

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**Thursday, December 15, 2022 1:30 pm Eastern**

1) Welcome and Roll Call

Maria opened the meeting. Attendance is recorded in Attachment A. The minutes of October 27 were approved unanimously after a motion by Louise, seconded by Stacie.

LASEC did not meet in November due to the Thanksgiving holiday.

2) Election

Sumy is scheduled to rotate off of LASEC in January 2023 after serving two terms, and she has graciously identified a willing volunteer from EPA to represent the Agency on the committee in her place. Brian Hulme, the EPA Region 2 Certification Officer, has applied for voting membership. Stacie moved and Sumy seconded that his membership application be accepted, and approval was unanimous. Brian's term begins at the end of conference in San Antonio. Welcome to LASEC, Brian!

Both Aaren and Mike have agreed to serve second terms. Jack moved and Harold seconded that their second terms be approved, and the vote was unanimously in favor.

Maria stated that she would be happy to continue as Chair, and Harold agreed to continue as Vice Chair, but both indicated that they would welcome additional nominations for their positions. No additional nominations were received. Jack moved and Patty seconded that Maria and Harold be elected to continue in their respective leadership roles, and approval was unanimous.

3) SIR Activity

SIR 433

The SIR Subcommittee has recommended to LASEC that this SIR be approved for posting to the NELAP AC SIR voting site. The question seeks clarity about what must be documented during an analysis – “critical” activities but not “trivial” ones. The Subcommittee asked the Expert Committee not to give specific guidance on particular actions but to respond with general applicability about the minimum requirements for documentation. Considerable discussion ensued about the potential need for historical reconstruction of an analysis and the variability in what individual assessors might deem worthy of documentation (rather than assuming that the SOP was followed in the absence of documentation stating otherwise). There was agreement that, as a standalone, the response may not be clear, but that it was an appropriate response to the question posed by the SIR submitter.

Stacie moved and Louise seconded that the response be posted for AC vote. Of thirteen voting members, eight votes were cast in favor with one abstention. An abstention reduces the total number of votes, meaning that eight of 12 voted in favor, thus meeting the two-thirds super-majority requirement.

Update on SIR Activities

SIRs 423 and 390 were returned to their respective Expert Committees after a request from the NELAP AC Chair. Even though the vote count was not definitive for pass or fail, there was considerable discussion among SIR voters about the responses being unsuitable for implementation, which prompted the Chair's request.

The SIR Management (SOP 3-105) and Implementation Guidance (SOP 3-114) documents still await review by Policy Committee, but as they have "provisional" status, the committee is expected to use them operationally.

#### 4) Discussion of Potential New Task for LASEC Being Considered in the CSDP EC Standards Development SOP 2-100

The most Recent Draft of 2-100 has this language:

- §8.5.5 When the DS [*Draft Standard*] (at whatever revision) has received an affirmative two-thirds vote of all Expert Committee members and no further persuasive comments are received, the procedures in Section 8.4.1 are followed for posting and notification. [*The posting/notification procedures aren't relevant here.*]
- §8.5.6 **A period of at least thirty (30) days shall follow the two-thirds affirmative vote [approval] of the Expert Committee. During this period, CSDP EC and LASEC shall review the Response to Comments for previously undetected issues of enforceability and for errors made in the review process. The Accreditation Council may perform a similar review.** If no comments/feedback are received after thirty (30) days, the process is complete. If changes to the standard are necessary, the process returns to Section 8.5.1.

During requested review by Program Administrators, Lynn had expressed objection to this added provision, and after further discussion with the CSDP EC Chair, Paul Junio, finally stated that she would need to consult with the LASEC Chair, as this is an entirely new form and format of review. The new language as well as the existing language of the LASEC Standards Review for Suitability SOP 3-106 were presented to LASEC for consideration.

Discussion points were as follows:

- It is unclear what LASEC would need to look for. How could they identify errors in the response-to-comments document?
- The proposed response-to-comments review appears to be merely an added layer of bureaucracy, as the LASEC members are not technical experts in any of the individual modules of the Standard.
- It is more appropriate for LASEC to focus its review on the Draft Standard (and revisions thereof) and then the Final Standard (approved version) for recommendations to the NELAP AC.
- The timeline proposed for this response-to-comments review is extremely short.
- It is presently unclear what would happen with LASEC's report of the proposed response-to-comments review.
- The proposed new review does not add any identifiable value so far as LASEC can determine – a lot of work for unknown benefit.
- The proposed new review of response-to-comments extends the timeline for development of the standard while forcing LASEC into what could only be described

as a severely compressed review. Given monthly meetings, it would take a minimum of three months, not one.

- The proposed response-to-comments review is an entirely different review than the “suitability” review already documented in SOP 3-106.

It was the consensus of the full LASEC that the new review proposed in SOP 2-100 is not appropriate. Maria will communicate this decision along with the committee’s reasoning to Paul Junio, the CSDP EC Chair, after sharing it with LASEC members for review.

#### 5) New Business

There was no new business.

#### 6) Next Meeting

LASEC’s meeting at conference will not have remote access capability. The session is scheduled for Tuesday afternoon, January 10, 2023, 3:30 – 5:00 pm Central.

Due to conference, there will be no LASEC teleconference meeting in January. The next regular teleconference will be Thursday, February 23, 2023, at 1:30 pm Eastern. The agenda and any needed documents will be sent in advance of the meeting.

The next SIR Subcommittee teleconference will be on Thursday, January 19, 2023, at 1:30 pm Eastern, and then again at 1:30 pm Eastern, on February 16, 2023 – both assuming that there are SIRs to be reviewed.

**Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE  
ROSTER**

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	<a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.com</a>	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Harold Longbaugh, Vice Chair	<a href="mailto:harold.longbaugh@houstontx.gov">harold.longbaugh@houstontx.gov</a>	1/25 (3rd term)	SIRs	Houston Lab	Lab	Yes
3	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	1/23 (first term)	SIRs, Assessment Forum	Alger Consulting & Training	Other	No
4	Patty Carvajal	<a href="mailto:pmcarvajal@sara-tx.org">pmcarvajal@sara-tx.org</a>	1/25 (first term)		San Antonio River Authority	Lab	Yes
5	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	1/23 (second term)		EPA R2	Other	Yes
6	Stacie Crandall	<a href="mailto:scrandall@hrsd.com">scrandall@hrsd.com</a>	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	Yes
7	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	1/23 (first term)		Retired (MWRA)	Other	No
8	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	1/25 (second term)	Mentor Session	Analytical Excellence	Other	Yes
9	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	1/25 (second term)	SIRs	ELCAT	Other	No
10	Bill Hall	<a href="mailto:George.W.Hall@des.nh.gov">George.W.Hall@des.nh.gov</a>	1/25 (second term)	SIRs	NH ELAP	NELAP AB	Yes
11	Louise McGinley	<a href="mailto:louise.mcginley@tceq.texas.gov">louise.mcginley@tceq.texas.gov</a>	1/25 (second term)	SIRs	TCEQ	NELAP AB	Yes
12	Shari Pfalmer	<a href="mailto:Shari.pfalmer@pacelabs.com">Shari.pfalmer@pacelabs.com</a>	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
13	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	1/24 (second term)		NJ DEP	NELAP AB	No

**Associate Members**

	Debbie Bond	<a href="mailto:DBOND@southernco.com">DBOND@southernco.com</a>		SIRs	Alabama Power	Lab	Yes
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Brian Hulme	<a href="mailto:Hulme.brian@epa.gov">Hulme.brian@epa.gov</a>			EPA R2	Other	Yes
	Margaret Hurst	<a href="mailto:mhurst@acz.com">mhurst@acz.com</a>			ACZ Laboratories	Lab	No
	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>			FL DOH	NELAP AB	No
	Dorothy Love	<a href="mailto:dorothylove@ET.eurofinsus.com">dorothylove@ET.eurofinsus.com</a>		Mentor Session	Eurofins Environmental	Lab	No
	Mitzi Miller	<a href="mailto:mitzi.miller@moellerinc.com">mitzi.miller@moellerinc.com</a>		Mentor Session & Assmt Forum	Dade Moeller	Other	No
	Judy Morgan	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No

	Mohan Sabaratnam	<a href="mailto:msabaratnam@iasonline.org">msabaratnam@iasonline.org</a>			IAS	AB (non-gov.)	No
	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>		Mentor Session	EMSL	Lab	Yes
	Katie Strothman	<a href="mailto:katie@sanderslabs.net">katie@sanderslabs.net</a>			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes