

**Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
December 17, 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 November 19 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 Christmas Eve. The January meeting is similarly rescheduled to January 21, 2021, if needed, as the normal date falls during conference week.

2) SIR 391

This SIR response was returned to Chemistry after the November meeting with suggested revisions. Chemistry essentially agreed and added additional clarifying language. Harold moved and Silky seconded that the revised response be accepted, and approval was unanimous.

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

3) SIR 396

The response from Chemistry was acceptable. Silky moved and Louise seconded that it be accepted, and approval was unanimous.

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

With no further business, Silky moved and Harold seconded that the meeting be adjourned.

4) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, January 21, 2021, 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