

Laboratory Accreditation System Executive Committee Meeting Minutes
Environmental Measurement Symposium
Virtual Session Monday, August 9, 2021 3:15 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting and invited committee members to introduce themselves. Attendance is recorded in Attachment A.

2) Presentation by the Chair

Maria reviewed the agenda and described the mission of the committee, then talked in general about its major activities. She asked Dorothy to review the previous week's Mentor Session, and then discussed the Assessment Forum, that occurred later in the previous week.

Dorothy thanked everyone who participated in the Mentor Session. Due to an unforeseen technical glitch, interspersing the talks with Jeopardy game sessions was not feasible so the game was played first with the talks following in the latter parts of the session. In response to a question, Dorothy indicated that about one hundred people participated virtually throughout the day (but may not have been present for the entire time), and 50-70 people were present in the room for the morning session, while afternoon attendance was somewhat lower.

NOTE: From discussion at the August 12 Advocacy Committee meeting, the Jeopardy game PowerPoint is available at <https://slidelizard.com/blog/jeopardy-powerpoint-template>. Many thanks to Louise for first sharing this with Dorothy, as it was a roaring success!

Judy was not present to discuss the Assessment Forum, and Maria had only attended part of it, but reported that it went very well, and seemed to be well attended also. Aaren was part of this session, and reported that people were well engaged, especially in the second half of the forum, where actual deficiencies from assessments were discussed. She said that the questions were very detailed, and noted that the deficiencies used for the discussion were "real" even though many were poorly written, which probably indicates a need for further training of assessors.

There was some discussion about the hybrid set-up, that it is nearly impossible for the moderator to monitor the Q&A from virtual attendees while attending to activities in the meeting room itself. An additional person is needed to focus on the technology aspects.

Aaren noted that another of the TNI sessions (Wednesday afternoon) raised the issue of recording both of these trainings and adding them to the webcasts available through TNI's Educational Delivery System. Ilona was present, monitoring the WebEx system, and noted that Jerry favors this action and was able to contact the webmaster right then and learned that he has the winter (virtual) conference's recordings of both sessions archived. There was a brief discussion and consensus that a disclaimer be added to state that the material in the recordings does not supersede the language of the Standard itself. Lynn offered to follow up with the Training Committee, but during the Advocacy Committee meeting on Thursday morning, in discussions about planning the San Antonio conference in January 2020, TNI leadership decided that the currently

available recordings will be made available as training and that future Mentor Sessions and Assessment Forums (presumably in-person meetings) will be recorded on-site and made available as well, for a nominal cost.

Maria then discussed the SIR process and activities, including the expanded tracking of timelines in the SIR processes. This information is in the presentation, please refer to Attachment 2 below.

3) Next Meeting

The August teleconference meeting is cancelled. The next teleconference meeting will be **Thursday, September 23, 2021, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting.

The next SIR Subcommittee meeting is planned for Thursday, September 16, 2021, at 1:30 pm.

**Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE
ROSTER**

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	dorothylove@eurofinsus.com	1/22 (2nd term)	Mentor Session	Eurofins Environmental	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs	Alger Consulting & Training	Other	Yes
4	David Caldwell	david.caldwell@deq.ok.gov	1/23 (first term)	Assmt. Forum, SIRs	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	1/23 (2nd term)		EPA R2	Other	Yes
6	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	No
7	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	No
8	Jack Farrell	aex@ix.netcom.com	1/22 (first term)	Mentor Session	Analytical Excellence	Other	Yes
9	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	No
10	Bill Hall	George.Hall@des.nh.gov	1/22 (first term)		NH ELAP	NELAP AB	No
11	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/23 (2nd term)	SIRs	Houston Lab	Lab	Yes
12	Louise McGinley	louise.mcginley@tceq.texas.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
13	Michele Potter	michele.potter@dep.nj.gov	1/21 (first term)		NJ DEP	NELAP AB	Yes

Associate Members

	Debbie Bond	DBOND@southernco.com			Alabama Power	Lab	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	Yes
	Mitzi Miller	mitzi.miller@moellerinc.com		Mentor Session & Assmt Forum	Dade Moeller	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	msabaratnam@iasonline.org			IAS	AB (non-gov.)	No
	Scott Siders	siders6six@yahoo.com		Mentor Session	Retired	Other	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Katie Strothman	katie@sanderslabs.net			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment 2 – Outline of Presentation

Activities of LASEC Maria Friedman, Chair California ELAP

Agenda

- ❖ Welcome and Introductions
- ❖ Recent Activities
- ❖ Update on SIR Activities and SIR Management SOP
- ❖ Participant Feedback Request
- ❖ Are there other issues that would benefit from LASEC attention?
- ❖ Discussion/Questions from the Participants
- ❖ (Virtual participants use WebEx Q&A function)
- ❖ Adjourn

Our Mission

- ❖ Manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories by
- ❖ Supporting the NELAP Accreditation Bodies (ABs) and non-governmental ABs (NGABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard
- ❖ Enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards

Recent LASEC Activities

- ❖ Mentor Session and Assessment Forum
- ❖ Forum on Environmental Accreditation, January 2021
- ❖ Environmental Measurement Symposium, August 2021
- ❖ Many improvements to SIR management processes
- ❖ New Implementation Guidance SOP

Mentor Sessions

The Sessions

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

Speakers include

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

TNI Mentor Session 2021

Laboratory Quality – Are you in Jeopardy?

Tuesday August 3, 9:00 – 3:00 pm Pacific, Dorothy Love moderating

- A combination of an interactive Jeopardy-style game and presentations
- Audience Mixer Activity -- Quality is in the Eye of the Beholder

- Presentations interspersed with game sessions
 - ❖ Quality Responsibilities - Dorothy Love
 - ❖ MDLs/Control Limits - Michelle Wade
 - ❖ Corrective Actions - Silky Labie
 - ❖ Quality Training Tips - Jeanette Hernandez
 - ❖ Report Formats - Key Requirements - Aaren Alger

Assessment Forum

Started in 2005

- Goal
 - ❖ To provide an opportunity for laboratories and laboratory assessors to share information on how to improve the laboratory assessment process
- Topics
 - ❖ Feedback from the previous participants
 - ❖ Hot topics of the day
 - ❖ Suggestions from individuals
 - ❖ Member presentation interests

TNI Assessment Forum 2021

Unmasking the 2016 TNI Standard

Thursday August 5, 9:00 – 5:00 pm Pacific, Judy Morgan moderating

- Morning:
 - ❖ % RSE and RE – What is it and how do I use it? – Aaren Alger
 - ❖ Calibration – Creation, Verification, Large Analyte Lists and Dropping Points – **Jeanné Mensingh**
 - ❖ Method blank and DL (MDL) – Mitzi Miller
 - ❖ LOD/LOQ – Valerie Slaven, PDC Laboratories
 - ❖ Traceability – Where Does it End? – Shawn Kassner
- Afternoon: Panel discussion & interactive game (about deficiencies)

SIR and SIR Management Update

- ❖ New submittals receive an acceptance decision within 5 days
- ❖ SIR History

#	Year
44	2008
54	2009
49	2010
44	2011
31	2012
21	2013
36	2014
13	2015
Total/Valid	Year
8/4	2016
8/2	2017

19/14	2018
30/6	2019
26/10	2020
18/12	Jan.-June 2021

➤ **SIR Process -- SOP 3-105 – Standards Interpretation Request**

➤ Criteria for a valid SIR

- ❖ Must contain only one question
- ❖ Must apply directly and clearly to cited section of Standard
- ❖ Question is understood without supposition
- ❖ Question is compelling -- the language used in the Standard(s) section cited is not clear or where it might have more than one interpretation
- ❖ Cannot be used to settle a dispute between a laboratory and an AB
- ❖ Is not a “how to” question or a method interpretation question
- ❖ Where possible, the question should be framed in a manner that solicits a “Yes” or “No” answer

SIR Process

- ❖ LASEC is responsible for verifying that all SIRs relevant to the module have been reviewed for incorporation when each module of the TNI Environmental Laboratory Sector Standard undergoes revision

LASEC SIR Process Changes

- ❖ Enhanced SIR Tracking Spreadsheet Now Monitors Timeframes
- ❖ SIR Management SOP 3-105
- ❖ LASEC receives periodic reports on adherence to timeframes
- ❖ More formal procedures for SIR Subcommittee including a required 2/3 majority vote for all SIR activities
- ❖ Implementation Guidance SOP 3-114
- ❖ IG development requires advance approval of LASEC SIR Subcommittee
- ❖ Reviewed by Policy Committee and improvements returned for approval

Implementation Guidance – Available Only to TNI Members
(image of an IG posting shown on slide)

Coming Up Next

- ❖ LASEC will review Draft Standards (individual modules) and provide its recommendation to the NELAP Accreditation Council as they are finalized by the Expert Committees
- ❖ Mentor Session and Assessment Forum sessions will be planned for the Forum on Environmental Accreditation conference in San Antonio, January 2022