

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

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. As Maria continues to learn about LASEC's operations and responsibilities, she asked that Judy moderate an additional meeting as Maria gets up to speed. The change in meeting date from Tuesday, April 28 to Thursday, April 30, was due to availability of the Chair, and was announced on short notice. Attendance is recorded in Attachment A. Minutes of March 24 were approved.

2) Announcement of Cancellation of Minneapolis Conference and the Fate of the Mentor Session and Assessment Forum

Participants were informed that the TNI conference previously scheduled for the first week of August will be held virtually, with no in-person meeting. At least, the NEMC sessions are being presented virtually, and TNI committee meetings will not be part of the conference sessions. TNI committees may choose to hold "open" or public meetings in late July or early August, but the regular teleconference schedule will continue through the summer.

Judy and Dorothy were consulted, along with TNI management, about the possibility of holding a virtual Mentor Session and Assessment Forum, but the decision was not to attempt that because the in-person interactions are such a big part of both training sessions. The topics planned for Minneapolis will be carried over to the winter meeting in Seattle.

One participant asked that LASEC consider a teleconference series for remote assessments, perhaps in coordination with TNI's new Training Committee, or else devote a session to remote assessments in Seattle. Several other participants noted the value of having interactions with the assessors in their labs, and expressed hope that remote assessments would not become the norm. This issue will be revisited as planning for the Assessment Forum resumes prior to the Seattle conference in January.

3) Revisions to SIR Management SOP 3-105

Revisions to this document were discussed at the March meeting, and comments from that meeting incorporated. Additional comments were made and incorporated during this meeting. In order to expedite approval of these revisions, Judy proposed that a motion for vote be made in the meeting, with the actual votes to be cast (after any further discussion) once the revised draft was prepared and distributed. Jack moved and Louise seconded that an email vote be taken once the cleaned-up version is distributed with changes as discussed. The revision is distributed with these minutes in both tracked and clean versions.

4) Review of New LASEC Implementation Guidance SOP 3-114

As promised after discussion during the March meeting, Lynn provided a draft SOP for creating Implementation Guidance documents. Several additional comments were made during the meeting, but the document was found to be generally acceptable.

Again, to expedite approval of the document, Judy proposed that a motion for vote be made in the meeting, with the actual votes to be cast (after any further discussion) once the revised draft was prepared and distributed. Jack moved and Scott seconded that an email vote be taken once the cleaned-up version is distributed with changes as discussed. The revision is distributed with these minutes in both tracked and clean versions.

5) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, May 26, 2020, at 1:30 pm Eastern time.** An agenda and documents will be provided prior to the meeting

The SIR Subcommittee may meet on that day if new or revised interpretations are ready for review, or possibly a different date will be chosen, depending on subcommittee members' availability.

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	No
5	David Caldwell	david.caldwell@deq.ok.gov	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	No
6	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	Other	No
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	Yes
11	Harold Longbaugh	harold.longbaugh@houstontx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
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	msabaratanam@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	No

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