

**Laboratory Accreditation System Executive Committee Meeting Minutes
May 26, 2015**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The minutes of April 28, 2015, were approved once enough people arrived to make a quorum.

2) Updates

Assessment Forum and Mentor Session

Barbara reported on the Assessment Forum. Jack will manage and moderate the morning session, about how to write reports and findings. He has engaged Mike Shepherd, Steve Arms, Cathy Westerman, Lynn Boysen and Carl Kircher for the panel. Barbara is putting together the afternoon session about the responsibilities of a QA Officer, with Scott Siders, Elizabeth Turner, Shari Pfallmer and Dorothy Love (of TestAmerica.) There may be some challenges due to conflicts with other committee meetings but the Forum itself is shaping up nicely. Barbara may be unable to be present due to travel restraints; if that's the case, she's hoping Scott Siders will be able to moderate the program.

Jack will lead the Mentor Session in a practical application of the morning Assessment Forum topic, with a working session on writing and responding to deficiencies.

Members of the Assessment Forum subcommittee are Jack Farrell, Kristin Brown, David Caldwell, George Detsis, Barbara Escobar and Carol Schrenkel. Members of the Mentor Session subcommittee are Jack Farrell, Betsy Kent/Chair and Carol Schrenkel.

Policy Development

Carl noted that the draft he is preparing for the policy about issues related to accrediting prep methods is approaching completion.

Status of Standards Review

Asbestos Module V1M3

LASEC review shows that this module was not created with all types of asbestos testing in mind. The changes from the 2009 version that were adopted in 2012 are minimal, and LASEC will request that the CSDEC form an Asbestos Expert Committee to address the next revision of this module, so that it becomes applicable to the full spectrum of asbestos testing.

Reviewers for the Asbestos module were Carl Kircher and Gale Warren; Gale enlisted several additional asbestos assessors in the New York State AB for review in addition to herself.

Whole Effluent Toxicity Testing (WET) Standard V1M7

As with the Asbestos module, changes to this module were minimal. A WET Expert Committee has been chartered and will be engaged in the next revision of this module.

Reviewers for the WET module were Carl Kircher and Christelle Newsome.

Quality Systems Standard V1M2

Before LASEC knew that this standard is being revised (again), George Detsis and Carl Kircher reviewed it and found it to be “auditable” but once the current revisions are approved, it will need additional review.

These three modules were discussed at the April 28 LASEC meeting, but without a quorum, no recommendation could be formulated.

A motion to approve continued use of both and adoption of Modules 3 and 7 for implementation by the NELAP AC was offered by Carl and seconded by David. The motion was unanimously approved.

Calibration Interim Standard

V1M4 with revised sections 1.7.1 and 1.7.2 (the Calibration Standard) is now final and was posted to the TNI website on June 1, 2015. LASEC will need to craft its recommendation about the suitability of this module, and transmit that to the NELAP AC.

Detection and Quantitation Standard (V1M4)

The Chemistry Expert Committee is undertaking a second revision to the Chemistry module, this time to section 1.5.2. LASEC needs to review and craft its recommendation, and identify any changes that might need to be made to make the standard suitable, prior to the end of the 45 day voting period on July 5, 2015.

Judy asked Carl Kircher, JoAnn Boyd and Kristin Brown to review this language, along with her, and stated that she will also ask Mitzi Miller to review it. Reviewers should provide comments back to Judy (cc to Lynn) in time for the committee to review them and formulate a recommendation at the June 23 meeting.

Microbiology Standard (V1M5)

The Microbiology Expert Committee has completed extensive revisions to the 2012 version of this module, and it is posted for a 45 day voting period that ends on July 5, 2015. LASEC needs to review and craft its recommendation, as well as identify any changes that might need to be made to make the standard suitable, before that time.

Judy accepted Carl's offer to review this module, and will get a microbiologist at her lab to review it, as well. Jack Farrell offered to perform a secondary review on the micro module comments and David Caldwell stated that he would review it for enforceability as well as discuss it with Oklahoma's counsel. These comments should be provided to Judy (cc to Lynn) in time for full committee review so that a recommendation can be formulated for the June 23 meeting.

PT Module Reviews

Carl provided detailed comments on V1M1 and V2M2 that included a lot of proofreading edits, which Judy offered to pass along to the PT Expert Committee.

(No change since April 28 meeting.) Since both Judy and Mitzi are on the PT Expert Committee and have been actively involved with the revision of all the PT modules, they believe that the outstanding issues from the 2009 PT modules have been addressed to the satisfaction of the ABs' objections, as well as other improvements that were made. These two will formulate a statement for the LASEC's recommendation to the AC, and offer that to the committee for its approval once the modules reach final approval

Revision to Standards Review SOP 3-106

A draft revision was circulated before the meeting, with primarily revisions so that the SOP will be consistent with the new CSDEC Standards Development SOP 2-100. Two addition items added were a definition of suitability that includes characteristics as identified during the committee's session at conference in Crystal City, with a directive that any committee comments should address one of those characteristics, and then a clarification to the definition of "standard" so that it can encompass a portion of a module (as the Calibration and Detection/Quantitation Standards), a module, a volume, or the complete 4-volume package.

With a few minor edits from the discussion being agreed upon, Jack moved and JoAnn seconded that the committee adopt this document. Approval was unanimous. NOTE: this revision will be reviewed by Policy Committee at its June 5 meeting.

Update of LASEC Charter

An updated charter with current member roster was postponed from the April meeting, and taken up at this May 2015 meeting.

Carl moved to approve the minor revisions, and David seconded. Approval was unanimous, and the revised charter will be forwarded to the Executive Director for Board approval as needed.

SIRs and Implementation Guidance

There was no activity in this area for LASEC attention since the previous meeting. Members of this subcommittee are Kristin Brown, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support provided by Lynn.

3) Next Meeting

The next meeting of the LAS EC will be on Tuesday, June 23, 2015, at 1:30 pm Eastern. Teleconference information and an agenda with any other materials will be sent the week before.

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	JMorgan@esclabsciences.com	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	Yes
3	Kristin Brown	kristinbrown@utah.gov	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	No
6	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	Yes
7	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	Yes
8	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
9	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	No
10	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
11	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
12	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	Other	No
13	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	No
14	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@pa.gov			PA DEP	NELAP AB	No
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	no
	Carol Haines	bio.haines@gmail.com		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other	No
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, 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
38	Collect AB reviews of new Implementation Guidance documents and complete former SIR 262 draft	Judy and workgroup	January 2015	2 documents approved for posting, will be sent to webmaster. Former SIR 262 was discussed at conference and referred to Chemistry Expert Committee for an interpretation
39	Talk with Aaren and Carl about possible NELAP policy concerning third party assessor qualifications	Judy	January 2015	pending
40	Contact EPA Liaison Lara Phelps about EPA representative on LASEC	Lynn	April 2015 – contact made	Lara is working on it
42	Craft wording for recommendation about PT modules	Judy/Mitzi	? – whenever PT modules are “final”	
43	Draft memo to LASEC re needing full member attendance at meetings	Lynn send to Judy	May 2015	6/3/15
44	Send NY state comments on asbestos M3 to CSDEC for future consideration	Lynn	May 2015	6/4/15
45	Send review comments on WETT M7 to CSDEC and WET Expert Cmte for future consideration	Lynn	May 2015	6/4/15
46	Transmit recommendations on M3 and M7 to NELAP AC	Lynn and Judy	June/July 2015	Process needs to be discussed with NELAP AC Chair
47	Send Calibration IS to LAS	Lynn	Soon	6/3/15
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