

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, April 22, 2021 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of March 18 were approved unanimously, with David abstaining due to his absence.

2) New Member Election

Kasey Raley applied for full membership in LASEC, and her application was distributed to committee members with the meeting reminder. One participant asked whether approval of her application would alter the balance of the committee, and Lynn responded that it would improve balance by increasing the number of lab stakeholders, the smallest category at present. Jack moved and Mike seconded that Kasey's application be approved, and the vote was unanimously in favor.

3) Committee Charter

A draft revision of the LASEC Charter was distributed with the meeting reminder. The Decision Making section is removed and several minor edits were requested by participants. A clean version with the requested edits will be offered for approval at the May meeting. Updated Charters are due to Policy Committee by June 1.

4) Implementation Guidance SOP 3-114 Revision

Lynn distributed an updated draft from the March meeting with the remaining references to "document" removed. Stacie moved and Silky seconded that the draft be approved and the vote was unanimously in favor of approval. The revised document has been returned to Policy Committee along with an annotated list of its requested changes.

5) TNI Voting SOP 1-102

Maria briefly summarized the new voting rules for TNI committees, from the new Voting SOP 1-102 approved by the TNI Board at its April meeting. This SOP establishes a TNI-wide requirement for a "super-majority" or two-thirds approval vote for any action related to standards or SIRs. As LASEC had already implemented a two-thirds approval requirement for SIRs, this new procedure has minimal impact on our activities, except that, when formulating a recommendation to adopt a standard for the NELAP AC, a two-thirds approval vote will be needed. As those are typically unanimous, this ought not to be a stumbling block for LASEC.

6) Update on Conference Planning

The NEMC conference will be held for two weeks, August 2-5 and 8-11, with the first week being a hybrid of in-person and virtual (and scheduled in Pacific Daylight time) while the second week will be entirely virtual (and scheduled in Eastern Daylight time). The LASEC meeting is planned for Monday afternoon, August 8, so it will be fully virtual.

The Mentor Session is planned for Tuesday, August 3, and Dorothy reported that she plans the topic “Lab Quality: Are You in Jeopardy?” with a Jeopardy-style Q&A format and categories of QA tasks, MDLs, Corrective actions and training, with a short presentation for each category included. Louise graciously offered a PowerPoint template for such a game, that she used elsewhere.

Judy Morgan is still spearheading the Assessment Forum, and Jack assured us that she’s actively working on it. Lynn will track down more details for the May meeting.

6) New Business

Aaren asked if the SIR Subcommittee could please return to a meeting time immediately adjacent to the full committee meeting. The many schedule adjustments in recent months have given subcommittee members experience with both options – separate days and adjacent meetings – and email correspondence after the meeting suggested that opinion is about evenly divided, about a longer meeting time versus scheduling a shorter time on a different day. That difference seems to align with full-time day jobs or independent consultant work, so that there’s no simple solution. Maria plans to keep the 3rd Thursdays for subcommittee and 4th Thursdays for LASEC except when those dates conflict with her schedule and need to be adjusted.

Kasey moved and Jack and Silky both seconded that the meeting be adjourned.

7) Next Meeting

The next teleconference meeting will be **Thursday, May 27, 2021, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting.

Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	dorothylove@eurofinsus.com	1/22 (2nd term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs	Alger Consulting & Training	Other	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	1/23 (first term)	Assmt. Forum, SIRs	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	1/23 (2nd term)		EPA R2	Other	Yes
6	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	Yes
7	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	Yes
8	Jack Farrell	aex@ix.netcom.com	1/22 (first term)	Mentor Session	Analytical Excellence	Other	Yes
9	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
10	Bill Hall	George.Hall@des.nh.gov	1/22 (first term)		NH ELAP	NELAP AB	No
11	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/23 (2nd term)	SIRs	Houston Lab	Lab	Yes
12	Louise McGinley	louise.mcginley@tceq.texas.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
13	Michele Potter	michele.potter@dep.nj.gov	1/21 (first term)		NJ DEP	NELAP AB	No
14	Kasey Raley	Kasey.rale@pacelabs.com	1/24 (first term)	SIRs	Pace Analytical	Lab	Yes

Associate Members

	Debbie Bond	DBOND@southernco.com			Alabama Power	Lab	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Adam Kinion	info@radellc.org			RADE LLC	Lab	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com		Mentor Session & Assmt Forum	Dade Moeller	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	msabaratanam@iasonline.org			IAS	AB (non-gov.)	No
	Scott Siders	siders6six@yahoo.com		Mentor Session	Retired	Other	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Katie Strothman	katie@sanderslabs.net			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

