

**Laboratory Accreditation System Executive Committee Meeting Minutes
June 25, 2019**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting, especially Louise for whom this was the first meeting as a member. Attendance is recorded in Attachment A. The minutes from May 28 were approved.

2) Mentor Session and Assessment Forum for Jacksonville

Dorothy promised to send the agenda for the Mentor Session, "Root Cause Investigations as a Follow-up to the Internal Audit Session", to Jerry by Friday.

Judy noted that the presenters for the Assessment Forum topic, "Service Providers and Suppliers: Exploring the need for establishing consistent criteria for providers of critical consumables, supplies, and services in compliance with Section 4.6 of ISO 17025 and the TNI standard, Purchasing Services and Supplies", will include Mitzi and William Lipps. She, too, promised to send the agenda by Friday.

3) SIR Update

Three more of the Implementation Guidance documents from New Orleans were approved at the Subcommittee meeting. Four more remain to be approved.

One revised response to an earlier SIR was reviewed and that one will be returned to its committee requesting further revisions.

After discussing with first one chair and then with the CSD Executive Committee, Lynn (and Ilona, who tracks SIRs for us) will provide the expert committee chairs and the Small Lab Advocate a list of the questions submitted as potential SIRs, on a quarterly basis and for information purposes only. The chairs believe this will help them understand where language in the standard can be better understood and perhaps to eliminate some sources of confusion.

The revised draft IG from SIR 239 about tracking support equipment still has not been returned from Quality Systems member review. A reminder has gone out but no response yet.

The SIR Subcommittee reviewed four SIRs returned from the Chemistry Committee. Three will be posted for vote, with one being returned to Chemistry for a revision.

4) NGAB Status

Earlier, it appeared that LASEC would be charged with recognizing and issuing certificates to the Nongovernmental ABs (NGABs) authorized to accredit to the NELAP Standard, and then the possibility of combining the NGAB evaluations with the PT Provider Accreditor (PTPA) and NEFAP evaluations (all in the same SOP) was considered. The final outcome is that the NGAB Evaluation SOP 7-100 will be revised to include renewals of recognition, and the evaluation process will be concurrent with the PTPA and NEFAP evaluations, with the reappointed TNI NGAB Recognition Committee

(TNRC) reviewing the evaluations, but the TNI Board will continue to grant the actual recognitions and issue certificates. LASEC will have no role in this process, at least for the upcoming evaluations (early 2020).

5) Detection and Quantitation Guidance

Jerry had revised this document substantially and sent it to Chemistry Expert Committee for review and approval, after considering LASEC and the NELAP AC's comments. As of LASEC's meeting date, the Chemistry committee had not met. NOTE: at its July meeting, Chemistry has approved the document, and we await its delivery for review.

Judy promised to again speak with Jerry about removing the older, unapproved version of this document from the website.

6) Standards Development SOP 2-100

CSDEC will undertake to revise this SOP and address at least some of the issues raised in our Lessons Learned document. The workgroup working on revisions will meet in Jacksonville. NOTE: A draft markup is being circulated for comments within the small working group, in advance of Jacksonville.

7) Discussion of Interim Checks on NELAP AB Evaluations

This issue arose in an email comment from Scott, several months ago, and Lynn recommended that he make the comment directly to the LAB Expert Committee, as the draft revised module was posted for comment at that time. At the May meeting, Scott raised the issue again in this committee, as new business, and Judy committed to discussing it further. Discussion points are noted below:

- There is much in the standard about CAB responsibilities but very little about AB responsibilities.
- Timelines for AB actions are needed, and the absence of such timelines is a weakness in the standard, since ABs must be accountable to labs between evaluations.
- Not intended to "call out" any particular AB, but 8-9 month wait for a site report or 7-8 month wait for PT reviews is considered unacceptable.
- Obtaining an accurate scope on certificates from multiple ABs, when expanding a lab's scope, takes forever. One AB has a "feedback form" but others do not.
- Labs fear retaliation if they provide meaningful feedback.
- The AB cannot retaliate against labs due to state laws and regulations.
- Would like a survey of AB performance as oversight.
- ABs frequently receive incomplete application/renewal packages from labs.
- Late delivery of site reports is addressed during evaluations and also during annual management reviews (required by the standard).
- AB performance suffers between evaluations.
- Lab business suffers due to AB performance.
- Demand that AB take corrective action when it is not compliant with the standard.
- Not every AB has shortcomings.

- Sometimes a lab cannot get an updated scope from a secondary AB but only a letter extending its current scope, unless justification is provided for needing that expansion/update in the secondary state.
- Labs experience difficulty in getting scopes from secondary ABs.
- Request for an overall evaluation of NELAP ABs by the laboratories, performed by TNI.
- Need to “look into” these complaints, “get data” and then change the standard or else address the problem areas through NELAP policies and procedures.
- There must be more than anecdotal evidence before making demands for change. To do otherwise would be unfair to ABs that do keep up with timelines.
- ABs identifies missed dates in both evaluations and management reviews.
- Anecdotal data seems completely negative; how can LASEC or TNI collect data in an unbiased fashion?
- A survey should be able to capture problems as well as good performance, and could identify best practices.
- Need an AB survey similar to client surveys. Mention of “net promoter score”, relying on mid-range and eliminating extremes.

Judy agreed to discuss the concept of a survey with Jerry and understands the need to ensure lack of bias. One member recommended contracting with an outside firm. No one offered a suggestion about how to pay for that.

8) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, July 23, 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	Judy.Morgan@pacelabs.com	12/21 (extended)	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	Sumy Cherukara	Cherukara.sumy@epa.gov	12/19 (first term)		EPA R2	No	Yes
3	Jack Farrell	aex@ix.netcom.com	12/21 (first term)	Mentor Session	Analytical Excellence	Other	No
4	Silky Labie	elcatllc@centurylink.net	12/20 (first term)	SIRs	ELCAT	Other	Yes
5	Bill Hall	George.Hall@des.nh.gov	12/21 (first term)	SIRs	NH ELAP	NELAP AB	No
6	Harold Longbaugh	harold.longbaugh@houston.tx.gov	12/19 (first term)	SIRs	Houston Lab	Lab	Yes
7	Dorothy Love	dorothylove@eurofinsus.com	12/21 (second term)	Mentor Session	Eurofins Env't'l	Lab	Yes
8	Louise McGinley	louise.mcginley@tceq.texas.gov			TCEQ	NELAP AB	Yes
9	Michele Potter	michele.potter@dep.nj.gov	12/20 (first term)		NJ DEP	NELAP AB	Yes
10	Scott Siders	ssiders@pdclab.com	12/20 (first term)	Mentor Session	PDC Laboratories	Lab	Yes
11	Nick Straccione	nstraccione@emsl.com	12/19 (second term)	Mentor Session	EMSL	Lab	Yes

Associate Members

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