

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**Thursday, June 24, 2020 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of May 27 were approved unanimously with Mike and David abstaining due to their absence.

2) Mentor Session

The Mentor Session, scheduled for Tuesday, August 3, is titled “Lab Quality: Are You in Jeopardy?” with a Jeopardy-style Q&A format and categories of QA tasks, MDLs, control limits and preventive actions, plus a short presentation for each category included. Dorothy reported that the planning group met earlier in the week, and there will be 4 of them on-site plus a few participating remotely. They’ve planned an opening activity that will sort people by category, followed by jeopardy-style questions interspersed with the presentations. She hopes to gather a few prizes from vendors at the conference, and will have the agenda submitted by the end of June for publication in the final program. She asked for suggestions about how to involve remote participants, and will chat with Ilona to see what options exist.

No further update on the Assessment Forum was available. It is scheduled for Thursday, August 5 and will be named “Unmasking the 2016 TNI Standard”. Plans are to focus on overcoming implementation issues of the 2016 standard, with possible areas of focus being RSE, LOD/LOQ, method blanks & MDLs, large analyte lists and dropping calibration points.

3) Conference Planning

The agenda for the LASEC session at conference, 3:15 – 5 pm Eastern, was set as follows:

- Welcome and Introductions
- Recent Activities
- Update on SIR Activities and SIR Management SOP
- Participant Feedback Request – Are there other issues that would benefit from LASEC attention?
- Discussion/Questions from the Participants
- Adjourn

4) SIR Status

Lynn provided a summary version of status for SIRs submitted over the past 12 months, since the SIR tracking spreadsheet was expanded. While Judy Morgan did a masterful job of creating this expanded spreadsheet, which now tracks the number of days each action is actually taking, Lynn and Ilona are working to improve their communication to ensure that Lynn informs Ilona of every stage of every SIR’s activity, so that the tracking spreadsheet can be fully populated. At present, there are obvious and gaping holes that we simply did not realize were unfilled, but that will improve rapidly, going forward.

Participants raised an issue about labs learning of SIR responses at interim stages of the process, and then being uncertain about whether they are required to take action. While the SIR Subcommittee does not include actual SIRs or their responses in its minutes, all of the expert committees do, and many of them actually discuss and approve SIR responses in public sessions at conferences. Committee approval then gets misunderstood as being the final interpretation, as the need for LASEC review of the response and then NELAP review to ensure that the response(s) as written are implementable do not occur publicly.

Maria agreed to talk with Paul Junio, Chair of the Consensus Standards Development Executive Committee, which is comprised of the chairs of the various expert committees, about the importance of holding SIR responses closely until they have final approval and are posted on the TNI website.

#### 5) New Business

Maria noted that she appreciates the Plan of Work tracking spreadsheet for committee action items. Use of this spreadsheet was strongly recommended by Policy Committee several years ago, although few committees seem to use it.

Sumy inquired about document control, specifically about whether committee documents exist anywhere other than on the Program Administrator's personal computer and its hard drive memory. Lynn explained the Document Control SOP 1-104, and how secure cloud storage is used for all final documents including those posted to the website, and also how she manages the TNI documentation that originates with committees she staffs. Literally every document she creates is shared with someone as an email attachment (often many people), and all TNI email correspondence is retained in a Gmail account for which the TNI webmaster has the password (as well as Lynn), so that in the event of disaster, every file related to TNI activities resides in two places at least.

Jack moved and Harold seconded that the meeting be adjourned.

#### 7) Next Meeting

The next teleconference meeting will be **Thursday, July 22, 2021, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting.

**Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE  
ROSTER**

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	<a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.com</a>	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	1/22 (2nd term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	1/23 (first term)	SIRs	Alger Consulting & Training	Other	No
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	1/23 (first term)	Assmt. Forum, SIRs	OK DEQ	NELAP AB	No
5	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	1/23 (2nd term)		EPA R2	Other	Yes
6	Stacie Crandall	<a href="mailto:scrandall@hrsd.com">scrandall@hrsd.com</a>	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	No
7	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	1/23 (first term)		Retired (MWRA)	Other	Yes
8	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	1/22 (first term)	Mentor Session	Analytical Excellence	Other	Yes
9	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	1/21 (first term)	SIRs	ELCAT	Other	Yes
10	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	1/22 (first term)		NH ELAP	NELAP AB	Yes
11	Harold Longbaugh	<a href="mailto:harold.longbaugh@houstontx.gov">harold.longbaugh@houstontx.gov</a>	1/23 (2nd term)	SIRs	Houston Lab	Lab	Yes
12	Louise McGinley	<a href="mailto:louise.mcginley@tceq.texas.gov">louise.mcginley@tceq.texas.gov</a>	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
13	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	1/21 (first term)		NJ DEP	NELAP AB	Yes
14	Kasey Raley	<a href="mailto:Kasey.rale@pacelabs.com">Kasey.rale@pacelabs.com</a>	1/24 (first term)	SIRs	Pace Analytical	Lab	No

**Associate Members**

	Debbie Bond	<a href="mailto:DBOND@southernco.com">DBOND@southernco.com</a>			Alabama Power	Lab	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>		Mentor Session & Assmt Forum	Dade Moeller	Other	No
	Judy Morgan	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	<a href="mailto:msabaratanam@iasonline.org">msabaratanam@iasonline.org</a>			IAS	AB (non-gov.)	No
	Scott Siders	<a href="mailto:siders6six@yahoo.com">siders6six@yahoo.com</a>		Mentor Session	Retired	Other	No
	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>		Mentor Session	EMSL	Lab	No
	Katie Strothman	<a href="mailto:katie@sanderslabs.net">katie@sanderslabs.net</a>			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes