

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, January 23, 2025 1:30 pm Eastern

1) Welcome and Roll Call

Maria called the meeting to order and attendance is recorded in Attachment A. LASEC did not meet in December. The agenda was declared approved by unanimous consent. The minutes of November 21, 2024, were approved unanimously after a motion by Patty, seconded by Shari.

2) Election

Chair

Maria turned the meeting over to Harold for this office's election, and stated that she was willing to continue as Chair. There were no other nominations. Patty moved and Mike seconded that Maria be re-elected as Chair and approval was unanimous.

Harold then returned the moderator role to Maria.

Vice Chair

Harold has now served three terms, including his most recent term as Vice Chair, and is no longer eligible to be a voting member or Vice Chair. Patty nominated Shari to be Vice Chair, and Matt seconded. With no additional nominations offered, the vote was unanimously in favor of electing Shari as Vice Chair.

Second Term Renewals

Both Patty and Shari wish to serve a second term. Matt nominated both for re-election, and Michele seconded; approval was unanimous.

Bill and Silky have completed two terms and are not eligible for re-election. Both of them and Harold will remain as associate members.

3) SIR Actions

SIR 499

This SIR was returned with the requested edit and the SIR Subcommittee voted to recommend it for posting to the NELAP AC voting site at its January 16 meeting. There were no comments on the SIR response. Shari moved and Mike seconded that the posting for AC vote be approved, and the roll call vote is tallied here:

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Absent
Harold Longbaugh	Yes	Silky Labie	Absent
Aaren Alger	Yes	Bill Hall	Absent
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	Yes

		Matt Sowards	Yes
SIR 499 Vote – Supermajority approval met?			
Yes (8 of 11 in favor, 73%)			

SIR 425

This SIR was posted to the AC voting site and provoked a strong immediate reaction, which was discussed at the Council's January 6 meeting. Maria reviewed the three-year history of this SIR, noting that responses had ranged from "testing must be in the lab of use" to "testing may be done at any lab" to the most recent "unable to answer with the current language." Council members preferred "testing in the lab of use" although not all ABs require that, as some accept a Certificate of Analysis or results from a different lab; the Council members offered a consensus around objecting to the "unable to answer" response being posted.

LASEC participants expressed their personal opinions about what the response should be, and those covered almost every possibility imaginable. Participants were all opposed to posting the "unable to answer" response. The clearest explication offered was that the language of the standard saying "the lab shall demonstrate and document" is not equivalent to "the lab must perform the test in-house".

The possible creation of a guidance document to address the issue was raised and discussed, but the Microbiology Committee has language in its revised draft module that will clarify the intent, so it makes no sense for that committee to set aside its revision of the module to create a guidance document that will be outdated once the revised module is adopted and implemented.

After an extensive discussion that reached no definitive conclusion, Maria recommended that action on SIR 425 be tabled until LASEC's February meeting, and in the meanwhile, she will talk with the submitter about possibly withdrawing the SIR.

4) Review and Approve Revised POL 3-102, NELAP Certificates

The timing of renewal applications was clarified, as requested when this policy was initially reviewed. A question was raised about eliminating the statement that evaluation team assignments should ensure that different evaluators are assigned for successive evaluations, and all agreed that statement belongs in the NELAP Evaluation SOP 3-102 and not this policy.

Mike moved to approve the revised draft policy, and Michele seconded. While a quorum was present, several members had already departed the meeting, so that the super-majority vote had to be completed by email. The vote tally is shown below, and the policy will move to the NELAP AC for approval.

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Yes (email)
Harold Longbaugh	Yes	Silky Labie	Absent
Aaren Alger	Absent	Bill Hall	Abstain (email)
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	Yes

		Matt Sowards	Yes
POL 3-102 Approval Vote – Supermajority approval met? Yes (8 of 10 in favor [1 abstention], 80%)			

5) New Business

There was no new business. Maria adjourned the meeting.

6) Next Meeting

LASEC will meet at **conference in Jacksonville on Tuesday afternoon, February 4, at 3:30 pm Eastern**. Remote participation will not be available but registered conference attendees may listen to the webcast afterwards.

The next scheduled LASEC teleconference will be on **Thursday, February 27, 2025, at 1:30 pm Eastern**. An agenda and any needed documents will be provided in advance.

The next **SIR Subcommittee teleconference will be on Thursday, February 20, 2025, at 1:30 pm Eastern**. If there are no SIRs for review, the meeting will be cancelled.

Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/26 (first term)	SIRs	CA ELAP	AB	Yes
2	Harold Longbaugh, Vice Chair	harold.longbaugh@houstontx.gov	1/25 (3rd term)	SIRs	Houston Lab	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	1/26 (first term)	SIRs	Alger Consulting & Training	Other	Yes
4	Patty Carvajal	pmcarvajal@sara-tx.org	1/25 (first term)		San Antonio River Authority	Lab	Yes
5	Mike Delaney	mike@mikedelaney.org	1/26 (first term)		Retired (MWRA)	Other	Yes
6	Brian Hulme	Hulme.brian@epa.gov	1/26 (first term)		EPA R2	Other	No
7	Silky Labie	elcatllc@centurylink.net	1/25 (second term)	SIRs	ELCAT	Other	No
8	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	No
9	Shari Pfalmer	Shari.pfalmer@pacelabs.com	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
10	Michele Potter	Michele.potter@dep.nj.gov	1/27 (third term)		NJ DEP	NELAP AB	Yes
11	Matt Sowards	matts@acz.com	1/28 (first term)		ACZ Labs	Lab	Yes

Associate Members

	Debbie Bond	DBOND@southernco.com		SIRs	Alabama Power	Lab	Yes
	Stacie Crandall	crandallstacie@gmail.com		SIRs	TNI	Other	Yes
	Scott Giatpaiboon	Giatpaib@IRWD.com			Irvine Ranch Water District	Lab	No
	Bill Reeves	william.reeves@et.eurofinsus.com			Eurofins	Lab	Yes
	Nick Straccione	nstraccione@emsl.com			EMSL	Lab	Yes
	Katie Strothman	katie@sanderslabs.net			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes

Attachment B Agenda, January 23, 2025

- Welcome and Roll Call
- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (November minutes attached)
- Election
 - Elect Chair
 - Elect new Vice Chair
 - Elect Patty and Shari for second term
 - Silky and Bill are ending their second terms but will remain as associate members
- SIR Actions
 - Consider Subcommittee recommendation to post SIR 499 for AC vote
 - Consider AC position on SIR 425 (draft summary of AC discussion attached)
- Review and Approve Revised POL 3-102, NELAP Certificates (revised draft attached)
- New Business, if any
- Adjourn