

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**June 28, 2016 1:30 pm Eastern time**

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Those in attendance are recorded in Attachment A. A motion was made and seconded to approve minutes by email vote, with five (5) yes votes recorded by attendees.

2) Assessment Forum and Mentor Session

In Barbara's absence, various individuals reported on the final status of the Mentor Session and Assessment Forums planned for the summer conference sessions. The final session agendas are included as Attachment 3, below.

3) SIRs

The SIR Subcommittee reviewed and approved the response to the latest SIR, #302, and it is now posted to the NELAP AC's SIR Voting site.

4) On-Site Assessment and Prep Method Policies for the NELAP AC

Judy addressed these two much-delayed policies. Another individual has accepted the assignment to continue refining the on-site assessment policy, and no one else offered to take over the prep method policy since the previous meeting. Dorothy offered to help Kristin with the prep method document, and Kristin will share the current materials with her. Thank you to Dorothy and our unnamed volunteer.

5) Status of Standards Review

The draft recommendations on the remaining standards documents (PT/V1M1&V2M2, QS/V1M2, LOD/LOQ, Chemistry/V1M4, and Microbiology/V1M5) were approved in an email vote after the May LASEC meeting. That approval came in time for them to be submitted to the NELAP AC at its June 6 meeting. The NELAP Chair indicated her expectation that members should be prepared to vote on accepting those recommendations at the July 5 NELAP AC meeting.

Also, once the recommendations were approved, the comments from module reviewers were forwarded to the appropriate committees.

The final versions of all modules for Volume 1 of the 2016 TNI Standard were delivered to LASEC a few days before this meeting, and distributed to committee members. These modules have been through the Standards Review Council (SRC) and are ready for LASEC's final review and presumably our recommendation for adoption to the NELAP AC. See Attachment D for the explanation provided by the Consensus Standards Development Executive Committee Chair (CSDEC) about the SRC and its review.

However, they do need one final review. Judy asked for volunteers during the meeting, and the following individuals responded. A follow-up email was sent to everyone asking

that each person choose one module to review. The specific people who were specifically requested for rad chem and asbestos are noted in parentheses below.

V1M1, Proficiency Testing	Judy Morgan
V1M2, Quality Systems	Dorothy Love, JoAnn Boyd
V1M3, Asbestos	(Gale Warren)
V1M4, Chemistry	Nick Straccione
V1M5, Microbiology	Myron Gunsalus
V1M6, Radiological Chemistry	Bill Hall (George Detsis)
V1M7, WET (using current 2009 module, no additional review expected	

Judy asked that reviewers provide their comments and recommendations prior to the July 26 LASEC meeting, if possible, and noted that she will email for a status update in two weeks.

#### 6) Agenda at Conference

Our agenda at conference will be a summary and status of LASEC's standards review activities, our other accomplishments since Tulsa, and hopefully we'll have progress to report on the two policies under development.

#### 7) New Business

There was no new business. The meeting adjourned about 2:40 pm Eastern.

#### 8) Next Meeting

LASEC will meet on Tuesday, July 26, at 1:30 pm. Teleconference information and an agenda will be sent ahead of time. 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	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>	3 years, 12/18	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	JoAnn Boyd	<a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	Yes
3	Kristin Brown, Vice Chair	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	Karen Costa	<a href="mailto:Costa.Karen@epa.gov">Costa.Karen@epa.gov</a>	3 years, 12/17		US EPA	Other	No
6	George Detsis	<a href="mailto:george.detsis@eh.doe.gov">george.detsis@eh.doe.gov</a>	3 years, 12/17	Assmt Forum	US DOE	Other	No
7	Barbara Escobar	<a href="mailto:Barbara.Escobar@pima.gov">Barbara.Escobar@pima.gov</a>	3 years, 12/18	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	No
8	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	No
9	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	Yes
10	Bill Hall	<a href="mailto:George.Hall@des.nh.gov">George.Hall@des.nh.gov</a>	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	Yes
11	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	No
12	Dorothy Love	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	3 years, 12/18		Eurofins Env't'l	Lab	Yes
13	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
14	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>	3 years, 12/17		Wm Ray Consultants	Other	No
Ex Officio							
	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>		Ex Officio	Small Lab Issues	North TX Mun. Water District	No

Associate Members							
	Aaren Alger	<a href="mailto:aaalger@pa.gov">aaalger@pa.gov</a>			PA DEP	NELAP AB	No
	Carol Barrick	<a href="mailto:cabarrick@msn.com">cabarrick@msn.com</a> , <a href="mailto:Carol.Barrick@mosaicco.com">Carol.Barrick@mosaicco.com</a>			FCC Environmental	Lab/FSMO	No
	Kirstin Daigle	<a href="mailto:Kirstin.daigle@testamericainc.com">Kirstin.daigle@testamericainc.com</a>			TestAmerica	Lab	No
	Carol Haines	<a href="mailto:bio.haines@gmail.com">bio.haines@gmail.com</a>		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other	No
	Harold Longbaugh				Houston Lab	Lab	Yes
	Christelle Newsome	<a href="mailto:cnewsome@c2nassociates.com">cnewsome@c2nassociates.com</a>			C2N Associates, Inc.	Other	No
	Carol Schrenkel	<a href="mailto:CSchrenkel@suburbantestinglabs.com">CSchrenkel@suburbantestinglabs.com</a>		Mentor, Ass. Forum		Other	No
	Nick Straccione	<a href="mailto:nicholas.straccione@sgs.com">nicholas.straccione@sgs.com</a>			SGS	Lab	Yes
	Gale Warren	<a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes
	Guests						

**Attachment B**

**Action Items – LAS EC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion / Comments</b>
42	Craft wording for recommendation about PT modules	Judy/Mitzi	After comments from IS voting are reviewed and addressed?	Recommendation to AC approved as result of motion at May 24 meeting
56	Review LOD/LOQ module and submit comments by March 4	All committee members	In time for March 22 meeting	March 22, 2016 Recommendation to AC approved as result of motion at May 24 meeting
57	Revise Provisional SOP 3-106 per Policy Committee recommendations	Judy	April 1	Completed and approved at May 24, 2016 meeting
58	Transmit requests for items to be included in guidance for Calibration and LOD/LOQ documents	Lynn	April 15	Approved at May 24 meeting, transmitted May 31, 2016
59	Review Quality Systems (V1M2) module and submit comments by April 8	All committee members	In time for April 19 meeting	Comments received and recommendation to AC approved as result of motion at May 24 meeting
60	Review Micro (V1M5), Chemistry (V1M4) and PT (V1M1/V2M2) modules	Request by email to all committee members, send in lieu of April meeting	By May 13, so in time for May 24 meeting	Comments received and recommendation to AC approved as result of motion at May 24 meeting
61	Review final modules of 2016 Standard	Individual committee members per 6/28 minutes	By July 26 committee meeting	
62	Request status update on reviews	Judy	July 12 or 13	

**Attachment C**

**Mentor/Assessment Forum Outline  
Orange County, CA  
August 2016**

**Mentor Session**

**Monday 8/8/16 Morning – Best Tips on Writing and Reviewing SOPs**

- 9:00-9:10am Intro/Objectives/Agenda/Ground Rules (Barbara Escobar)  
9:10 am -10:00 *Writing and Reviewing SOPs - - The KISS Approach*  
Presenter: Dorothy Love from Eurofins Environment Testing US  
10:00-10:30am Break  
10:30-11:50am *SOP Hot Topics – Panel Discussion*
- Electronic vs Hardcopy
  - Who reviews and revises – lab staff or QA?
  - Tips to ensure accuracy vs the referenced method
  - Handling proprietary content
  - Common audit citations
- Panelists: Dorothy Love, Scott Siders from PDC Laboratories, Bob Pullano from GEL, John Gumpfer from Chemval, Ray Frederici from TestAmerica Inc.  
11:50-12pm Wrap-up, Evaluations and Future Topics Discussed (Jack Farrell)

**Assessment Forum**

**Monday 8/8/16 Afternoon - Demystifying How to be TNI Compliant**

- 1:00-1:10pm Intro/Objectives/Agenda/Ground Rules (Barbara Escobar)  
1:10-2:00pm *Steps to Successfully Achieving TNI Accreditation*  
Presenters: Christine Sotelo, California Water Boards, & Jack Farrell, AEX, Inc.  
2:00 -3pm *How Small Labs Effectively Comply with the TNI Standard*  
Nilda Cox, Eurofins US & Cari Sumabat, Maui County Dept of Water Supply, Water Quality Laboratory.  
3:00-3:30 pm Break  
3:30-4:30pm *Audit Findings - Myths and Legends*  
A panel discussion on what makes an audit finding valid.  
Panelists: George Detsis from US DOE, Kristin Brown from Utah Environmental Laboratory Certification, John Gumpfer from Chemval & Lynn Boysen from the Minnesota Department of Health Environmental Laboratory Accreditation Program.  
4:50-5:00pm Wrap-up, Evaluations and Future Topics Discussed (Jack Farrell)

**Assessment Forum**

**Tuesday 8/9/16 Morning – Whole Effluent Toxicity Testing**

- 9:00am-9:05am Intro/Objectives/Agenda/Ground Rules (Barbara Escobar)  
9:05am -9:30am *Overview of WET Testing*  
What is WET Testing  
Methodology  
Test Organisms  
Test Endpoints  
Test of Significant Toxicity (TST)  
West Coast Methods  
Presenters: Ginger Briggs, Bio-Analytical Laboratories, Inc. & Katie Payne, Nautilus Environmental

9:30am -10:00am *Traceability of WET Testing*  
Food, Organisms, Water & Equipment  
Presenter: Laura Davis, Shealy Consulting

10:00am-10:30am Break  
10:30am-11:50am *Assessing WETT Laboratories*  
WETT Laboratory vs Chemical Laboratory  
IDOC/DOC  
Common Auditor Findings  
Presenter: Ginger Briggs

11:50am-12pm Wrap-up, Evaluations and Future Topics Discussed (Jack Farrell)

Note: Guidance WETT Methods Checklist will be discussed at the afternoon WETT Committee Meeting.

**WETT Committee Meeting**  
**Tuesday 8/9/16 Afternoon**  
1-3pm

## **Attachment D**

### **Description of the SRC Effort**

The Standards Review Council (SRC) is defined in SOP 2-100 V2 as follows and its activities are initiated upon presentation by the Expert Committee of a Voting Draft Standard (VDS). The efforts of this Council are not to provide a technical review but rather a review focused on clarity and consistency as well as proper presentation.

*Standards Review Council* – a voluntary group representing stakeholders from Expert Committees, Accreditation Bodies, Laboratories and others, knowledgeable of the TNI process and the Standard that insures consistency in format of a module or volume of a standard with the Guidelines for Standards Development, editorial and/or grammatical corrections, clarity of content and overall consistency with other modules and volumes of the standard.

The volunteer members of the SRC are Robert Wyeth, Scott Siders, Larry Penfold, Elizabeth Turner, Carl Kircher and Kevin Holbrook. Ken Jackson has served as an administrative aide in the efforts of the SRC particularly in the final stages of review for additional grammatical corrections and/or formatting for consistency with the other standards.

The process is completed by e-mail and/or telephone conversations with individual SRC members. No meetings are held and subsequently no minutes are maintained. The process beginning with submission of the VDS, is to distribute the document to all SRC members for review. As CSDEC Chair, Robert Wyeth initiates this distribution and provides a detailed review of the VDS with an accounting of potential changes, additions or corrections to the VDS for consideration. SRC members then respond in agreement (or disagreement) with the proposed changes, additions and corrections plus any additional edits they believe are required. Mr. Wyeth then compiles all the proposed changes, additions and corrections and communicates those to the expert committee chair for their committee consideration. Based upon the nature of the review conducted by the SRC, no changes, additions or corrections have been rejected by the expert committees and all said changes, additions and corrections have been introduced into the VDS as it proceeds through the development process outlined in SOP 2-100 V2.