

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
February 18, 2021 2:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. David moved and Harold seconded that the minutes of the December 17 meeting be approved; all present voted in favor and Maria asked that the absent subcommittee members be requested to vote by email. As of February 28, one additional vote in favor of approval has been received, and the minutes are considered approved.

As was done in previous months, this meeting time was moved to take place after the full LASEC met, due to the Chair's availability. No teleconference meeting was held in January, only the conference session which did not involve any SIR responses.

2) SIR 373

This SIR has four items in it but only one is an actual question about the standard itself. The Chemistry Committee's response to that question is acceptable. David moved and Louise seconded that the three non-question items be removed from the SIR and the question with response be posted to the NELAP AC voting site. All present voted in favor and Maria asked that the absent subcommittee members be requested to vote by email. As of February 28, one additional vote in favor of approval has been received. When one additional favorable vote is received, the modified and approved SIR will be posted to the AC voting site.

3) SIR 393

Quality Systems replied that this is not a valid SIR as the answer to the submitter's question is found in a subsection of the cited section. Louise moved and David seconded to accept the decision of the expert committee, and to notify the submitter accordingly, including reference to the subsection that does address the question. All present voted in favor and Maria asked that the absent subcommittee members be requested to vote by email. As of February 28, one additional vote in favor of approval has been received. The submitter has already been notified where to look for the answer to the question submitted.

4) SIR 401

The response received from Quality Systems is acceptable. Louise moved and David seconded that it be posted to the NELAP AC voting site. All present voted in favor and Maria asked that the absent subcommittee members be requested to vote by email. As of February 28, one additional vote in favor of approval has been received. When one additional favorable vote is received, the modified and approved SIR will be posted to the AC voting site.

With no further business, David moved and Louise seconded that the meeting be adjourned.

5) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, March 18, 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	No
4	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	No
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