

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**Thursday, July 23, 2020 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of June 25 were approved by acclamation.

2) New Member Application

A new member application was received from Adam Kinion. There was no standards development or laboratory accreditation experience apparent on his resume and he did not join the call to address possible questions, so Maria recommended that he remain an associate member for now, and that his application be re-considered in the future.

NOTE: during roll call, Lynn had noted that Mohan has not been present for any meeting since being elected to membership, including the meeting where his application was considered. After the meeting, the Chair of the TNI Board of Directors was asked to please remove him from full membership due to the excessive number of absences, and that request was approved. Mohan will remain as an associate member and may be re-considered for full membership in the future.

3) Approval of Revised LASEC Standards Review for Suitability SOP 3-106

The changes requested at the June meeting were made and the document was provided with the meeting reminder. With no quorum present, Maria requested an email vote for this document, and set a two week deadline for completion of the voting process. NOTE: the message requesting email vote was sent July 29, after hours, so the deadline will be close of business, August 12.

4) Revisions to NELAP Evaluation SOP 3-102

This SOP required revisions to accommodate the use of remote technology to perform site visits for completing evaluation of NELAP Accreditation Bodies (ABs). The NELAP AC considered the possibility In April, postponed a decision until July, and then at its July meeting agreed to proceed with remote evaluations, so the SOP was modified to include that option in the section about on-site evaluations (§8.3). Lynn had drafted revisions and the NELAP evaluators, including the Lead Evaluator, Steve Arms, had reviewed and edited the document already.

The previous two revisions of SOP 3-102 had bypassed LASEC consideration, being accomplished entirely within the NELAP AC, but LASEC fulfills an important role in supporting the AC with development of policies and procedures, so these revisions were offered for further comment and revision from LASEC before being presented to the NELAP AC at its August 3 meeting.

Several good comments were received and incorporated into the document, but without a quorum, no vote was taken. LASEC approval is not mandatory, but the review was beneficial and the document with changes discussed is being distributed to LASEC members with these minutes.

5) New Business

There was no new business. At 2:25 pm, the meeting adjournment was approved by acclamation.

6) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Tuesday, August 27, 2020, 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-Elect	<a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.com</a>	12/22 (first term)	All	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	<a href="mailto:dorothylove@eurofinsus.com">dorothylove@eurofinsus.com</a>	12/21 (2nd term)	Mentor Session	Eurofins Environmental	Lab	No
3	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	12/22 (first term)		Alger Consulting & Training	Other	No
4	David Caldwell	<a href="mailto:david.caldwell@deq.ok.gov">david.caldwell@deq.ok.gov</a>	12/22 (first term)	Assmt Forum	OK DEQ	NELAP AB	No
5	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	12/22 (2nd term)		EPA R2	Other	Yes
6	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	12/22 (first term)		Retired (MWRA)	Other	Yes
7	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	12/21 (first term)	Mentor Session	Analytical Excellence	Other	Yes
8	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	12/20 (first term)	SIRs	ELCAT	Other	No
9	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
10	Harold Longbaugh	<a href="mailto:harold.longbaugh@houstontx.gov">harold.longbaugh@houstontx.gov</a>	12/22 (2nd term)	SIRs	Houston Lab	Lab	Yes
11	Louise McGinley	<a href="mailto:louise.mcginley@tceq.texas.gov">louise.mcginley@tceq.texas.gov</a>	12/21 (first term)		TCEQ	NELAP AB	No
12	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	12/20 (first term)		NJ DEP	NELAP AB	Yes
13	Mohan Sabaratnam	<a href="mailto:msabaratnam@iasonline.org">msabaratnam@iasonline.org</a>	12/22 (first term)		IAS	AB (non-gov.)	No
14	Scott Siders	<a href="mailto:siders6six@yahoo.com">siders6six@yahoo.com</a>	12/20 (first term)	Mentor Session	Retired	Other	Yes

**Associate Members**

	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Adam Kinion	<a href="mailto:info@radellc.org">info@radellc.org</a>			RADE LLC	lab	
	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 and Assessment Forum	Dade Moeller	Other	No
	Judy Morgan	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>		SIRs, 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
	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>		Mentor Session	EMSL	Lab	No
	Gale Warren	<a href="mailto:gigwarren@gmail.com">gigwarren@gmail.com</a>		SIRs	Retired (NYDOH)	Other	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes