

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
October 20, 2022 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. With David Caldwell's departure from TNI, Maria has appointed Bill Hall to the Subcommittee as an AB Stakeholder. The minutes of the September 15, 2022, meeting were approved by acclamation.

2) SIR 433

This SIR response provoked considerable discussion. Aaren provided email comments prior to the meeting, and Maria identified a prior SIR for V1M2 §4.13.3 (which appears only in the "combined SIRs" listing) and also an IG titled "Extent of Analytical Records" that are relevant. It was the general consensus of participants that while not all steps of an analytical method require a record, some do, and that distinguishing between required documentation and required records is crucial for understanding the issue – following the method SOP is not always adequate for sample-specific information.

One participant proposed that examples should not be allowed in SIR submissions, but as they are sometimes helpful in clarifying the actual question, Maria proposed instead that all SIR responses should be language that applies in general, but that SIR responses should not be allowed to address specific examples, even if those were provided in the submission. This latter recommendation was acceptable to all present, and will be proposed in the next revision of the SIR Management SOP 3-105 (currently awaiting Policy Committee review).

It was the consensus of the group that this SIR be returned to Quality Management Systems (QMS) Expert Committee for revision, to hopefully better clarify when a record is needed but definitely to remove the portions of the response that address the examples provided in the SIR submission.

Since the negotiation to achieve agreement on what is an acceptable response to any particular SIR is not a "SIR action" as defined by the TNI Voting SOP 1-102, the subcommittee does not require a super-majority vote, but can return a SIR to the Expert Committee for revision based on a simple majority vote or consensus decision of the quorum present at a subcommittee meeting. Only when the SIR response is deemed acceptable for presentation to the LASEC for posting to the NELAP AC voting site will a super-majority vote be needed, to forward the recommended action to the full committee. This subcommittee policy and the decision about omitting examples from SIR responses will be operational until the next revision of the SOP 3-105, which will surely be needed after Policy Committee's review.

Thus, SIR 433 is being returned to QMS for its re-consideration.

3) SIR 441

This SIR response from the Radiochemistry Expert Committee was noted to be straightforward. Bill moved and Harold seconded that it be recommended to LASEC for approval to post for AC voting; all five members present voted in favor, and the three absent members voted in favor by email, with the vote closing on October 21.

4) New Business

There was no new business. Participants discussed scheduling for the November meeting, and determined that, as in the past, LASEC will be rescheduled to meet at 1:30 pm Eastern on third Thursday (due to Thanksgiving holiday) with the Subcommittee meeting at 12:30 pm Eastern, immediately prior to the LASEC meeting. This will avoid a month-long delay in any necessary approval(s) of SIR actions.

5) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, November 17, 2022, at 12:30 pm Eastern**, immediately prior to the rescheduled LASEC meeting on that date. (One SIR is already awaiting review.)

Attachment A

PARTICIPANTS – SIR SUBCOMMITTEE OF LASEC

	NAME	EMAIL	LASEC Term end date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/23 (first term)	SIRs	CA ELAP	Non-NELAP AB	Yes
2	Louise McGinley, Vice Chair	Louise.mcginley@tceq.tx.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs	Alger Consult- ing & Training	Other	No
4	Debbie Bond	DBOND@southernco.com	Associate	SIRs	Alabama Power	Lab	Yes
5	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitary District	Lab	No
6	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	Yes
6	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	No
7	Harold Longbaugh	harold.longbaugh@houstontx.gov	1/20 (first term)	SIRs	Houston Lab	Lab	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes