

**Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, November 30, 2023 1:30 pm Eastern**

1) Welcome and Roll Call

Maria opened the meeting, which was rescheduled due to the Thanksgiving holiday. Attendance is recorded in Attachment A. The minutes of October 26 were approved by unanimous vote after a motion by Mike, seconded by Silky, with Mike abstaining due to his absence.

2) SIR Subcommittee Recommendations

The SIR Subcommittee met immediately prior to this full committee meeting and had three approved recommendations for LASEC, as follows:

SIR 410 – no further processing of this SIR as it is virtually identical to SIR 390, which was posted to the website in September 2023. Notify the submitter to review the response to SIR 390 (URL provided). Stacie moved and Patty seconded to approve this recommendation, and the vote is as shown below.

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Absent
Harold Longbaugh	Yes	Silky Labie	Yes
Aaren Alger	Absent	Bill Hall	Absent
Patty Carvajal	Yes	Shari Pfalmer	Yes
Stacie Crandall	Yes	Michele Potter	Yes
Mike Delaney	Yes		
Supermajority approval met? Yes (8 of 11 in favor)			

SIR 426 – send for posting to the NELAP AC voting site. Stacie moved and Patty seconded that the recommendation be approved.

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Absent
Harold Longbaugh	Yes	Silky Labie	Yes
Aaren Alger	Absent	Bill Hall	Absent
Patty Carvajal	Yes	Shari Pfalmer	Yes
Stacie Crandall	Yes	Michele Potter	Yes
Mike Delaney	Yes		
Supermajority approval met? Yes (8 of 11 in favor)			

SIR 427 – send for posting to the NELAP AC voting site. Mike moved and Silky seconded that the recommendation be approved

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

Mike Delaney	Yes		Yes
Supermajority approval met? Yes (8 of 11 in favor)			

3) Continued Discussion of Mentor Session and Assessment Forum Transfer to Training Committee

Since the first conversation about this issue within LASEC, Lynn has also discussed it with the NELAP AC. The Council had no objections to the transfer and the chair stated that so long as the presenters for the sessions represented the range of stakeholders within TNI, the employment of the volunteer organizers did not seem to be an issue.

Several suggestions were made, in passing – to have the volunteer organizers become LASEC associate members or perhaps to ask that the Training Committee establish a subcommittee for these events that could include LASEC members. Others noted that LASEC cannot dictate how another committee should handle its affairs, and Lynn noted that the suggestion for a joint subcommittee (LASEC and Training) was disallowed by TNI leadership. LASEC members who feel strongly about these training events can join the Training Committee in order to remain connected with them.

The Training Committee does not have a balance requirement, and is willing to accept both of these events into its structure. Participants noted that there needs to be ongoing communication among Training, LASEC and the Accreditation Council, as the expertise needed for the Assessment Forum lies primarily within NELAP.

Maria requested a motion favoring transfer of the Mentor Session and Assessment Forum to the Training Committee, with continued support from LASEC as needed and requested by Training. Silky made that motion and Mike seconded it, with approval being unanimous.

Follow-Up: Lynn has been in communication with the Training Committee as well as the volunteers who organize these two sessions. The Training Committee met on December 1 and is agreeable to receiving both the Mentor Session and the Assessment Forum. As LASEC does not plan to meet until either conference or February, the plan will be for Maria to present the session agendas at the Annual Meeting, and note that shortly after conference, the transfer will be initiated, with eventual Board approval required. Both LASEC and Training will need to modify their charters, and plan to do so simultaneously.

4) Continued Discussion of Handling SIR Requests for Modified Versions of the TNI Standard

Maria again reviewed the background of this issue, and presented the consensus proposal (LASEC, the SIR Subcommittee, CSDEC and the NELAP AC) that so long as the cited language relevant to the question asked is TNI language, SIRs will be processed normally. If a SIR request cites modified language, the SIR will be considered not valid and the submitter requested to contact the accreditation (or certification) body that uses the modified version. There were no objections to this proposal.

At its next meeting, likely February 2024, this criteria will be added to the list of criteria for an acceptable SIR, in the SIR Management SOP 3-105.

5) New Business

There was no new business. Maria proposed that there be no meeting in December, due to holidays, and that, if a quorum is present at conference, business can be conducted then, but otherwise, the next meeting will be in February 2024.

6) Next Meeting

Because of the holidays and then conference in January, the next scheduled LASEC teleconference will be on **Thursday, February 22, 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, February 15, 2024, at 1:30 pm Eastern.**

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, Assessment Forum	Alger Consulting & Training	Other	No
4	Patty Carvajal	pmcarvajal@sara-tx.org	1/25 (first term)		San Antonio River Authority	Lab	Yes
5	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	Yes
6	Mike Delaney	mike@mikedelaney.org	1/26 (first term)		Retired (MWRA)	Other	Yes
7	Brian Hulme	Hulme.brian@epa.gov	1/26 (first term)		EPA R2	Other	No
8	Silky Labie	elcatllc@centurylink.net	1/25 (second term)	SIRs	ELCAT	Other	Yes
9	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	No
10	Shari Pfalmer	Shari.pfalmer@pacelabs.com	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
11	Michele Potter	michele.potter@dep.nj.gov	1/24 (second term)		NJ DEP	NELAP AB	Yes

Associate Members

	Debbie Bond	DBOND@southernco.com		SIRs	Alabama Power	Lab	Yes
	Jack Farrell	aex@ix.netcom.com		Mentor Session	Analytical Excellence	Other	No
	Dorothy Love	dorothylove@ET.eurofinsus.com		Mentor Session	Eurofins Environmental	Lab	No
	Mitzi Miller	mitzi.mqc@gmail.com		Mentor Session & Assmt Forum	Retired	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		Assessment Forum	Pace Analytical	Lab/FSMO	No
	Mohan Sabaratnam	msabaratnam@iasonline.org			IAS	AB (non-gov.)	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	Yes
	Katie Strothman	katie@sanderslabs.net			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes