

Laboratory Accreditation System Executive Committee Meeting Minutes
March 24, 2020 1:30 pm Eastern

1) Welcome and Introductions

Judy Morgan welcomed everyone. Attendance is recorded in Attachment A. Minutes of January 21 were approved with a minor edit to the header, and the minutes of February 5 were approved as well.

2) New Member Application and Chair Election

Maria Friedman applied for membership in LASEC, and was enthusiastically welcomed. Jack moved that her application be accepted and Silky seconded; all present voted in favor of Maria joining LASEC.

Judy explained the transition to a new chair, as she is well into her “special-exception” third term as LASEC Chair, and is moving to chair a task force or committee to develop either guidance or a standard for vendor supplies to labs. Maria is leaving her former role as Chair of PTPEC after serving her two terms on that committee, and is willing to step into the Chair role for LASEC.

Jack nominated Maria for Chair, and David seconded the motion. Discussion included a question about whether Maria is comfortable with that role, to which she replied that she is reviewing the committee’s background materials and that she will work with Judy in transition until June, for both the full committee and the SIR subcommittee. With that assurance, Jack called for the vote, and approval of Maria as Chair was unanimous. Welcome, Maria!

NOTE: Maria’s election to the committee (and to the Chair position) was approved the following day by Alfredo Sotomayor, Chair of TNI’s Board of Directors. Alfredo noted that LASEC is left with only two laboratory stakeholders and suggested that we recruit a new “lab” member soon.

Judy will continue with LASEC as an Associate Member and will continue to manage the Assessment Forum sessions going forward. Jack expressed LASEC’s thanks to her for all of the accomplishments she has led in the past 8 years, as Chair, since the Technical Assistance Committee and LASEC were combined.

3) Mentor Session and Assessment Forum

Judy has a tentative title for the next Assessment Forum, “How to use Technology to do Audits”, and will reach out to the assessment community for input about content for that session. Due to the time constraints of the joint meeting with NEMC, Both the Assessment Forum and the Mentor Sessions in Minneapolis (August 2020) will be only half-day sessions.

Dorothy is contemplating a “Quality Mash-up” Mentor Session, with four topics: handling external audits, traceability, SOP reviews and responsiveness to Corrective Action Reports (CARs). For this session, the team will be Patty Carvajal, Aaren, Scott, Nick and Andrea Teal. Dorothy noted that these topics have been addressed in the recent

past, but are always popular, and with the number of new labs involved in TNI, there will be strong interest in the session.

4) SIR Update

The SIR subcommittee met and approved two SIRs to post for NELAP AC voting. In addition, they considered and advised how to handle a SIR that was submitted with a question about a guidance document, that the submitter should be told that the question must reflect a cited section of the standard itself, but that if a guidance document is involved, then the committee responding to the SIR will be asked to review the relevant guidance as part of its response. This aspect of a submission will be added to the draft revision of SOP 3-105.

5) Draft Revision of LASEC SIR Management SOP 3-105

Revisions to this document were discussed at conference, and a redline/strikeout version was distributed for review, addressing those comments. Judy summarized the changes discussed as follows:

- Remove the implementation guidance (IG) language, as a new SOP will be written to address IGs.
- Address changes from LASEC's Lessons Learned document and the revisions to the Standards Development SOP 2-100.
- Add detail about tracking SIR submissions by time elapsed, with a trigger notice for overdue actions.
- Add a 5 day time frame for initial review by Chairs as well as for posting the final SIR upon completion of the NELAP AC voting.
- Clarify the appeal process.

Several additional items were discussed for inclusion – the subcommittee's recommendation about how to handle questions about guidance documents and also a number of specific time limits for various actions. A revised draft will be distributed for review and hopefully approval at the April meeting.

Tracking timeframes will be added to the SIR tracking spreadsheet, which is maintained by a Program Administrator. Participants requested that timeframe exceedances be circulated to LASEC, once data are accumulated about actual timeframes that occur. Participants hope for a 120 days-to-completion goal, which seems long but given the number of groups and handlers for the process, may not be sufficient.

6) New Implementation Guidance SOP 3-114

During the LASEC session at conference, the suggestion to create a separate SOP for implementation guidance documents was well received. Rather than immediately starting on a draft, Lynn asked for feedback from the full committee about the concept. The following concepts emerged from the discussion:

- There are multiple sources for ideas for IGs – SIRs, committees, the Mentor Sessions;

- IG documents should not be open for requests – LASEC needs discretion over what's a suitable issue, something that is "causing pain" in the environmental analytical community;
- LASEC approval should be required prior to development of an IG;
- Clarify the difference between IGs and guidance documents (GUI);
- Clarify the definitions; and
- The SIR Subcommittee should decide whether a question is an IG or a guidance document or neither.

With that feedback, Lynn agreed to prepare a draft for the April meeting.

7) SOP 2-100 Progress

The Consensus Standards Development SOP 2-100 is progressing, with a good deal of feedback being offered by the workgroup members. The different phases of development (Voting Draft, Interim, and Modified Interim) have been omitted so that only the Voting Draft Standard (VDS) remains, and if further refinements are made, they will be posted for comment as sequential versions of the VDS. NOTE: the term has since been changed to "Draft Standard", that will be the document published for comments. It has always been the case that only the expert committee member votes actually determine the standard's approval, although all persuasive comments must be addressed after posting of each version of the draft.

8) Revision of Volume 2 Module 1 and the Survey about AB Timelines

From the survey form distributed at conference, Judy reported that not enough labs completed the survey to make a statistically significant response; only 14 were returned and many of those were California labs (non-NELAP). She did note that there was one negative remark and many complimentary ones. For that reason, Judy recommends that LASEC just wait for the revision of V2M1 to address the timeframe issues. A summary of the comments received will be relayed to the committee, as well as to the NELAP AC and the NELAP Lead Evaluator.

Lynn noted that the LAB Expert Committee discussed timelines extensively, and while modifications were made to the language of the draft revision, the significant issue is that section 9.5 of the ISO/IEC 17011:2017 document does require that an AB initiate a corrective action when it identifies a non-conformance with the standard. The existence of this section in the ISO language means that no new language needs to be added to ensure that timelines are honored.

9) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, April 28, 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	Maria Friedman, Chair-Elect	qamfriedman@gmail.com	12/22 (first term)		CA ELAP	AB	Yes
4	Aaren Alger	Aaren.s.alger@gmail.com	12/22 (first term)		Alger Consulting & Training	Other	Yes
5	David Caldwell	david.caldwell@deq.ok.gov	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
6	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	Other	Yes
7	Mike Delaney	mike@mikedelaney.org	12/22 (first term)		Retired (MWRA)	Other	Yes
8	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
9	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
10	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
11	Harold Longbaugh	harold.longbaugh@houstontx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	No
12	Louise McGinley	louise.mcginley@tceq.texas.gov	12/21 (first term)		TCEQ	NELAP AB	Yes
13	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	Yes
14	Mohan Sabaratnam	msabaratnam@iasonline.org	12/22 (first term)		IAS	AB (non-gov.)	No
15	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	Yes

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	Yes

	Gale Warren	gigwarren@gmail.com		SIRs	Retired (NY DOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes