

Laboratory Accreditation System Executive Committee Meeting Minutes August 7, 2013 Forum on Laboratory Accreditation, San Antonio, TX

1) Welcome and Roll Call

Judy Morgan welcomed everyone to the meeting. Committee members in attendance are noted in Attachment A, but the teleconference line proved unworkable.

2) Updates

Merger of Technical Assistance Committee with LAS EC

After Denver, the Executive Director recommended that these two committees be merged. That was accomplished during February and March of 2013, with a few people dropping out altogether but still leaving more than fifteen (15) interested in participating with the combined committee, so there is a substantial roster of active Associate committee members in addition to the TNI Small Laboratory Advocate (an Ex Officio member.) There are three standing subcommittees in the combined LAS EC – one for Mentor Sessions, one for the Assessment Forum, and one for Standards Interpretation Requests (SIRs.) Other short-term tasks will typically be accomplished by an *ad hoc* group appointed by the chair according to member interests and availability. Thus far, three of these *ad hoc* groups have been appointed. Two are underway and nearing completion – revising the SIR SOP and reviewing and revising the NELAP Evaluation SOP. The third group drafted a policy, already adopted by the NELAP Accreditation Council (AC,) concerning what changes to Accreditation Body operations trigger a requirement that the AC be notified and how to determine whether additional information or some degree of re-evaluation might be required.

SIR Subcommittee

Since the merger was completed, nearly all of the backlogged SIRs have been reviewed and either closed out as “not a SIR,” returned to the expert committee for adjustment, or have been re-posted to the AC voting site with or without modifications. A very small number of SIRs await some other form of resolution.

Judy noted that the next step, after conference, will be to develop Frequently Asked Questions (FAQs, with answers) as a way of clarifying the implementation of or compliance with the standard – where the requirement may be clear but questions repeatedly arise about how to meet the requirement. She envisions several different *ad hoc* groups working on different categories of FAQs, and hopefully to have the first set completed by conference in Louisville, KY (January 2014.) Committee members interested in contributing to this process should notify Judy or Lynn.

NELAP Evaluation SOP Working Group

This document was revised by the informal group of NELAP evaluators, to address “streamlining” changes recommended by the NELAP QA Officer. It is being formally reviewed by the LAS EC and revised in accordance with the very recent decision by the NELAP AC about how it will utilize third party (contract) evaluators. Once approved by the full LAS EC, it will be forwarded to the NELAP AC for approval and adoption, and then on to the Policy Committee.

Standards Review SOP

Judy noted that the Consensus Standards Development Executive Committee is in the final stages of preparing or revising its Standards Review SOP, to conform to the recommendations of the Corrective Action Review group. Once that SOP is finalized, the LAS EC will develop a companion SOP for review of Environmental Laboratory Sector standards as preliminary to recommending them to the NELAP AC for adoption.

3. SIR SOP

The workgroup product was distributed to the committee for review, and was reviewed in detail during this meeting. In particular, the concept of creating “clarifications” in the form of Frequently Asked Questions (FAQs) for requests that do not qualify as SIRS was well received. Additional revisions were made during discussion and several items were identified for a “global search and replace” of terminology, as the committee and meeting participants worked through the entire draft document. At the end of this discussion, Committee members decided to initiate a vote to approve the revised SOP, with absent members being sent the revised draft and being allowed to vote after receipt. Carl made the motion and Barbara seconded; seven (7) “yes” votes were recorded, with 8 absent committee members to be polled once the revised document is available to be circulated. [NOTE: this revision is still being prepared as of 8/22/2013.]

A request from the floor that individuals can request to be notified when the Interpretations page of the TNI website is updated has been forwarded to the TNI webmaster.

4. Next Steps

All groups with un-completed tasks will continue. The new items on the horizon (a standards review SOP and the SIR FAQs) will be addressed after conference. The Assessment Forum and Mentor Session had successful sessions at conference and now will begin planning for conference in Louisville.

JoAnn moved and Kristin seconded that the meeting be adjourned.

5) Next Meeting

The next meeting of the LAS EC will be Tuesday, August 27 at 1:30 pm Eastern. A meeting announcement will be sent.

Action Items are included in Attachment B.

Attachment A

PARTICIPANTS --TNI LABORATORY ACCREDITATION COMMITTEE

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT Going to San Ant?
1	Judy Morgan, Chair	JMorgan@esclabsciences.com	3 years, 12/15	Chair (all)	Environmental Science Corp.	Lab/FSMO	Yes
2	Ann Marie Allen	ann.marie.allen@state.ma.us	3 years, 12/14	Assmt Forum	Massachusetts DEP	non-NELAP AB	Yes/phone
3	JoAnn Boyd	jboyd@swri.org	1 year, 12/13		Southwest Research Inst.	Lab/FSMO	Yes
4	Kristin Brown	kristinbrown@utah.gov	2 years, 2/14	SIRs/Assmt Forum	UT Bur. of Lab Improvement	NELAP AB	Yes
5	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/14	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
6	Maurice Downer	Tracmac5@gmail.com	1 year, 12/13		Tracmac, Inc.	Other	No
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/15	Mentor, AssmtFrm	Pima County, AZ	Lab/FSMO	Yes
8	Carol Haines	haines.carol@epa.gov	3 years, 12/15	Stds Rev, ad hocs	EPA Region 10	Other	No
9	Bill Hall	George.Hall@des.nh.gov	1 year, 12/13	SIRs	NH ELAP	NELAP AB	No
10	Betsy Kent	bkent@rcid.org	3 years, 12/15	Mentor Sessions	Reedy Improv. District, FL	Lab/FSMO	Yes
11	Carl Kircher	carl_kircher@doh.state.fl.us	3 years, 12/15	SIRs, ad hocs	FL DOH	NELAP AB	Yes
12	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/14		Dade Moeller, Inc	Other	No
13	William Ray	Bill_Ray@williamrayllc.com	2 years, 12/14		Wm Ray Consultants	Other	No
14	Kim Sandrock	Kim.Sandrock@state.mn.us	3 years, 12/15	Training	MN ELAP	NELAP AB	Yes/phone
15	Carol Schrenkel	schrenkc@verizon.net	1 years, 12/13	Mentor, Ass. Forum		Other	No
Ex Officio							
	Elizabeth Turner	eturner@ntmwd.com		Ex Officio	Small Lab Issues	North TX Mun. Water District	No ?

Associate Members							
	Aaren Alger	aaalger@state.pa.us			PA DEP	NELAP AB	No
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO	Yes
	Kirstin Daigle	kirstin.daigle@testamericainc.com		SIRs	TestAmerica, Inc.	Lab/FSMO	No
	George Detsis	george.detsis@eh.doe.gov		Assmt Forum	US DOE	Other	Yes
	Jack Farrell	aex@ix.netcom.com		Assmt Forum	Analytical Excellence	Other	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Accred.	NELAP AB	Yes
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	Other	No
	Gale Warren	ggw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B**Action Items – LAS EC**

	Action Item	Who	Expected Completion	Actual Completion / Comments
1	Complete revisions to SIR SOP 3-105	Ad Hoc group (leader TBD)	May 27, 2013 July 31, 2013	review and expansion underway, will be discussed at 7/23/13 meeting and at conference; vote initiated 8/7/13, awaits revised draft to send to full committee for completion of voting
2	Review, revise as necessary, and approve NELAP Evaluation SOP 3-102	Ad Hoc group (leader TBD)	May 27, 2013 July 31, 2013	AC decision regarding 3 rd party evaluators established July 1, 2013
7	Ask webmaster to add a button to the Interpretations web page, for people wishing to be notified when a new interpretation is posted	Lynn/William		Request sent 8/22/13
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