

Laboratory Accreditation System Executive Committee Meeting Minutes August 8, 2016 10:30 am PDT, Garden Grove, CA

1) Welcome and Roll Call

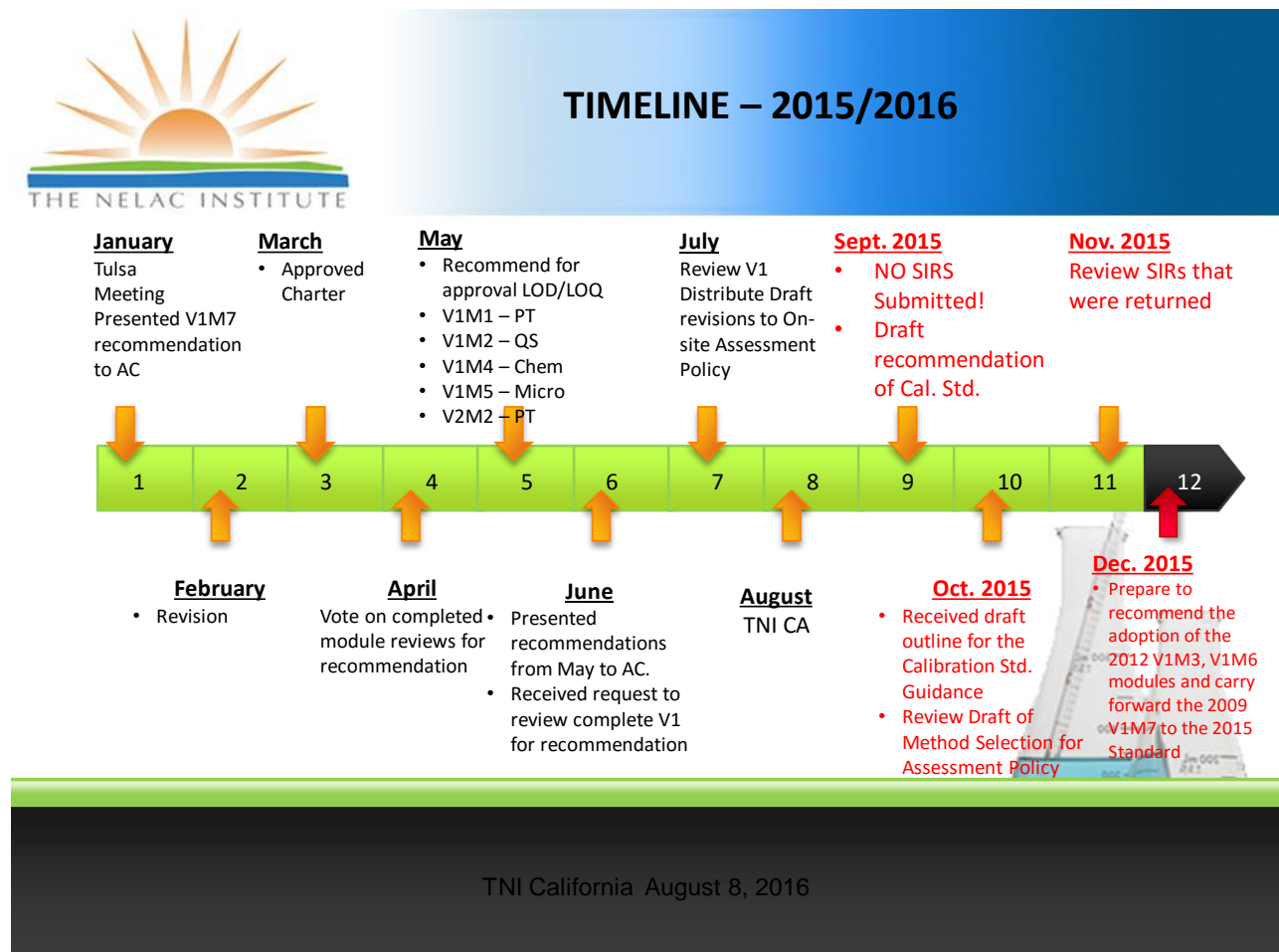
Judy Morgan welcomed everyone to the meeting and invited the committee members present to introduce themselves. She noted that several members were presenting in the concurrent Mentor Session and could not join the committee meeting. Attendance is recorded in Attachment A.

2) Assessment Forum and Mentor Session

The Mentor Session is underway in a different room. The Assessment Forum is in its eleventh year – Monday afternoon’s session will emphasize information that California labs might use, while the Tuesday morning session will be about assessing WET labs. All three sessions are expected to be excellent!

3) Timeline of Activities over the Previous Year

Judy walked through this timeline.



4) SIRs

New SIRs took no more than three days to be either accepted or turned away due to not meeting SIR criteria. SIR submissions have diminished, perhaps as the new standard modules are becoming more of a focus.

5) Status of Standards Review

The recommendations to accept the remaining standards documents (PT/V1M1&V2M2, QS/V1M2, LOD/LOQ, Chemistry/V1M4, and Microbiology/V1M5) were delivered to the NELAP AC at its June 6 meeting. Asbestos/V1M3, Rad Chem/V1M6 and WET/V1M7 recommendations were previously accepted by the AC.

Current LASEC efforts focus on the review and potential recommendation for the full and complete Volume 1, which has now been through the Standards Review Council. The final versions of all modules for Volume 1 of the 2016 TNI Standard have been distributed to committee members, and volunteers have accepted responsibility for reviewing most of the modules.

Concern was expressed by participants that during the implementation period for the 2016 standard, there may be three standards in play – 2003 NELAC, 2009 TNI and 2016 TNI – and the commenter requested that the NELAC standard be declared “obsolete” upon adoption and implementation of the 2016 standard. Other participants explained that, in a few cases, the 2003 NELAC standard is tied to regulations which must be updated, and those states have not been able to do so but are working on it, and that two states that declined to implement the 2009 TNI standard because of certain PT changes will readily transition to the 2016 TNI standard, so that the 2003 NELAC standard may fall away on its own.

Concerns were also expressed about having to revise the TNI standard again, once the ISO 17025 revision is completed. The Departments of Defense and Energy representatives expressed concern that they might get caught up in a “squeeze play” in the transitions between TNI standards as the timing of TNI’s revisions does not match up with the timing of ISO 17025 revisions, which the ABs contracted to those departments need to follow for their other accreditation activities. The departmental representatives suggested that TNI may need to update its standard sooner than the preferred five year cycle.

Confusion arose about terminology of approval, adoption and implementation of the new 2016 standard, especially about possible “early implementation” prior to the NELAP Accreditation Council’s designated implementation date, since Florida is now doing its rulemaking to update its standard and hopes to implement the 2016 standard, bypassing the 2009 standard. This remains an issue to be explored, but laboratories are certainly able to adopt the new practices of the calibration and detection/quantitation sections of the Chemistry module without waiting for implementation of the full standard. The full standard became available for sale on Friday, August 5, 2016.

6) SOPs and Policies under Development and Review

The LASEC Standards Review for Suitability SOP 3-106 awaits final Policy Committee review. Just to recap, the possible outcomes of review of standards and standards documents are recommendation to the NELAP AC to accept (individual modules/documents) or adopt (for the full standard) with no conditions, recommendation to the AC to adopt “with conditions” -- necessary policies or guidance, or a recommendation to adopt after changes are made to the standard. This latter option is to be made only as a last resort, if an insurmountable issue belatedly emerges during the final review and recommendation process.

LASEC is reviewing the revised NELAP Evaluation SOP 3-102 prior to its final approval by Policy Committee.

Two other policies have been “under development” for the past year -- On-Site Assessment and Prep Method Policies for the NELAP AC – and the Chemistry Committee has provided its draft of guidance for the 2016 V1M4 module for review, just recently.

Richard Burrows, out-going Chair of the Chemistry Expert Committee, noted that the draft is “pretty good” and that both drafts of the calibration guidance and the detection/quantitation guidance have been delivered to LASEC.

7) Review of Draft On-site Assessment Policy

The rest of the session was dedicated to review and discussion of the most recent draft of the on-site assessment policy. This policy was requested by the NELAP AC as it seeks to bring consistency to laboratory assessments – all drinking water methods must be assessed, but for other fields of testing, there needs to be some consistent policy about how to select methods and what proportion of methods will be reviewed. This LASEC was seeking feedback from participants about how best to set criteria for this process.

Representative sampling is difficult to define, when every lab’s scope of accreditation is different. Should it be one method per technology, and is a “by technology” approach even appropriate? And, if a technology is covered within the drinking water methods, is it still necessary to assess methods for another matrix, since each matrix has unique characteristics?

And, if the “prep” part of the methods are different, should they be considered separately? This overlaps with the other policy under development about how to document the assessment of prep methods. Further, if a lab has separate workstations and staff for “prep” versus determinative portions of the analysis, does that shift what needs to be assessed? It’s also important that all analysts be included in the overall assessment, not just a spot-check or selected individuals.

Commenters recalled efforts towards “method harmonization” that could have simplified this policy, and one recommended looking at the data packages rather than the individual analyses. Other commenters noted that additional fields of testing needed to be added to the initial draft being reviewed, such as microbiology, radiochemistry, asbestos analysis and WET testing.

Additional comments were that the policy should be implemented through development of SOPs by the individual ABs, and a concern was expressed about how the non-governmental ABs (to be recognized to accredit to the TNI standard) would be impacted by the eventually adopted policy.

Should some percentage of the staff be interviewed? Clearly the size of the lab would be relevant to the overall number of methods being assessed. There was general agreement that requiring method assessments for surveillance assessments should not be part of the policy, since a surveillance assessment can be performed for any of a variety of reasons. Another commenter noted that the methods selected should be different at each assessment.

Judy asked participants to send any other comments to her, if they think of some. She then thanked all of the committee members and audience participants, and dismissed the group for the lunch buffet.

8) Next Meeting

The next scheduled teleconference meeting would be Tuesday, October 27, 2016, 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	Judy.Morgan@pacelabs.com	3 years, 12/18	Chair (all)	Pace Analytical	Lab/FSMO	Yes
2	JoAnn Boyd	jboyd@swri.org	3 years, 12/16	StdsRev	Southwest Research Inst.	Lab/FSMO	No
3	Kristin Brown, Vice Chair	kristinbrown@utah.gov	2 years, 2/17	SIRs/Assmt Forum/FAQ	UT Bur. of Lab Improvement	NELAP AB	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	2 years, 12/17	Assmt Forum	OK DEQ	Non-NELAP AB	Yes
5	Karen Costa	Costa.Karen@epa.gov	3 years, 12/17		US EPA	Other	Yes
6	George Detsis	george.detsis@eh.doe.gov	3 years, 12/17	Assmt Forum	US DOE	Other	Yes
7	Barbara Escobar	Barbara.Escobar@pima.gov	3 years, 12/18	Mentor, AssmtFrm, FAQ	Pima County, AZ	Lab/FSMO	(at Mentor Session)
8	Jack Farrell	aex@ix.netcom.com	3 years, 12/16	Assmt Forum, StdsRev	Analytical Excellence	Other	(at Mentor Session)
9	Myron Gunsalus	ngunsalus@kdheks.gov	3 years, 12/18	KS DHE	KS Lab Director	NELAP AB	Yes
10	Bill Hall	George.Hall@des.nh.gov	3 years, 12/16	SIRs,FAQs	NH ELAP	NELAP AB	No
11	Carl Kircher	carl.kircher@doh.state.fl.us	3 years, 12/18	SIRs, FAQs	FL DOH	NELAP AB	Yes
12	Dorothy Love	dorothylove@eurofinsus.com	3 years, 12/18		Eurofins Env't'l	Lab	(at Mentor Session)
13	Mitzi Miller	mitzi.miller@moellerinc.com	2 years, 12/17	FAQs	Dade Moeller, Inc	Other	No
14	William Ray	Bill_Ray@williamrayllc.com	3 years, 12/17		Wm Ray Consultants	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@pa.gov			PA DEP	NELAP AB yes
	Carol Barrick	cabarrick@msn.com , Carol.Barrick@mosaicco.com			FCC Environmental	Lab/FSMO No
	Kirstin Daigle	Kirstin.daigle@testamericainc.com			TestAmerica	Lab Yes (phone)
	Carol Haines	bio.haines@gmail.com		Stds Rev, ad hocs	Retired from EPA as of 5/1/15	Other No
	Harold Longbaugh				Houston Lab	Lab No
	Christelle Newsome	cnewsome@c2nassociates.com			C2N Associates, Inc.	Other No
	Carol Schrenkel	CSchrenkel@suburbantestinglabs.com		Mentor, Ass. Forum		Other No
	Nick Straccione	nicholas.straccione@sgs.com			SGS	Lab Yes (phone)
	Gale Warren	ggw01@health.state.ny.us		SIRs	NY ELAP	NELAP AB No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org				Yes
	Guests					

Attachment B

Action Items – LAS EC

	Action Item	Who	Expected Completion	Actual Completion / Comments
61	Review final modules of 2016 Standard	Individual committee members per 6/28 minutes	By July 26 committee meeting	Carried forward to next meeting. Some reviews completed, no reviewers report critical issues
62	Request status update on reviews	Judy	First updates requested July 20, final updates no later than August 3 with reminder sent on August 1	Plan to discuss during LASEC session at conference
63	Distribute draft policies	Judy	July 27	Return comments to Judy by email prior to conference
64				
65				

Attachment C

Outline of Powerpoint Presentation used at Conference

Laboratory Accreditation Systems Executive Committee

Monday

August 8th, 2016

10:30 – 12:00

LASEC Members (see Attachment A)

Agenda

Updates on Recent Activities

- Mentor Sessions
- Assessor Forum
- 2016 Timeline – Year in Review
- Standard Interpretation Request (SIR) update
- Standards Review and Recommendation
- Other issues/discussion

Mentor Sessions

The Sessions:

- Encourage stakeholder collaboration
- Provide for knowledge sharing (guidance)
- Reduce barriers to:
 - getting accredited
 - maintaining accreditation

The Speakers include:

- State Accreditors
- Assessors
- Lab Managers
- Quality Assurance Specialists
- Instrument Specialists

2016 Mentor Session

TNI Session

- Monday, August 8th beginning at 9:00am
- Best Tips on Writing and Reviewing SOPs
- 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
- Dorothy Love, Eurofins Lancaster Laboratories, Scott Siders, PDC Labs, and Bob Pullano, General Engineering Laboratories

Feedback will be gathered from the attendees and will be used to determine topics for future Mentoring Sessions.

Assessment Forum

- Started in 2005
- Forum Schedule: Typically 8:00 to 5:00
- Attendees: 80 - 100

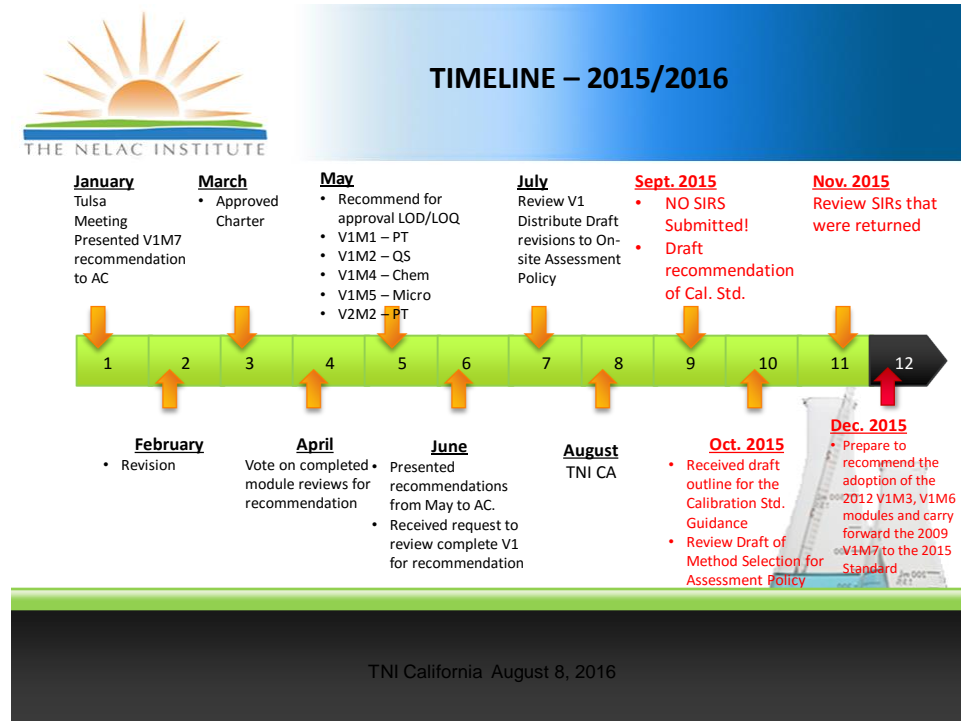
Topics:

- feedback from the previous participants,
- hot topics of the day,
- suggestions from individuals
- member presentation interests

2016 Assessment Forum

Monday 8/8 and Tuesday 8/9

Timeline of Activities



Standard Interpretation Request (SIR) Update

- New submittals receive an acceptance decision within 3 days.
- 5 Total SIRs Submitted in 2016

Standards Review and Recommendations 2016

Completed

- V1M4 1.5.3 LOD/LOQ
- V1M1 – PT (Labs)
- V1M2 – QS
- V1M4 – Chem
- V1M5 – Micro
- V2M2 – PT (ABs)

Current

- V1 – Complete review for recommendation

Volume 1 - Review

- To date: All volumes have been reviewed and recommended by the LASEC. (Only 1 was recommended with exception)
- Received the Complete V1 for review on 6/23

- Discussed and selected leads for each Module
- To date – no major issues have been identified in the Volume

SOP/Policies/Etc. in Review

- SOP 3-106 Standards Review and Acceptance – *Waiting on approval from Policy Committee*
- SOP 3-102 - Evaluation of Accreditation Bodies
- Policy – Minimum Requirements for Test Method Selection for Assessments
- Policy - Documentation of Assessment of Preparatory Methods
- TNI V1M4 – Standard Update Guidance

Review Recap

- Ideally each volume, module, portion of the standard can be reviewed and recommended as soon as it is prepared by the committees.
- Allows States to have time to consider regulatory conflicts and request review by legal counsel
- A Final comprehensive review will occur when all portions of the standard are complete

Review/Discussion

- Draft Policy – Minimum Requirements for Test Method Selection for Assessments

Any other issues?**Questions?****Discussions?**