

**Laboratory Accreditation System Executive Committee Meeting Minutes
May 22, 2018 1:30 pm Eastern**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes from April 24, 2018, were approved.

2) Assessment Forum and Mentor Session Update

Dorothy provided a draft agenda for the Mentor Session in New Orleans, and noted that the workgroup has a conference call set for May 23 to plan the survey, which TNI will administer. She has sent an agenda for the Mentor Session to Jerry, for the final program.

For the Assessment Forum, Judy, Silky and Harold have been lining up speakers and will meet again on May 29 to finalize plans. The tentative agenda circulated for comment by Jerry will be replaced by the June 30 deadline. Judy noted that the Chemistry Expert Committee's session at conference looks as if it will review both of the Chemistry guidance documents, so including that in the Assessment Forum may be duplicative.

Additional input and help are still invited for both sessions.

3) SIR Subcommittee

The subcommittee did not meet this month but Judy would like to address the handful of SIRs that are not valid but still worthy of having implementation guidance. She asked for additional volunteers for the SIR Subcommittee, since membership has dwindled to only NELAP ABs. Both Silky (an "other" stakeholder) and Harold (a "lab" stakeholder) volunteered. Thank you to both!

4) Lessons Learned

Our Lessons Learned document, as discussed publicly at conference in DC and shared initially with CSDEC, was returned with CSDEC's comments. Judy discussed CSDEC's feedback with the committee. Essentially, CSDEC thinks that the changes made to the Standards Development SOP 2-100 are adequate to address all of LASEC's concerns, but they did offer to grant extensions to review times for the various document versions, upon request.

The Lessons Learned document will go next to the NELAP AC for its feedback. Meanwhile, LASEC members should review the CSDEC's comments and share their thoughts with other committee members.

The publication of an "outline" of proposed changes in the latest version of SOP 2-100 was added to replace the old "working draft standard" but Lynn wondered aloud how well this will work with both ISO 17025 and 17011 being completely revised in 2017, so that the changes to TNI language inserted in the standard are not the only changes that need to be considered, and we cannot publish the ISO standards "for comment...." The

answer is, of course, unknown at this point, but since the NELAP AC has declared that it is unwilling to update the standard more often than every five years, it will be a while before this becomes an issue to be resolved.

5) Standards Review

The PT Expert Committee's Guidance on the PT Reporting Limit (PTRL) was distributed for comment. It was reviewed and approved by Policy Committee, not for content but that it is appropriate guidance, in that it does not add any new requirements to the standard.

Participants discussed a possible process for LASEC to approve and recommend this guidance (and the chemistry guidance documents, when available), and agreed that some form of recommendation should be provided to the NELAP AC for its consideration of guidance documents for the 2016 standard. A recommendation to the NELAP AC to accept the PTRL Guidance will be considered at LASEC's June meeting. The chemistry guidance was a condition of LASEC's recommendation to adopt Volume 1, after all. This procedure will be added to the Standards Review for Suitability SOP 3-106 once the "Lessons Learned" reviews are complete and all needed changes identified.

6) Conflict of Interest SOP 3-113

One typo was identified, for correction. With this edit, Carl moved and Silky seconded that the SOP be approved as written. The vote was unanimously in favor of approval. This document will be forwarded to Policy Committee for review and approval.

7) NELAP Decoupling Policy 3-102

The NELAP AC dropped the interim oversight provision from this policy. No further LASEC action is anticipated, but if LASEC is involved with revising the NELAP Evaluation SOP 2-102, interim oversight may still be added to the next version of that document.

8) Agenda for Committee Meeting at Conference in New Orleans

The draft proposed agenda distributed by Jerry will be acceptable. We will have only one hour, but should have a speakerphone for those who cannot attend conference.

The agenda will discuss plans for implementation of the 2016 standard and committee activities since the previous conference. The NELAP AC session will follow the LASEC session, and implementation plans will likely be more fully discussed there.

9) Next Meeting

The next scheduled teleconference meeting will be Tuesday, June 26, 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	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	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	SIRs	ELCAT	Other	Yes
8	Harold Longbaugh	harold.longbaugh@houstontx.gov	3 years, 12/19	SIRs	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	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	No

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		SIRs	NH ELAP	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com			Dade Moeller, Inc	Other	No
	Gale Warren	ggw01@health.state.ny.us		SIRs	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	Sent to Policy Committee for review, likely at its 6/1 meeting