

**Laboratory Accreditation System Executive Committee Meeting Minutes  
July 23, 2019**

1) Welcome and Introductions

Judy Morgan welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes from June 25 were approved.

2) Mentor Session and Assessment Forum for Jacksonville

Dorothy reports that the Mentor Session, "Root Cause Investigations as a Follow-up to the Internal Audit Session", is ready to go. This session will be all day on Tuesday, August 6.

Judy has presenters for the Assessment Forum lined up, for the 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". They include Mitzi and Jeanne Mensingh as well as Judy herself. This session is Thursday morning, August 8.

3) SIR Update

Only two more of the Implementation Guidance (IG) documents from New Orleans remain to be approved.

One new SIR asked for a definition of "mechanical device". The subcommittee considered creating an IG for this, then decided that it would be better in the glossary. NOTE: later discussions about the glossary definitions being unenforceable (it's a "living document") led to a revised response that the submitter should refer to standard usage or perhaps a dictionary.

The revised draft IG from SIR 239 about tracking support equipment was returned from Quality Systems member review with no comments but considered acceptable.

4) Detection and Quantitation Guidance GUI 3-109

The Chemistry Expert Committee approved the revised document in early July and it was distributed for review. One member provided several comments that need to be addressed; several others stated that they read the document and found it to be an improvement, and that the confusion between the standard's requirements and EPA method requirements was clarified.

Scott moved and Louise seconded that the document be approved for recommendation to the NELAP Accreditation Council, and the motion passed with unanimous approval. The document was forwarded to the NELAP AC on July 24, with LASEC's recommendation.

5) Standards Development SOP 2-100

The workgroup working on revisions will meet in Jacksonville and a draft markup continues to circulate for comments in advance of Jacksonville.

#### 6) Consideration of New Issue with Possible Need for Revisions to the NELAP Mutual Recognition Policy 3-100

An issue arose in the evaluation process, where a NELAP AB was suspending NELAP accreditations for failure to pass a PT sample not on the TNI Field of Proficiency Testing tables. The issue was resolved within the evaluation process, but Judy suggested that LASEC review the Mutual Recognition Policy POL 3-100 to see if modifications to accommodate this and other state-specific requirements might be warranted. POL 3-100 is being distributed to members with these minutes.

#### 7) Continued Discussion of Interim Checks on NELAP AB Evaluations

This meeting's discussion opened with questions about how to gather information about whether there actually is a systemic problem and if so, how big of an issue is it.

Scott proposed the following questions for the potential survey, with both labs and ABs asked the same questions:

- How often do ABs take more than 60 days for processing PTs
- How often do ABs take more than 60 days for processing amendment request applications
- How often do ABs take more than 30 days to deliver the on-site report to a lab
- How often do ABs take more than 30 days to deliver a response to the lab's corrective action response from the site report
- These timelines would not include the normal "back and forth" correspondences but only non-responses

Scott also proposed that ABs self-police, with reporting to the NELAP AC and communicating their corrective actions to the labs. Others recommended that anecdotal data not be utilized for the survey's determinations and that such a survey would appropriately correspond to a lab's routine lab-client surveys.

Judy affirmed that she supports the concept and wants a "solid" approach, and that she will definitely speak with Jerry about making resources available to conduct a methodologically sound survey using questions based on committee input. Scott recommended involving the NELAP AC in developing the survey questions, and offered to prepare a first draft of an "issue statement" with the problem, the issue and a proposal laid out, prior to conference.

#### 8) Next Meeting

The committee will meet on Wednesday afternoon, August 7, at 1:30 pm in Jacksonville. Teleconference capability will exist, and the information will be sent prior to conference week.

The next scheduled teleconference meeting of LASEC will be **Tuesday, August 27, 2019, at 1:30 pm Eastern time**. If this meeting is not cancelled after the session in Jacksonville, a reminder with agenda will be sent prior to the meeting.

Whether or not the August 27 meeting is held, the September meeting is scheduled for Tuesday, September 24, at 1:30 Eastern.

The SIR Subcommittee will meet on the day of teleconferences 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	Summy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	12/19 (first term)		EPA R2	No	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	No
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>			TCEQ	NELAP AB	Yes
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	Yes
	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