

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
April 15, 2021 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Silky moved and Louise seconded that the minutes of the March 18 meeting be approved; the vote was unanimous with Kasey abstaining due to her absence.

With the normal, published meeting schedule resumed and several changes to the Subcommittee membership, Maria explained that all Subcommittee members vote on Subcommittee actions, regardless of whether they are voting or associate members of the “parent” LASEC. Also, Maria discussed the updated and renamed TNI Voting SOP 1-102, which requires that all actions about SIRs have a two-thirds, “super-majority” approval. This was already a requirement in the SIR Management SOP 3-105, so no change is required to SIR Subcommittee operations.

2) SIR 398

One of the AB representatives on the subcommittee pointed out that this SIR was submitted in response to a finding from a laboratory assessment. However, the SIR itself did not indicate that it was the result of a dispute, so there was no reason to reject the otherwise appropriate question. Further, there is nothing that requires a NELAP AB to accept “we are submitting a SIR” as an acceptable corrective action for a finding. It is not practicable to verify with every NELAP AB that each SIR does not relate to an assessment finding for one of the AB’s accredited labs. The acceptance of this SIR as valid stands, with the support of many subcommittee members.

There was a brief discussion about LASEC’s Conflict of Interest SOP 3-113, about the requirement that an individual identify any potential conflict of interest (COI) on any action of LASEC, and this extends to the subcommittee as well. With the potential COI identified, unless the (sub)committee determines that it is actually not an actual conflict, participation in the preliminary informal discussions is allowed but participation in formal discussion after the motion (to approve or not) is put forward is not permitted.

This SIR concerns single point calibrations. Harold moved and Silky seconded that the response returned from the Microbiology Expert Committee be accepted as offered and posted for approval by the NELAP AC, and with no formal discussion, approval was unanimous with 6 of 9 members voting in favor. Kasey appropriately identified her potential COI and abstained from voting due to her role as Chair of the Micro Committee.

3) SIR 406

This SIR concerns the timing of media performance testing. Discussion demonstrated that the response was clearly presented. Louise moved and Kasey seconded that it be approved for posting to the AC’s voting site. All 7 members present voted in favor of the motion.

4) Implementation Guidance from SIR 301

Some time ago, the SIR Subcommittee agreed with the Microbiology Committee that this SIR could not be answered as an interpretation, because to do so would require adding the definition of a “sample” (as distinguished from a “plate”) to the standard, so that an IG would be the only option for addressing the question until the standard can be revised. The IG was prepared and approved by the Micro committee, but then in the transition of Chairs, was not transmitted to LASEC until it was rediscovered while reviewing SIRs to be addressed in the current revision of the standard.

A brief discussion established that IGs are neither standards nor SIRs and that a simple majority approval would be adequate. This change will be made the next time the IG SOP 3-113 is revised, likely when it returns from Policy Committee review.

Kasey patiently explained the meaning of the IG to all of the chemists on the subcommittee, and then Harold moved and Silky seconded that the IG be approved for posting to the TNI website. With 7 of 9 members present, Kasey and Carl abstained from the vote and the remaining 5 voted in favor. This constitutes both a majority and a super-majority.

With all business concluded, Stacie moved and Kasey seconded that the meeting be adjourned; approval was unanimous.

6) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, May 20, 2021**. 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	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs	Alger Consult- ing & Training	Other	No
3	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitary District	Lab	Yes
4	David Caldwell	David.caldwell@deg.ok.gov	1/23 (first term)	SIRs	OK DEQ	NELAP AB	No
5	Carl Kircher	carl.kircher@doh.state.fl.us	Associate	SIRs	FL DOH	NELAP AB	Yes
6	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
7	Harold Longbaugh	harold.longbaugh@houstontx.gov	1/20 (first term)	SIRs	Houston Lab	Lab	Yes
8	Louise McGinley	Louise.mcginley@tceq.tx.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
9	Kasey Raley	kasey.rale@pacelabs.com	1/24 (first term)	SIRs	Pace Labs	Lab	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes