

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, October 24, 2024 1:30 pm Eastern

1) Welcome and Roll Call

LASEC did not meet in September.

Maria called the meeting to order and attendance is recorded in Attachment A. The agenda was declared approved by unanimous consent, as were the minutes of August 22, 2024, with a correction to the first sentence (LASEC met in August but not July).

2) SIR 494

In the absence of a quorum, Maria asked that the SIR Subcommittee’s recommendation to post this SIR response to the NELAP AC voting site be approved by an email vote. In response to the October 24 email vote request, Harold moved that it be done and Bill seconded the motion. The roll call vote is tallied here, as of October 27:

Name	Vote	Name	Vote
Maria Friedman	No vote	Brian Hulme	No vote
Harold Longbaugh	Yes	Silky Labie	Yes
Aaren Alger	No vote	Bill Hall	Yes
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	Yes
SIR 494 Vote – Supermajority approval met?			
Yes (7 of 10 in favor, 70%)			

The response to SIR 494 has been sent for posting to the Council’s voting site.

3) Review and Approve Revised POL 3-102, Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process

Participants discussed the draft revisions to this policy, which are being made to conform with decisions by the Lead Evaluators and the state and federal evaluators that the three-year timing for NELAP AB evaluations will no longer follow a fixed schedule (one evaluation beginning every two months, with the cycle re-starting three years after the first evaluation), but that each AB’s evaluation (submission of the renewal application) will begin three years after the evaluation report was delivered to the AB (from the most recent prior evaluation).

The initial draft stated that evaluations would begin “approximately” three years after the prior report, but participants wanted a definite timeline, so all agreed that the policy will state that renewal applications are due three years after the report, during the same month of the third year.

A strong suggestion was made that if evaluation teams had more members, delays would be less likely. This issue has already been discussed extensively among the LAB Expert Committee, the evaluators and the Accreditation Council, but there is no readily available source of additional evaluators.

A new issue was raised about annual issuance of Certificates of Recognition, that certificates are no longer tied to successful evaluations and that if evaluations are extensively delayed, an AB could theoretically continue operating without oversight for some unlimited period of time. Maria strongly urged that ABs be required to self-certify that they remain in conformance with the Standard, every year, before the new certificates are issued. Review of such self-certification, or what it might consist of, were discussed but not resolved.

Lynn agreed to share the self-certification recommendation with the Accreditation Council and the NELAP evaluators, as well as the LAB Expert Committee. NOTE: Such a requirement cannot be placed into policy until a mechanism for accomplishing it is created and ready to implement.

4) Consider Future Committee Composition

Lynn discussed the committee's term limits, and who will be affected by them (see the agenda for details). Harold agreed to remain as an associate member; Bill and Silky were absent but will be asked to remain as associates if they are able.

Current associate members are encouraged to apply for voting membership, as those individuals are most familiar with LASEC's activities.

Patty was appointed to the SIR Subcommittee, so that, if Harold, Bill, and Silky all decide to remain as associates, there will be a better balance of voting members and associates for that effort.

5) New Business

The meeting schedules for November was adjusted to accommodate the Thanksgiving holiday.

6) Next Meeting

The next scheduled LASEC teleconference will be on **Thursday, November 21, 2024, 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, November 21, 2024, at 12:30 pm Eastern – one hour before the LASEC meeting.** At least one SIR response awaits review.

The schedule for the December meetings will be decided at the November 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	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	No
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	No

Associate Members

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

Attachment B Agenda, October 24, 2024

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (August minutes attached)
- Consider SIR Subcommittee Recommendation to Post SIR 494 for AC Voting (see attached SIR response)
- Review and Approve Revised POL 3-102, Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process (draft attached)
- Consider Future Committee Composition
 - Recruitment of new voting members is a priority (Associate members welcome to apply!)
 - Two members are completing first terms and can be re-elected – Shari and Patty
 - Three members will have completed maximum terms in January 2025
 - Harold, Vice Chair (3 terms, a lab stakeholder)
 - Silky (2 terms, an “other” stakeholder)
 - Bill (2 terms, an AB stakeholder)
 - SIR Subcommittee presently has 7 members, including Harold, Silky, and Bill – must have at least 5, need one more voting member (associates welcome also)
- New Business, if any
- Adjourn