

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
April 21, 2021 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A; a simple quorum was present. The minutes of the February 17, 2022, meeting were approved by unanimous vote after a motion by Debbie seconded by Silky, with David abstaining due to his absence.

2) SIRs 423 and 425

SIR 423 – committee consensus was that the response does not address the question posed in the SIR submission, and that the response is not what the Standard states. Aaren offered to draft language explaining to the Micro committee why the response is not acceptable.

SIR 425 – again, the consensus was to return this response to Micro, for reasons very similar to those for returning SIR 423. Also, unfortunately, the language of the prior SIR used the term “sister laboratory” (not defined in the Standard), which should be rephrased so as not to introduce an undefined term by way of the SIR response (which becomes part of the Standard). Aaren offered to address this SIR along with SIR 423, and submitted raft language for the Subcommittee’s consideration after the meeting. Once the draft language is agreed upon, a vote will be sought to approve the return of both SIRs 423 and 425 for rework.

3) SIR 412

This second response to the SIR, about unique identifiers, was returned to Quality Systems with a request to consider a different approach. Debbie, as Chair of Quality Systems, asked the Subcommittee to reconsider and please to allow the second response to stand as written. After much discussion about why, and why not, each container should have a unique identifier, the Subcommittee reached consensus that the second response should stand as written. Debbie explained that reference materials would be removed from the section in the upcoming revision, and addressed e4lsewhere, as those would never be prepared in the lab itself.

Silky moved and David seconded that this response be posted to the NELAP AC voting site. Five of the six individuals present voted in favor with Harold abstaining. Email votes were obtained from Stacie and Louise (both in favor) as of April 25. SIR 412 will be sent to the webmaster for posting to the AC’s voting site.

4) Draft Revisions to Implementation Guidance SOP 3-114

As this point, Maria needed to depart, and with the Vice Chair absent, the meeting was adjourned after a brief discussion and request for Subcommittee members to review the draft revision of the Implementation Guidance SOP 3-114, which was returned from Policy Committee with comments and requests for changes.

5) New Business

There was no new business. Maria adjourned the meeting.

6) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, May 19, 2022, 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	Louise McGinley, Vice Chair	Louise.mcginley@tceq.tx.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	No
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs	Alger Consult- ing & Training	Other	Yes
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	David Caldwell	David.caldwell@deg.ok.gov	1/23 (first term)	SIRs	OK DEQ	NELAP AB	Yes
7	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
8	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/20 (first term)	SIRs	Houston Lab	Lab	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes