

**Laboratory Accreditation System Executive Committee  
SIR Subcommittee Meeting Minutes  
September 21, 2023 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. The minutes of the March 16, 2023, meeting were approved by unanimous vote after a motion by Aaren, seconded by Stacie.

2) Update on SIR Tracking Changes and the SIR Management SOP 3-105

Lynn noted that the SIR tracking has now been reassigned to Paul Junio and the tracking spreadsheet has been streamlined to remove a lot of the detail that was added to monitor turnaround times, since that information never seemed to get entered. The spreadsheet presently used starts with SIRs that are active now and recently submitted SIRs that were deemed not valid.

The most recent revisions to the SIR Management SOP 3-105 were approved by Policy Committee and were on the Board agenda, but due to the changes to the spreadsheet, the document was pulled back so that the list of data elements to be tracked could be modified to match the modified spreadsheet currently in use.

3) SIR 465

This SIR response was returned from QMS Expert Committee in August, but the neither the subcommittee nor the full LASEC met after conference last month.

The response provided by QMS was briefly discussed, with the conclusion that the laboratory decides how to perform the inspection of verification mentioned in V1M2 4.6.2, and must retain records of its actions to comply with the procedure chosen.

Bill moved and Harold seconded that the subcommittee approve the response, and a second motion was immediately made to forward the response to LASEC for its approval to send the response to be posted on the NELAP AC voting site. The votes cast are documented here, including an email extension of the vote to include the three absent members, and both motions were approved by the required super-majority.

| Voter          | Motion to Approve Response | Motion to Forward Response to LASEC |
|----------------|----------------------------|-------------------------------------|
| Maria          | Yes                        | Yes                                 |
| Aaren          | (no vote)                  | (no vote)                           |
| Debbie         | Yes                        | Yes                                 |
| Stacie         | Yes                        | Yes                                 |
| Bill           | Yes                        | Yes                                 |
| Silky          | Abstain                    | Abstain                             |
| Harold         | Yes                        | Yes                                 |
| Super-Majority | YES                        | YES                                 |

|               |              |              |
|---------------|--------------|--------------|
| Approval Met? | 4 of 6 votes | 4 of 6 votes |
|---------------|--------------|--------------|

Two additional SIRs had been sent from Chemistry, 402 and 437, but on further investigation, both of those SIRs are already posted to the website as final. Apparently, the Chair of Chemistry had lost track of some SIR items in a job transition, as previous emails were no longer available.

#### 4) New Business

Lynn asked whether the group wished to identify a Vice Chair, as Louise McGinley retired several months ago. Debbie inquired about the responsibilities of the position (chairing meetings if the Chair is unavailable and reviewing any SIR issues that might arrive outside of the normal review process). She then volunteered to become Vice Chair, and Maria appointed her as Vice Chair. Congratulations, Debbie!

#### 6) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, October 19, 2023, at 1:30 pm Eastern**. If there are no SIRs to review, members will be notified in advance of the meeting date; otherwise the SIRs will be sent with the agenda.

## Attachment A

### PARTICIPANTS – SIR SUBCOMMITTEE OF LASEC

|   | NAME                           | EMAIL  | LASEC<br>Term end<br>date | INTEREST | AFFILIATION                        | S/H<br>CATEGORY | PRESENT |
|---|--------------------------------|--|---------------------------|----------|------------------------------------|-----------------|---------|
| 1 | Maria Friedman,<br>Chair       | <a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.com</a>                       | 1/26<br>(2nd term)        | SIRs     | CA ELAP                            | Non-NELAP<br>AB | Yes     |
| 2 | Aaren Alger                    | <a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>                   | 1/26<br>(2nd term)        | SIRs     | Alger Consult-<br>ing & Training   | Other           | No      |
| 3 | Debbie Bond,<br>Vice Chair     | <a href="mailto:DBOND@southernco.com">DBOND@southernco.com</a>                         | Associate                 | SIRs     | Alabama Power                      | Lab             | Yes     |
| 4 | Stacie Crandall                | <a href="mailto:scrandall@hrsdc.com">scrandall@hrsdc.com</a>                           | 1/24 (first<br>term)      | SIRs     | Hampton Roads<br>Sanitary District | Lab             | No      |
| 5 | Bill Hall                      | <a href="mailto:George.W.Hall@des.nh.gov">George.W.Hall@des.nh.gov</a>                 | 1/25<br>(second<br>term)  | SIRs     | NH ELAP                            | NELAP AB        | Yes     |
| 6 | Silky Labie                    | <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>                 | 1/24<br>(2nd term)        | SIRs     | ELCAT                              | Other           | No      |
| 7 | Harold<br>Longbaugh            | <a href="mailto:harold.longbaugh@houston.tx.gov">harold.longbaugh@houston.tx.gov</a>   | 1/25<br>(3rd term)        | SIRs     | Houston Lab                        | Lab             | Yes     |
|   | Program Admin.<br>Lynn Bradley | <a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a> |                           |          |                                    |                 | Yes     |