

**Summary of the Laboratory Accreditation
Systems Committee Meeting
February 8, 2008**

1. Roll call: Attendance is recorded in Attachment A.

The meeting of the TNI Laboratory Accreditation Systems Committee (LASC) was called to order by June Flowers, Chair, on February 8, 2008 at 11 AM EST.

2. Newport Minutes dated January 17, 2008

Jack McKenzie motioned to accept minutes with noted corrections, Jo Ann Boyd 2nd, all approved. June will forward to John Applewhite for web posting.

3. Policy for Recognition

Carol Batterton forwarded this document to the LASC with suggested revisions from the Newport meeting. The committee agreed on changing the title to “TNI NELAP Board Recognition Policy for Accreditation Bodies”, and changing Item 5 to state “Disputes concerning recognition shall be resolved under the appropriate TNI policy or SOP.” Jack McKenzie motioned to approve this policy with noted revisions, Judy Morgan 2nd, all voted in favor. June will make these changes and forward the policy to Dan Hickman, NELAP Board chairman.

4. Dispute Resolution SOP Discussion

The Accrediting Body (AB) Expert Committee forwarded this SOP dated 1/25/2008 to the LASC following clarifications provided by the AB and ad hoc committee volunteers: Lance Boyton, Ann Marie Allen, and Roger Kenton. The following discussion is presented: The format for the cover page, and the review process has not been defined by TNI. It was suggested that all documents be passed through the Policy Committee for formatting and numbering for consistency. The LASC present the following comments:

- a. Item 1.4 is redundant and not needed, as all documents have potential for revision and addition.
- b. The Summary and Item 4.6 refers to the AB’s “and others involved”. This implies that some other individual may have a dispute, when it is the Evaluation Team and the AB’s that are the subjects of this SOP. LASC suggests changing “and others” to “the Evaluation Team”.
- c. Item 3.1, SOP 1-104 may not be the correct title for this yet to be completed TNI SOP for Management of Records. LASC questions the need to include this as a related document.
- d. LASC members agreed that the procedure was complete and the additional flow chart added clarification. The only issue that could hold up final approval of this document by the NELAP Board is the word “appeal” being used four times. LASC recommends removing or changing the word “appeal” to “petition”, or another word that could not be mis-interpreted as having legal inference. June will forward these comments to the AB expert committee.

5. SOP on Standards Interpretation

The members of the ad hoc committee: Leyla Perez, Dale Piechocki, and June Flowers, will meet to discuss the comments provided by Steve Stubbs from the NELAP Board that were received just before the Newport Beach meeting. This ad hoc committee will report back to the LASC prior to the next conference call on its decision to accept the comments and revise the SOP or to invite Mr. Stubbs to our call to address his concerns.

6. Standards Review

The CSDB Uniformity of Standards Committee is currently reviewing the complete TNI standards for any editorial corrections that should be made. Then they will pass the standards on to the LAS committee. However, to save time, Ken Jackson may send all standard modules to LASC now (the editorial changes will of course be minor). That way we can start to review them and consider the recommendations, i.e., need for guidance documents that we will make to NELAP when we pass them on to the Board.

9. National Data Base Question

Lance Boynton requested clarification from the database subcommittee or the AB's as to which Method Codes listing should be used: The 2003 NELAC Method Codes or the September 2007 TNI Method Codes. Both lists are available on the TNI website. The State of New Hampshire is creating their own database using the 2007 TNI codes, but other states continue to reference the NELAC codes. Is there a deadline for implementing the new codes?

8. The next meeting of the LASC will be March 14, 2008, at 11:00 am EST.

Attachment A

PARTICIPANTS

TNI

LABORATORY ACCREDITATION COMMITTEE

Member	Affiliation	Contact Information
Ann Marie Allen - absent	Massachusetts, Non-nelap AB	
Jo Ann Boyd - present	Southwest Research Institute, Lab	
Lance Boynton- present	Absolute Standards, Inc., PT	T: 203-281-2917 E: lanceboynton@mac.com
Brooke Connor- present	USGS	T: 303-236-1877 E: bfconnor@usgs.gov
Lewis Denny- absent	Florida DOH, AB	
George Detsis - absent	Department of Energy, Government	T: 301-903-1488 E: george.detsis@eh.doe.gov
Dan Dickinson- present	New York DOH, AB	
June Flowers - Chairperson	Flowers Chemical Laboratories, Inc., Lab	T: (407) 339-5984 x212 E: june@flowerslabs.com
Terry Grimes- absent	Pinellas County Utilities, Municipal Lab	
Dan Hickman- absent	Oregon DEQ, AB	
Marvelyn Humphrey- present	USEPA Region 6, EPA	
Roger Kenton- present	Eastman Chemical Company,	
Judy Morgan- present	Environmental Science Corporation, Lab	
Jack McKenzie- present	Kansas DHE, AB	
Leyla Perez- absent	Babcock Laboratories, Lab	
Dale Piechocki- present	Underwriters Laboratories, Inc., Lab	
Ilona Taunton - present	TestAmerica Analytical Testing Corp., Lab,	
Carol Batterton - present	TNI Administrator	T: 830-990-1029 E: carbat@beecreek.net