

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, August 27, 2020 1:30 pm Eastern

1) Welcome and Introductions

Maria welcomed everyone to the meeting. Attendance is recorded in Attachment A. Minutes of July 23 were approved.

The email vote to approve the Standards Review SOP 3-106 was approved by a majority of the committee effective July 30, 2020.

2) Updated SIR Tracking Spreadsheet

During and after the LASEC session at conference in Newport Beach, the committee has established clear timeframes for the various steps of the SIR review and response process, including revisions to the SIR Management SOP 3-105, and committed to reporting compliance with those timeframes to the full committee. In order to simplify the tracking of the various steps and their timeframes, and to create an automated report that can be provided to the committee, Judy Morgan agreed to modify the SIR Tracking Spreadsheet. This spreadsheet is in a location where only TNI Staff and certain committee chairs have access to it, and contains the historical record of SIRs submitted. It is essentially complete since TNI's establishment, but contains spotty records of SIRs from earlier years.

For this meeting, Judy first gave a brief explanation of the SIR process, and Lynn and Ilona explained the division of labor in SIR management and tracking. Judy used WebEx to display the spreadsheet and to explain where she added calculations for timeframes and then discussed the summary report at the far edge of the spreadsheet, which will constitute the periodic report to the full committee.

During the discussion, several changes were verbally agreed upon to the SIR process as well as adding at least one additional timeframe, 30 days for the SIR Subcommittee to complete review of a SIR response. Also, the "report" section will be expanded to identify the expert committee assigned to provide the interpretation.

NOTE 1: Judy provided the updated version less than a week after the meeting; a shortened version of it is being sent to committee members with these minutes.

NOTE 2: The SIR Management SOP 3-105 has been withdrawn from Policy Committee review, and a new draft revision will be provided for committee consideration at the next meeting.

3) Next Meeting

The next scheduled teleconference meeting of LASEC will be **Thursday, September 24, 2020, at 1:30 pm Eastern time**. An agenda and documents will be provided prior to the meeting.

Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER

	NAME	EMAIL	TERM, End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair-Elect	gamfriedman@gmail.com	1/23 (first term)	All	CA ELAP	AB	Yes
2	Dorothy Love, Vice Chair	dorothylove@eurofinsus.com	1/22 (2nd term)	Mentor Session	Eurofins Environmental	Lab	No
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)		Alger Consulting & Training	Other	No
4	David Caldwell	david.caldwell@deq.ok.gov	1/23 (first term)	Assmt Forum	OK DEQ	NELAP AB	Yes
5	Sumy Cherukara	Cherukara.sumy@epa.gov	1/23 (2nd term)		EPA R2	Other	Yes
6	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	Yes
7	Jack Farrell	aex@ix.netcom.com	1/22 (first term)	Mentor Session	Analytical Excellence	Other	Yes
8	Silky Labie	elcatllc@centurylink.net	1/21 (first term)	SIRs	ELCAT	Other	No
9	Bill Hall	George.Hall@des.nh.gov	1/22 (first term)	SIRs	NH ELAP	NELAP AB	Yes
10	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/23 (2nd term)	SIRs	Houston Lab	Lab	Yes
11	Louise McGinley	louise.mcginley@tceq.texas.gov	1/22 (first term)		TCEQ	NELAP AB	No
12	Michele Potter	michele.potter@dep.nj.gov	1/21 (first term)		NJ DEP	NELAP AB	Yes
13	Scott Siders	siders6six@yahoo.com	1/21 (first term)	Mentor Session	Retired	Other	Yes

Associate Members

	Stacie Crandall	scrandall@hrsd.com			HRSD Lab Director	Lab	Yes
	Myron Gunsalus	ngunsalus@kdheks.gov			KS Lab Director	NELAP AB	No
	Adam Kinion	info@radellc.org			RADE LLC	Lab	No
	Carl Kircher	carl.kircher@doh.state.fl.us		SIRs	FL DOH	NELAP AB	No
	Mitzi Miller	mitzi.miller@moellerinc.com		Mentor Session and Assessment Forum	Dade Moeller	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		SIRs, Assessment Forum	Pace Analytical	Lab/FSMO	Yes
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	Yes
	Mohan Sabaratnam	msabaratnam@iasonline.org			IAS	AB (non-gov.)	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Gale Warren	gigwarren@gmail.com		SIRs	Retired (NYDOH)	Other	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					
	Guest - Ilona Taunton	Ilona.taunton@nelac-institute.org			TNI Prog, Admin.		Yes

