

**Laboratory Accreditation System Executive Committee Meeting Minutes
June 17, 2014**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. The minutes of May 27 were not approved, since a quorum was not present.

2) Updates

Assessment Forum and Mentor Session

Betsy provided the schedule and speakers for the August 6 Mentor Session in an email to committee members, prior to the meeting. Those arrangements appear to be complete, and will be shared with Jerry for the final conference program.

Barbara was unable to attend, but had shared a series of emails indicating that most speakers are committed for both sessions of the August 5 Assessment Forum. The morning session will be a panel of speakers, "EPA Program & SM Updates," with Dan Hautman (EPA OGWDW [drinking water]), Adrian Hanley and Lem Walker (both EPA Office of Science and Technology [wastewater]), Kim Kirkland (ORCR [solid waste, SW-846]) and Andy Eaton (one of the Standard Methods editors.)

The afternoon session will be about the "Changing Face of Accreditation." The group will ensure that the Assessment Forum session does not duplicate but rather complements the Monday morning, August 4, NEMC session on accreditation, with more interaction and a different audience expected. Steve Arms, Doug Leonard and Mitzi Miller have agreed to participate, as have Matt Sica (who chairs the NEMC session) and Lynn Boysen from MN. Paul Bergeron from LA was willing to participate but is unable to travel to conference. This session will have panel members discussing pre-arranged questions chosen to appeal to the expected audience of assessors and laboratory managers. Some issue areas under consideration are differences among the ABs, how the non-governmental ABs function differently than the NELAP governmental entities, and possibly some discussion of most common findings in assessments.

Members who originally volunteered for the Assessment Forum subcommittee are Jack Farrell, Ann Marie Allen, 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.

SIR Subcommittee -- There were no SIRs needing discussion. This group will meet prior to the July 22 LAS EC meeting.

Members of this subcommittee are Kristin Brown, Kirstin Daigle, Bill Hall, Carl Kircher, Judy Morgan/Chair and Gale Warren, with staff support provided by Lynn.

Frequently Asked Questions – awaiting response from Policy Committee to the proposal to develop guidance

Members of this Ad Hoc group are Carl Kircher, Kristin Brown, Bill Hall, Barbara Escobar, Mitzi Miller and Judy Morgan/Chair.

3) Revisions to AC Standards Review and Acceptance SOP 3-103

Judy provided a further revision of this SOP based on discussion at the May meeting, including decision timelines. It was agreed that the AC should review both the individual modules (or portions thereof, in the case of Calibration) as they attain final approval AND the final package consisting of the “complete” standard, and to add that, if the AC declines to adopt the “complete” standard, it should be returned to the Consensus Standards Development Executive Committee. Judy went back for one more revision.

Workgroup members are Judy, Carol Haines, Betsy Kent and Myron Gunsalus.

4) Calibration Interim Standard

Review assignments were made at the May 27 meeting. Unexpectedly, we learned during the June 18 webinar that the comment period for this document extends 30 days from the webinar date, but LAS EC will not meet again during that timeframe. Because of the technical complexity of the revisions in this Interim Standard, an extended comment period is under consideration.

The review assignments are as follows:

§1.7.1 – Ann Marie Allen, David Caldwell, Bill Ray, Barbara Escobar

§1.7.2 – Carl Kircher, Kim Sandrock, Kristin Brown, JoAnn Boyd

This Calibration Interim Standard (IS) essentially replaces V1M4 §1.7.1 and 1.7.2. If the Interim Standard requires revision (as appears likely,) the document will be returned for TNI member vote, as if it were a new Voting Draft Standard (VDS.) (NOTE: this is new information since the committee met.) Once the IS is finally approved, LAS EC will need to review it in accordance with our recently adopted Standards Review SOP 3-106.

Prior to beginning discussion of §1.7.1, Judy reminded participants that the IS truly cannot conflict with the Drinking Water Certification Manual or with requirements of other federal monitoring programs. She also noted that the NELAP AC had met and discussed the IS on June 16, but did not share the content of that discussion with LAS EC.

Working through the IS, beginning with §1.7.1, the following comments were made:

§1.7.1 – there is no added value to the first added phrase. The use of examples in a standard should be discouraged or disallowed

§1.7.1.1 – the results for drinking water samples cannot be qualified, and especially not for a calibration run. However, this language was in the original standard and thus cannot be addressed in a comment on the IS, where only changes after the VDS may be subjected to comment

§1.7.1.1.c – how old can a calibration be?

§1.7.1.1.d – this section is entirely new and in the opinion of the committee members present, requires advanced expertise to comprehend. Concern exists that it will be more confusing than helpful to laboratory technical staff. Some discussion took place about whether the existing language could be re-worded to make it less confusing, but no

consensus was reached, only that “remove” and “replace” need to be defined so as to distinguish the two, and that “entire level” requires a clarifying definition also. Additional concerns were expressed, about whether this section is overly prescriptive, in seeking to clarify what seemed understandable in the original standard.

§1.7.1.1.e – the phrase “degrees of freedom” adds confusion to the table. It seems to be about trying to write “good science” into the language of the standard, but truly is merely an explanatory addition to support the number of points required for a calibration standard in the first column, and could be omitted.

§1.7.1.1.j – the use of relative error versus relative standard deviation appears to come from the Clean Water regulations in 40 CFR 136.6-136.7, and appears to be incorporated as a way to demonstrate that correlation coefficients are not adequate to evaluate calibrations. It is the consensus of LAS EC that no one will use percent relative standard error

At that point, we ran out of time. Judy will note in her comments that LAS EC made a good faith effort to get through this IS, but was unable to accomplish more than half of it in an hour of committee meeting.

5) Next Meeting

The next meeting of the LAS EC will be on Tuesday, July 22, 2014, 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 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	Ann Marie Allen	ann.marie.allen@state.ma.us	2 years, 12/14	Assmt Forum, StdsRev	Massachusetts DEP	non-NELAP AB	Yes
3	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	no
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
5	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
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	No
8	Carol Haines	haines.carol@epa.gov	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
9	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
10	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes
11	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, FAQs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14	FAQs	Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	2 years, 12/14		Wm Ray Consultants	Other	No
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	No
15	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com	3 years, 12/16	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	aaalger@state.pa.us			PA DEP	NELAP AB	No
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	kirstin.daigle@testamericainc.com		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	george.detsis@eh.doe.gov		Assmt Forum	US DOE	Other	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	Yes
	Kitty Kong	Kitty.Kong@chevron.com			Chevron	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
14	Approach Policy Committee about determination of whether FAQs are “guidance” and thus regulated by POL 1-105 and SOP 1-105, or if they can be posted (with disclaimer) with committee approval but without Policy Committee and Board approval.	Judy	March 2014	LAS EC approved proposal for submission to Policy Committee May 27, 2014
15	Email votes on approving FAQs	Lynn	April 2014	Additional FAQs delayed indefinitely (see #14 above)
18	Convene Assessment Forum Cmte to begin working towards August conference in DC	Barbara/Jack	May 2014	Final touches being settled
19	Convene Mentor Session workgroup to begin working towards August conference in DC	Betsy	May 2014	Speakers identified, agenda ready. June 17, 2014
20	Transmit polished SOP 3-105 for Policy Committee review	Lynn	April 2014	Policy Committee review completed, awaiting return of comments from chair to Judy
21	Prepare proposal to Policy Committee to approve former-FAQ/clarifications as a “guidance development”	Judy/Lynn	May 2014	LAS EC approved proposal for submission to Policy Committee May 27, 2014
22	Designated members review Calibration Interim Standard and provide comments to Judy	As noted in minutes, above	June 13, 2014	May be extended into July meeting
23	Continue revising SOP 3-103	Judy	?	Need to share with AC prior to conference