam@iasonline.org	12/22 (first term)		IAS	AB (non-gov.)	No
14	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	No

Associate Members

	Kristin Brown	kristinbrown@utah.gov		SIRs	UT Bur. of Lab Improvement	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
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Gale Warren	gigwarren@gmail.com		SIRs	Retired (NY DOH)	Other	no
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

