

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
November 19, 2020 2:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes of the October 15 meeting were approved.

This meeting time was moved to later so that the full LASEC could meet at its usual time, since the regularly scheduled meeting date fell on Thanksgiving Day. The December meeting will similarly take place at the close of the full LASEC meeting because of the Christmas Eve holiday.

2) SIR 132

A SIR by this number was approved by the NELAP AC and sent to the webmaster for posting. Thankfully, the webmaster noted that its question and response were identical to an already posted SIR, number 232. Ilona's research found that the tracking spreadsheet did show a different submission for SIR 132 and she located the Quality System Expert Committee minutes of November 8, 2010 where the committee approved a response to SIR 132 about the 2003 NELAC standard. At that time, Quality Systems was responsible for all of the Volume 1 modules except for PT. Since at least one NELAP AB is still officially using the 2003 NELAC standard, the SIR is still relevant.

Silky moved and Louise seconded that the response contained in the QS November 2010 minutes be approved and 5 members voted in favor, with Carl abstaining. This meets the now-imposed but not-yet documented two-thirds approval for all LASEC matters pertaining to standards. NOTE: That requirement awaits approval in the version of the SIR Management SOP 3-105 presently undergoing review by LASEC.

The approved SIR will be posted to the AC voting site.

3) SIR 389

The response from Chemistry Expert Committee elicited no discussion. Louise moved to approve and Silky seconded; the vote was unanimously in favor.

4) SIR 390

Discussion noted that while it appears that the paragraph that appears to be "comment" needs to be in the response itself. (NOTE: In actuality, the comment cell is empty and that is already the case.) Louise moved and Harold seconded that the response be approved and the vote was unanimously in favor. The approved SIR will be posted to the AC voting site.

5) SIR 391

Participants believed that the explanation was confusing although the “yes” response was clear and appropriate. Language explaining the relationship of slope to RE/RSE is needed, and draft language provided by Louise clarifying that point and agreed to by other subcommittee members was returned to the Chemistry Expert Committee for consideration on November 20.

6) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, December 17, 2020**, immediately after the adjournment of the rescheduled LASEC meeting on that day, at 1:30 pm Eastern. If the meeting is not needed, a cancellation notice will be sent at the beginning of that week.

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	David Caldwell	David.caldwell@deq.ok.gov	1/23 (first term)	SIRs	OK DEQ	NELAP AB	Yes
3	Carl Kircher	carl.kircher@doh.state.fl.us	Associate	SIRs	FL DOH	NELAP AB	Yes
4	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
5	Harold Longbaugh	harold.longbaugh@houstontx.gov	1/20 (first term)	SIRs	Houston Lab	Lab	Yes
6	Louise McGinley	Louise.mcginley@tceq.tx.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
7	Judy Morgan	Judy.Morgan@pacelabs.com	Associate	SIRs	Pace Analytical	Lab	No
8	Gale Warren	gigwarren@gmail.com	Associate	SIRs	Retired (NY DOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes