

**Laboratory Accreditation System Executive Committee Meeting Minutes  
May 28, 2019**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes from April 23 were approved. Judy announced that Jack has been seriously ill and ask for participants to keep him in mind.

2) Consideration of New Member Application

Louise McGinley of TCEQ applied to join LASEC. Her application was distributed prior to the meeting, but Louise herself was unable to be present. Dorothy moved and Bill seconded that her membership be approved, and the vote was unanimously in favor. Welcome to LASEC, Louise!

3) Mentor Session and Assessment Forum for Jacksonville

Dorothy scheduled another team conference call for later in the week. It seems prudent to plan on Jack being unavailable, so she will need to find alternate presenters for the "Root Cause" topic. Also, Scott has a conflict with the Tuesday Mentor Session, but will ask around to see if he can find a substitute to replace him. Nick and Silky will help, plus Trinity O'Neal and Michelle Wade will make up the rest of the team. The session will again be a mix of presentations and workgroups, as that format has shown to be very well liked.

Judy noted that, for the Assessment Forum topic of "Service Providers and Suppliers", she too will need to identify an additional presenters to replace Jack. Carl 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.

Lynn reminded both Dorothy and Judy that they will need to submit formal agendas for their sessions by the end of June, for the final meeting program.

4) SIR Update

The revised SIR Management SOP 3-105 was approved by Policy Committee and endorsed by the Board at the May meeting.

The SIR subcommittee approved two more of the draft Implementation Guidance documents created from the summary of the New Orleans Mentor session. Three others were reviewed and will be revised for consideration at the June subcommittee meeting.

5) Detection and Quantitation Guidance

Judy contacted Jerry Parr after the committee's April discussion, and after explaining the committee's dissatisfaction, shared with Jerry the detailed comments from LASEC as well. Jerry revised the document to address those comments, and forwarded it to the Chemistry Expert Committee, once again. Judy noted that it is improved even though the larger structural issues of the document likely won't be addressed, at this point. Since the Chemistry committee did not meet in May, there has been no further progress that we know of. The un-revised version of the document remains on the website.

## 6) Revision of the NELAP Evaluation SOP 3-102

After a brief discussion of whether LASEC approval of the draft revisions was appropriate, participants realized that there are still a number of unaddressed comments in the document, and so it would be better just to pass it along to the NELAP AC “as is”, with both evaluator and LASEC comments intact. Participants were asked to send any further comments ASAP, as the NELAP AC meets on June 3.

## 7) Agenda for Jacksonville

LASEC meets 1:30 – 3 pm on Wednesday, August 7, in Jacksonville. Judy set the agenda for this session as follows:

Welcome and Introductions  
Update on Activities since New Orleans  
Changes to the SIR Management SOP 3-105 (SIR tracking, better explanation of IGs)  
Working with CSDEC and NELAP AC to Update the Standards Development SOP 2-100 (from the Lessons Learned exchange of comments)  
The LOD/LOQ Guidance GUI 3-109  
Possibly Discuss NGAB Accreditations  
Discussion/Questions from the Participants

## 8) New Business

### NGAB evaluations and recognitions

Judy discussed the decision facing TNI about the three programs accrediting non-governmental ABs (NGABs) in the coming months, and noted that we may need to add this as a discussion topic in Jacksonville.

PTPEC and NEFAP have attempted to combine their evaluation processes so that the NGABs recognized in both programs can undergo only one evaluation, but it is taking an extended time to agree on the procedures. The evaluations themselves may be slightly delayed for this reason, but another option would be to extend the PTPEC/NEFAP recognitions another year and then include the NGABs-recognized-to-accredit-to-the-NELAP-Standard as a “triple” evaluation, which would require additional revisions to the combined evaluation SOP.

Other considerations are that the existing TNI Non-governmental Recognition Committee (TNRC, which Judy chairs) would need to be folded into a broader “Recognition Committee” (RC) that would serve all three programs, with the understanding that the actual recognitions would be granted by the executive Committees and not the RC. The RC is a way to have the evaluation process reviewed without sharing evaluation information among the NGABs themselves, an issue that was not part of the original NGABs-recognized-to-accredit-to-the-NELAP-Standard.

Also, the NELAP evaluations occur every three years, in order to comply with the EPA Drinking Water program requirements, while the PTPEC and NEFAP evaluations occur every four years, so that some accommodation would need to be reached on that issue.

The overall issue is being examined at the Board of Directors level, within the TNI organization but the outcome may impact LASEC's operations, and if that is so, then it will need to be part of the discussion in Jacksonville (assuming a decision is reached by then).

#### Inquiry about monitoring NELAP AB performance between evaluations

One participant has several times raised the issue of what the NELAP program should do about ABs that underperform between evaluations. There are informal complaints and anecdotal evidence that certain labs are dissatisfied with time delays they experience, even as we all recognize that the resources available to a NELAP AB may be restricted by the state governmental structure. A NELAP AB stakeholder commented that the Accreditation Council does try to police itself. Judy asked that participants consider this issue and committed to including it in the June agenda.

Lynn noted that this is a fundamental issue that led to the creation of the AB Assistance Task Force, but that the "helpful" structures created as a result of that Task Force do not appear to have been integrated into AB operations.

#### 9) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, June 25, 2019, at 1:30 pm Eastern time**. A reminder with agenda will be sent prior to the meeting.

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	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	12/19 (first term)		EPA R2	Other	Yes
3	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	12/21 (first term)	Mentor Session	Analytical Excellence	Other	No
4	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	12/20 (first term)	SIRs	ELCAT	Other	No
5	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	12/21 (first term)	SIRs	NH ELAP	NELAP AB	Yes
6	Harold Longbaugh	<a href="mailto:harold.longbaugh@houston.tx.gov">harold.longbaugh@houston.tx.gov</a>	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
7	Dorothy Love	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	12/21 (second term)	Mentor Session	Eurofins Env't'l	Lab	Yes
8	Louise McGinley	<a href="mailto:Louise.mcginley@tceq.texas.gov">Louise.mcginley@tceq.texas.gov</a>	12/21 (first term)		TCEQ	NELAP AB	No
9	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	12/20 (first term)		NJ DEP	NELAP AB	No
10	Scott Siders	<a href="mailto:ssiders@pdclab.com">ssiders@pdclab.com</a>	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	Yes
11	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>	12/19 (second term)	Mentor Session	EMSL	Lab	Yes

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@pa.gov">aaalger@pa.gov</a>			PA DEP	NELAP AB	No
	Kristin Brown	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>		SIRs	UT Bur. of Lab Improvement	NELAP AB	No
	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>		Assmt Forum	OK DEQ	NELAP AB	Yes
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>			Dade Moeller, Inc	Other	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No
	Gale Warren	<a href="mailto:gigwarren@gmail.com">gigwarren@gmail.com</a>		SIRs	retired	Other	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes