

Laboratory Accreditation System Executive Committee Meeting Minutes
March 27, 2018 1:30 pm Eastern

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes from February 27, 2018, were approved.

2) Conflict of Interest SOP 3-113

This draft SOP was revised in accordance with comments from the February meeting. Several additional comments were made, to add possible referral to the TNI Board as a consequence of failure to disclose a conflict and to add the term “perceived” along with actual or potential when discussing conflicts. A clean draft will be presented for vote at the April LASEC meeting.

Our draft has been shared with other TNI Program Administrators for their use in creating a COI SOP for the other executive committees.

3) Assessment Forum and Mentor Session Update

Dorothy reported that the report from the Albuquerque Mentor Session has been drafted but needs to be reformatted before delivery to LASEC. Her plan to use the break-out format with a handful of “oh, crap, what now” topics for discussion in New Orleans is underway, with efforts to get solid examples (anonymous, of course) through some form of survey.

Judy asked for volunteers to pull together an Assessment Forum focused on identifying aspects of the 2016 Standard that can be implemented early – “Early Transition to the 2016 Standard” is the working title. This is an already-existing assignment to LASEC, made in Albuquerque. It may be possible to work in the Chemistry guidance documents, too. **PLEASE CONTACT JUDY AND LYNN IF YOU ARE WILLING TO WORK ON THIS SESSION.**

4) Chemistry Guidance

Both the Calibration and the Detection & Quantitation guidance documents were distributed to committee members in mid-March. Judy noted that her cursory initial review suggested the calibration guidance is well written but that one of both documents will likely need more example illustrations and possibly reformatting. She recommends reading the guidances as if you had no prior knowledge of the practices, since they are designed not for senior scientists but for entry level analysts, particularly for sections 4 and 5 of the chemistry module. The guidance documents should illustrate how to implement the standard, rather than explaining its meaning. **Please review these documents and send your comments to the entire committee by April 16, so that we can discuss them at the April meeting.**

Carl and Scott noted that they are happy with both documents, from their involvement with the Chemistry Expert Committee.

There is one additional guidance document being prepared by the PT Expert Committee, about the PT Reporting Limit (PTRL.) The proposal to develop this guidance was approved by Policy Committee already.

5) SIR Subcommittee

This group met before the full committee meeting and approved the response to SIR 321, which will be posted to the NELAP AC's SIR voting site.

The subcommittee also reviewed several implementation guidance documents prepared by the WET Expert Committee from questions that were presented to it over the past several years. One document contains multiple questions, and will need to be reformatted into one question per guidance document, which Lynn will handle. Also, a numbering system will be created for document control purposes, based on the number of the module in the standard that is being addressed (e.g., IG1 for PT, IG4 for chemistry, IG7 for WET) followed by a sequence number (e.g., the WET documents will become IG7-1, IG7-2, and so forth.)

Lynn has committed to going back through all SIR submissions to locate any where we might have discussed creating implementation guidance but then never actually did so.

5) Standards Review

There has been no feedback from the Lessons Learned document yet.

CSDEC confirmed its decision that only the erroneous reference in the asbestos module will be changed. LASEC's formal recommendation about adopting the 2016 standard was circulated for email vote after that decision was received, and approved on March 12. The full text of the recommendation is in Attachment C, below.

The LASEC recommendation to adopt V1 and V2 of the 2016 TNI Standard will be formally presented to the NELAP AC at its April 2 meeting. Per SOP 3-103, the Council then has 60 days to decide and vote on adoption; this may be complicated by the stated determination to review and accept the guidance documents (above) prior to adopting the standard.

6) Approval of NELAP Decoupling Policy 3-102

This policy was approved by LASEC in December, but a new section was added after the NELAP AC session in Albuquerque, about interim oversight between triennial evaluations. Kristin moved and David seconded to approve the modified policy as presented; approval was unanimous. The approved draft will be presented to the NELAP AC at its April 2 meeting.

6) Next Meeting

The next scheduled teleconference meeting will be Tuesday, April 24, 2018, at 1:30 pm Eastern time. A reminder with agenda will be sent prior to the meeting.

Action Items are included in Attachment B.

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	3 years, 12/18	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Kristin Brown, Vice Chair	kristinbrown@utah.gov	FinalYear 2018	SIRs/Assmt Forum	UT Bur. of Lab Improvement	NELAP AB	Yes
3	David Caldwell	david.caldwell@deq.ok.gov	FinalYear 2018	Assmt Forum	OK DEQ	NELAP AB	Yes
4	Sumy Cherukara	Cherukara.sumy@epa.gov	3 years, 12/19		EPA R2	Other	Yes
5	Myron Gunsalus	ngunsalus@kdheks.gov	FinalYear 2018		KS Lab Director	NELAP AB	Yes
6	Carl Kircher	carl.kircher@doh.state.fl.us	FinalYear 2018	SIRs	FL DOH	NELAP AB	Yes
7	Silky Labie	elcatllc@centurylink.net	3 years, 12/20		ELCAT	Other	No
8	Harold Longbaugh	harold.longbaugh@houstontx.gov	3 years, 12/19		Houston Lab	Lab	Yes
9	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18	Assmt Forum	Eurofins Env't'l	Lab	Yes
10	Michele Potter	michele.potter@dep.nj.gov	3 years, 12/20		NJ DEP	AB	Yes
11	William Ray	Bill_Ray@williamrayllc.com	FinalYear 2018		Wm Ray Consultants	Other	Yes
12	Scott Siders	ssiders@pdclab.com	3 years, 12/20	Assmt Forum	PDC Laboratories	Lab	Yes
13	Nick Straccione	nstraccione@emsl.com	3 years, 12/19	Assmt Forum	EMSL	Lab	No

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Jack Farrell	aex@ix.netcom.com			Analytical Excellence	Other	No
	Bill Hall	George.Hall@des.nh.gov			NH ELAP	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com			Dade Moeller, Inc	Other	No
	Gale Warren	ggw01@health.state.ny.us			NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
64	Update SOP 3-106 with “lessons learned” once the 2016 standard is in place	LASEC	“parking lot issue” -- open	Particularly, add review of committee decisions about non-persuasive comments and examine timing of multiple reviews in light of SOP 2-100 restrictions
75	Review revised draft of COI SOP in preparation for vote	All committee members	April 24, 2018	
76	Prepare recommendation to NELAP AC concerning adoption of 2016 standard, and conduct email vote	Lynn, Judy	March 23, 2018	For delivery to NELAP AC prior to its April 2, 2018, meeting

**Recommendation of LASEC to NELAP AC Regarding
Volume 1 Revision 2.1 and Volume 2 Revision 2.0 of the
2016 TNI Environmental Lab Sector Standard,
As Finalized by The NELAC Institute and
Approved by ANSI in February 2018**

APPROVED BY LASEC March 12, 2018

The Laboratory Accreditation Systems Executive Committee (LASEC) has reviewed both the complete Volume 1 Revision 2.1 and Volume 2 Revision 2.0 of the 2016 TNI Environmental Lab Sector Standard, as finalized by The NELAC Institute and approved by ANSI in February 2018.

While this review identified a few minor inconsistencies that would benefit from technical clarifying edits, only one item is considered a “must change” item, the obsolete section reference in the Asbestos module (V1M3.) That reference will be changed in both the 2009 and 2016 versions of the standard. All other inconsistencies will be held and addressed with the next revision of the standard.

With correction of that one item in V1M3, LASEC recommends that the NELAP Accreditation Council (AC) adopt both Volumes 1 and 2 of this 2016 standard in entirety, following the Council’s review process as outlined in the NELAP Accreditation Bodies Standards Review and Acceptance SOP 3-103, Revision 1.0.

LASEC is not making a recommendation about the timing of the Council’s implementation for required use of this standard. LASEC notes for the record that Modules 1 and 3 of Volume 2, and Module 7 of Volume 1, are unchanged from the 2009 TNI Standard in the 2016 Standard.

The inconsistencies identified within Volumes 1 and 2 are described below. Since each individual module was previously reviewed and accepted as being both suitable and implementable in accordance with LASEC’s Standards Review for Suitability SOP 3-106, this final review focused on consistency among the various modules. No inconsistencies were identified in Modules 1 (PT), 4 (Chemistry), 5 (Microbiology) and 7 (Toxicity/WET.)

Module 2 – QS (this module was reviewed against Volume 2 for consistency)

Instead of CAB, the word laboratory is used, even in the italicized sections. §4.1.5 is an example. *(NOTE: TNI’s Executive Director is recommending that the revision of Volume 2, with upgrade from the 2004 ISO 17011 to the 2017 ISO 17011, use the term “laboratory” instead of “CAB” for consistency within the standard itself. TNI previously could not alter the words of the ISO language, but it seems that will now be possible.)*

Some discrepancies in definitions and possible missing items. For example, in V2M1, 3.1 and 3.7 are defined differently than they are in V1M2, section 3.1. The differences are subtle, but in one they are ISO language and the other TNI language.

Scope in V2M1 is not defined in V1M2 at all.

For the future, §8.1.1 in V2M1 and §7.0 in V2M3 both identify lists of the obligations of a CAB but these items are not listed V1M2. Simple things like timelines for notification and what to notify the AB for did not seem as obvious in the QS module as they did in the AB modules. *(NOTE: The AC has discussed this but apparently it never got transmitted to*

the Quality Systems Expert Committee for attention during the revision. Where there are things a lab needs to know that are only in the V2 document, the labs don't think they need to purchase or look at V2. We understand that this is not a "technical edit" but should be addressed in the next revision. Until that time, NELAP Accreditation Bodies should make special efforts to ensure that labs realize they are required to comply with the items in these sections, so that labs need not purchase Volume 2.)

Module 3 – Asbestos

Section 1.7.6.2 refers to a Section D.6.2.2(b) that is an old 2003-version NELAC reference. This should be changed to Section 1.7.4.2(c) for this current Module 3.
NOTE: This is the one technical clarifying edit that will be made.

In Clause 1.6.2, there is a potential conflict between the IDOC requirements here and the allowance in 1.6.1(c) for the CDOC to suffice as the IDOC in certain cases, since only 1.6.1(a) is parenthetically referenced. The addition of the phrase “Unless exempted through clause 1.6.1(c),” prior to the rest of the sentence would eliminate this potential ambiguity or source of confusion.

Module 6 – Radiochemistry

In all but one instance where the standard references somewhere within the module the citation is simply the section number, e.g., 1.6.3. In section 1.5.2 the internal citation includes V1 M6. Changing it would bring consistency but otherwise not affect the standard. All references to other modules were correct.