

**Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
September 17, 2020 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A; there was not a quorum present. The minutes of the August 29 meeting were approved by acclamation (no comments received).

2) SIR 336

This SIR had earlier been returned to the Chemistry Expert Committee for further clarification, and the revised response did address the concerns expressed in its initial review.

Maria directed that an email vote be conducted, with the vote remaining open for one week.

As of September 24, Harold moved and Silky seconded that the revised response be approved, and then a modified to the motion that directed removal of the subcommittee's comments from the document prior to posting for AC vote was accepted by Harold and Silky. Four votes in favor of approving the response were received, and the SIR response was sent to the webmaster for posting to the NELAP AC voting site that day, and it was posted on September 25. The NELAP SIR voters were notified and advised to vote within 30 days.

3) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, October 15, 2020, 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	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	Judy Morgan	Judy.Morgan@pacelabs.com	Associate	SIRs	Pace Analytical	Lab/FSMO	No
3	Bill Hall	George.Hall@des.nh.gov	1/22 (first term)	SIRs	NH ELAP	NELAP AB	No
4	Carl Kircher	carl.kircher@doh.state.fl.us	Associate	SIRs	FL DOH	NELAP AB	No
5	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	No
6	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/20 (first term)	SIRs	Houston Lab	Lab	No
7	Gale Warren	gigwarren@gmail.com	Associate	SIRs	Retired (NY DOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes