

**Laboratory Accreditation System Executive Committee Meeting Minutes
April 23, 2019**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes from March 25 were approved.

2) Mentor Session and Assessment Forum for Jacksonville

Dorothy will pull together her team in the next couple of weeks, now that her “crunch” time is over, to discuss the Mentor Session topic, “Root Cause Investigations as a Follow-up to the Internal Audit Session”. Scott has a conflict with Tuesday, but will ask around to see if he can find a substitute to replace him for this session. Jack, Nick, and Silky will help, plus Trinity O’Neal and Michelle Wade, will make up the rest of the team. Looking at the preliminary conference schedule, there are no big conflicts, so turnout should be high.

Judy noted that the Assessment Forum topic, “Service Providers and Suppliers: Exploring the need for establishing consistent criteria for providers of critical consumables, supplies, and services in compliance with Section 4.6 of ISO 17025 and the TNI standard, Purchasing Services and Supplies”, will have some competition on Thursday morning that may impact attendance, unfortunately. Carl, Jack and David will help with this session. The goal is not to build a bureaucracy but rather to identify perhaps a “top ten” list of items to consider in procurements.

3) SIR Update

After Judy reviewed and approved the revised draft IG from SIR 239 about tracking support equipment, Lynn sent it to Quality Systems for a committee member to review it to ensure that no new requirements are included. No response yet.

The SIR Subcommittee reviewed four SIRs returned from the Chemistry Committee. Three will be posted for vote, with one being returned to Chemistry for a revision.

All Implementation Guidance documents approved to date have now been posted to the web site. There are nine more in various stages of review with the Subcommittee, from the New Orleans meeting.

4) SIR Management SOP 3-105

This SOP was reviewed by Policy Committee, and returned with a request to rearrange two items in Sections 5.8 and 6.0. Participants agreed that this change makes good sense. Jack moved and Silky seconded to approve the revised SOP, and approval was unanimous. It will be returned to Policy for final approval.

5) Detection and Quantitation Guidance

What should have been the final revision of this document was distributed to LASEC and the NELAP AC for review in March, and all three guidance documents were posted to the TNI website as if they were approved and in final form.

Review assignments were made to LASEC members at the March meeting. While several reviewers reported that all of the references were accurate, others provided detailed critiques of portions of the document that were either misleading or confusing, and noted that the document was difficult to read and follow even for the experienced QA Managers on the committee.

Participants discussed that addressing the individual comments still would not serve to make the document itself readable and usable by inexperienced analysts, and expressed concerns that it is posted to the website despite LASEC's recommendation that the 2016 Standard be adopted with the condition that guidance be provided, and that the AC's adoption made setting its implementation date contingent upon approval of the guidance.

Judy indicated her intent to contact Jerry Parr, TNI's Executive Director, about the guidance shortly after the meeting. Jack moved not to approve the guidance for recommendation to the NELAP AC, and Dorothy seconded, with all present voting not to approve or forward the guidance. The group's consensus was that the optimal solution would be a rewrite of the document to produce a clear and understandable guidance that is easy to follow – the reason for requesting this guidance in the first place. At minimum, all points made by commenters must be addressed in another revision.

NOTE: Judy did speak with Jerry the following day, and reported that the conversation went well. She sent all comments, consolidated and arranged by section, to Jerry, but they did not reach agreement about how to proceed. The document remains on the website.

6) Revision of the NELAP Evaluation SOP 3-102

The NELAP AC revised this SOP about three years ago, and now that those changes were followed for a full evaluation cycle, a few minor modifications are needed. The NELAP Evaluators and, in particular, the two Lead Evaluators offered comments on the document and a revised draft from that group was distributed to LASEC members. While it is not essential that LASEC resume its role in updating this document, several participants asked for an opportunity to read it over. Members were asked to communicate any major issues that they find as soon as possible, so that any further revisions needed can be presented for approval at the next meeting, in May.

7) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, May 28, 2019, at 1:30 pm Eastern time**. A reminder with agenda will be sent prior to the meeting. Silky and Jack informed the group that they will be unable to attend on that day, due to prior commitments.

The SIR Subcommittee will meet that day at 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	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	No	Yes
3	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
4	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
5	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
6	Harold Longbaugh	harold.longbaugh@houston.tx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
7	Dorothy Love	dorothylove@eurofinsus.com	12/21 (second term)	Mentor Session	Eurofins Env't'l	Lab	Yes
8	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	No
9	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	Yes
10	Nick Straccione	nstraccione@emsl.com	12/19 (second term)	Mentor Session	EMSL	Lab	No

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	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	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes