

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, September 24, 2020 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of August 27 were approved by acclamation, with one edit to correct the day of the next meeting to read as Thursday, September 24.

2) Review of Revisions to SIR Management SOP 3-105

This SOP was pulled back from Policy Committee review of the recent changes so that additional timelines could be added, as identified when committee members reviewed the updated SIR Tracking spreadsheet at the August meeting.

Participants requested several edits and a revision to the language in section 5.6 about "if" a subcommittee is created, since the SIR Subcommittee is a standing subcommittee authorized in the LASEC Charter. The revised draft SOP is circulated with these minutes and hopefully will be ready for approval at the October meeting.

3) Conference Plans and Attendance

Maria briefly discussed the tentative plan for a hybrid conference in San Antonio, January 11-14, and asked who would plan to attend in-person. Maria herself plans to attend, and two others will attend if their employer permits travel. This information was reported to Jerry Parr, TNI Executive Director, for input into his decision about whether to stay with the hybrid meeting plan or switch to a fully virtual conference.

4) Mentor Session and Assessment Forum Planning

Dorothy explained that, while she will not be present in San Antonio, Michelle Wade has participated in recent Mentor Sessions and can be on-site to manage the session. As only a half-day is allotted this time and the session will be one of the "hybrid" ones (allowing virtual participation), small workgroups will not be included but only speakers with possibly some Q&A. Current thinking is that there will be three topics covered:

- New MDL procedure (overview plus statistical calculations) – 90 minutes
- TNI calibration procedure (1 speaker) – 30 minutes
- PT planning (managing dates, residuals, ABs and PT vendors) – 60 minutes

Dorothy said she was aware that AK and WI have spreadsheets for use with the MDL calculations, then David suggested that VA also has one, plus he would like to help with the PT portion, and Silky offered to provide the partial spreadsheet and flow diagram that she uses, possibly as the overview portion of the MDL portion. Dorothy noted that the planning group would be meeting the following week, and that she will include both David and Silky.

Judy Morgan was unable to attend but after the meeting, she affirmed that she will be planning the Assessment Forum, and that she will be able to provide the topic for the November meeting. The Consumables Task Force that Judy chairs is the outgrowth of

several recent Assessment Forums, and may provide a suitable topic for January, but the decision remains to be made.

There was no new business.

5) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Thursday, October 22, 2020, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting.

Since the designated meeting date falls on the major holiday for both November and December, participants agreed to reschedule to the third Thursday with the SIR Subcommittee meeting immediately after the full committee meeting, if any SIR responses are ready for review. These dates are Thursday, November 19 and Thursday, December 17.

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	gamfriedman@gmail.com	1/23 (first term)	All	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)		Alger Consulting & Training	Other	No
4	David Caldwell	david.caldwell@deq.ok.gov	1/23 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	1/23 (2nd term)		EPA R2	Other	Yes
6	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	No
7	Jack Farrell	aex@ix.netcom.com	1/22 (first term)	Mentor Session	Analytical Excellence	Other	No
8	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
9	Bill Hall	George.Hall@des.nh.gov	1/22 (first term)	SIRs	NH ELAP	NELAP AB	Yes
10	Harold Longbaugh	harold.longbaugh@houstontx.gov	1/23 (2nd term)	SIRs	Houston Lab	Lab	Yes
11	Louise McGinley	louise.mcginley@tceq.texas.gov	1/22 (first term)		TCEQ	NELAP AB	Yes
12	Michele Potter	michele.potter@dep.nj.gov	1/21 (first term)		NJ DEP	NELAP AB	No
13	Scott Siders	siders6six@yahoo.com	1/21 (first term)	Mentor Session	Retired	Other	No

Associate Members

	Stacie Crandall	scrandall@hrsd.com			HRSD Lab Director	Lab	No
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Adam Kinion	info@radellc.org			RADE LLC	Lab	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com		Mentor Session and Assessment Forum	Dade Moeller	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		SIRs, 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
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Gale Warren	gigwarren@gmail.com		SIRs	Retired (NYDOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes