

Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
September 15, 2022 1:30 pm Eastern

1) Welcome and Introductions

In Maria's absence, Louise welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes of the July 21, 2022, meeting were approved by unanimous vote after a motion by Silky seconded by Debbie.

After the first vote to approve the committee's decisions from July 21 failed due to lack of sufficient responses after two weeks, a second vote was initiated, with a slightly modified (due to email discussion) action for SIR 437. On August 31, Debbie offered a motion to approve actions for SIRs 423, 425 and 437, and Louise seconded the motion. With David's withdrawal from the subcommittee, there were five votes in favor with two members not voting (7 members total). The actions approved were:

- SIR 423 – The response needs to be revised to remove the sentence that states “Refer to the program, client, and AB requirements as appropriate for acceptance guidelines”, as the Standard ought not to defer to variations among ABs.
- SIR 425 – Remove the reference to “AB requirements” in the final sentence and revise the response to address the specific sub-section cited in the SIR submission rather than the more general section currently mentioned in the response.
- SIR 437 – This SIR concerns whether the four “consecutive” ongoing **LCSs** may be analyzed over several days or if they must all be done in a single day. Correct the response to state that the **LCSs** may be analyzed on different days if there are no “intervening” samples, using the correct word instead of “intermittent”.

2) SIR 437

The revised response returned from Chemistry complied with the requested changes. Silky moved and Aaren seconded that this revision be presented to LASEC with a recommendation that it be posted to the AC voting site. All five members present voted in favor, thus giving a super-majority (5 of 7) approval.

4) SIR 425

The revised response returned from Microbiology complied with the requested changes but also added an additional sentence which the subcommittee believes will inadvertently add a new requirement to the Standard.

§1.7.3.1 states “The laboratory shall demonstrate and document that the quality of the reagents and media used is appropriate for the test concerned including, but not limited to, test conditions and incubation times” but does not require that the laboratory perform such testing. All of the subsections state “The laboratory shall ...” except for the subsection in question, 1.7.3.1.b.i, which states “All media shall be tested for performance ...” but does not explicitly require that the lab using the media perform such testing. Therefore, the added sentence “Therefore, each laboratory location must perform these checks” adds a new requirement that the lab perform such testing.

Aaren moved and Silky seconded that “The preamble does not state that the laboratory ‘shall perform these checks.’ The preamble states that the ‘laboratory shall demonstrate and document...’. The sub-committee suggests that the expert committee focus on the question about what “Each laboratory location” must do to comply with the standard. The response as currently written seems to add requirements that are not part of the standard.” (Wording shared by email prior to voting.) All five members present (of seven total) voted in favor, thus providing a super-majority approval. The Micro committee will be asked to clarify that “these checks” should show that subsection 1.7.3.1.b.i is separate from the other subsections of 1.7.3.1.

5) SIR 423

The revised response returned from Microbiology complied with the requested changes. Silky moved and Aaren seconded that this revision be presented to LASEC with a recommendation that it be posted to the AC voting site. All five members present voted in favor, thus giving a super-majority (5 of 7) approval.

7) Discussion of Draft Revisions of SOPs 3-114, 3-105 and the LASEC Charter

Subcommittee members approved the revisions to the Charter and to the IG SOP 3-114 by consensus. There was no need for a formal vote or recommendation to the full LASEC, as that is the body needing to approve these documents.

Silky, in her role as Vice Chair of Policy Committee, requested time to review the SIR Management SOP 3-105, and returned a few minor edits after the meeting. The version with Silky’s edits will be presented to LASEC, along with the other two documents, at its September 22 meeting.

8) New Business

There was no new business. Louise adjourned the meeting.

9) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, October 20, 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	no
2	Louise McGinley, Vice Chair	Louise.mcginley@tceq.tx.gov	1/22 (first term)	SIRs	TCEQ	NELAP AB	Yes
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@deq.ok.gov	1/23 (first term)	SIRs	OK-DEQ	NELAP-AB	Yes
6	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	Yes
7	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