

Laboratory Accreditation System Executive Committee Meeting Minutes
April 24, 2018 1:30 pm Eastern

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes from March 27, 2018, were approved by acclamation, in the absence of a quorum.

2) Assessment Forum and Mentor Session Update

For the Assessment Forum, Judy, Silky and Harold met in early April, settling on a two-part program – the first part focused on changes to the standard and identifying aspects that can be implemented early, and the second part addressing both of the Chemistry guidance documents. Additional input and help are still invited for both sessions.

Dorothy provided a written update after the meeting. She has contacted Michelle Wade, Pam Schemmer, and Scott Siders to assist with the Mentor Session. They will develop a survey to be sent out to TNI members in regard to the “oh crap” moments in their labs using the TNI email list with Jerry’s cooperation.

3) Chemistry Guidance

Since the March LASEC meeting, TNI’s Policy Committee reviewed both the Calibration and the Detection & Quantitation guidance documents, and returned them with substantive comments to the Chemistry Expert Committee. LASEC and NELAP AC members were notified to suspend their review until the next iteration is available. The timeline is uncertain.

4) Standards Review

There has been no feedback from the Lessons Learned document yet. The SIR Subcommittee did not meet in April.

The LASEC recommendation to adopt V1 and V2 of the 2016 TNI Standard was formally presented to the NELAP AC at its April 2 meeting. It is unclear what impact the needed revisions to the chemistry guidance will have on the Accreditation Council’s timeline for adopting the standard and setting an implementation date.

5) Conflict of Interest SOP 3-113

There was no quorum, so the planned approval vote for this document was postponed until the May meeting.

6) NELAP Decoupling Policy 3-102

This policy was approved by LASEC in March with a new section about interim oversight between triennial evaluations. Lynn provided a short list of suggested survey questions for the “interim oversight,” as discussed by the NELAP evaluators, and asked for feedback. The questions will likely become an attachment to the NELAP Evaluation

SOP 3-102 at its next revision, where the interim oversight will be added to the process. Judy proposed adding one additional question, for ABs that have begun using third party assessors since the previous evaluation, does the AB believe it is in compliance with what is now §7.4 V2M1, Subcontracting the Assessment. NOTE: This section includes a “note” in ISO language that contracting of external individual assessors to the AB is not considered to be subcontracting.

7) Next Meeting

The next scheduled teleconference meeting will be Tuesday, May 22, 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	No
3	David Caldwell	david.caldwell@deq.ok.gov	FinalYear 2018	Assmt Forum	OK DEQ	NELAP AB	No
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	No
6	Carl Kircher	carl.kircher@doh.state.fl.us	FinalYear 2018	SIRs	FL DOH	NELAP AB	No
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	No
10	Michele Potter	michele.potter@dep.nj.gov	3 years, 12/20		NJ DEP	AB	No
11	William Ray	Bill_Ray@williamrayllc.com	FinalYear 2018		Wm Ray Consultants	Other	No
12	Scott Siders	ssiders@pdclab.com	3 years, 12/20	Assmt Forum	PDC Laboratories	Lab	No
13	Nick Straccione	nstraccione@emsl.com	3 years, 12/19	Assmt Forum	EMSL	Lab	Yes

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Jack Farrell	aex@ix.netcom.com			Analytical Excellence	Other	Yes
	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	May 22, 2018	