

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, February 22, 2024 1:30 pm Eastern

1) Welcome and Roll Call

Maria called the meeting to order and attendance is recorded in Attachment A. The agenda was approved after an amendment offered by Maria to consider requesting a third term for Michele. The minutes of November 30, 2023, and January 23, 2024, were approved by unanimous vote after a motion by Mike, seconded by Harold.

Due to her upcoming retirement, Stacie declined a second three-year term.

2) Re-Elect Chair and Vice Chair, and Approve third Term for Michele

Maria turned the Chair role over to Harold for the Chair election. With no additional nominations and Maria being willing to serve a second term as Chair, Patty moved and Shari seconded that Maria be approved for a second term as Chair. Approval was unanimous.

Harold returned the Chair role to Maria. With no additional nominations and Harold being willing to continue serving as Vice Chair, Bill moved and Mike seconded that Harold be approved for a second term as Chair. Approval was unanimous.

Michele has completed two terms, and was scheduled to rotate off of the committee. However, Maria noted that recruiting new NELAP AB representatives is difficult, and asked if Michele would be willing to remain for an additional term. Michele is also the Vice Chair of the NELAP Accreditation Council and serves as liaison between the two groups, so would need to remain as an associate member at least. With Michele's acceptance of a possible third term, Shari moved and Bill seconded that a third term be approved for Michele, and the vote was unanimously in favor. The committee's request will be included in the Consent Agenda for the March Board meeting.

3) Consider and Approve Updated Charter

In order to finalize the transfer of both the Mentor Session and the Assessment Forum to the Training Committee, LASEC's Committee Charter needs to be revised, with conforming changes made to the Training Committee's Charter as well. The negotiations for this transfer are complete, and updating Charters is the final step. Lynn provided a draft revised Charter, which had previously been shared with Training so that they would have our "old" language to use in updating Training's Charter.

The revisions concerning those two groups were considered acceptable, but a question was raised about one of the Success Measures for the first Objective, namely "Acceptance of final document without revision combined with implementation of document without need for interpretation or other consideration." Participants determined that this measure should be deleted, with the other measure (about timelines) retained as adequate. Shari moved and Mike seconded that this Success Measure be removed, and approval was unanimous.

Then, Mike moved and Harold seconded that the full document, with the removal of the Mentor Session and the Assessment Forum (and the Success Measure deleted), be approved, and again, approval was unanimous. The final document as approved is being distributed with these minutes, and both tracked and clean versions will be forwarded to Policy Committee for approval and presentation to the TNI Board. Copies have also been sent to the Training Committee.

Maria asked that the Charter be reviewed quarterly, going forward. It can be distributed as an attachment to the meeting reminder, and if changes are needed or Success Measures are not being met, then the committee will need to consider how to respond.

4) Consider and Approve Minor Revision to SIR Management SOP 3-105

The decision about how to handle SIR submissions that involve modified versions of the TNI Standard (such as is used in California) was finalized at the November 30 meeting, and draft edits to the SOP 3-105 were provided to the committee for consideration. Additionally, several uses of “shall” needed to be changed to “must”, to conform with current TNI policy.

Participants noted that §8 needed an additional line to explain the change made with this revision. With that additional change requested, Bill moved and Mike seconded that the revised SOP 3-105 be approved. As this SOP relates to SIRs, it required a super-majority roll call vote, recorded as follows:

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Yes
Harold Longbaugh	Yes	Silky Labie	Absent
Aaren Alger	Absent	Bill Hall	Yes
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	(Member status uncertain, not allowed to vote until Board approves 3 rd term)
Supermajority approval met? Yes (7 of 9 in favor)			

5) Five-Year Review of NELAP Provisional Recognition SOP 3-108

This document was originally approved by LASEC before presentation to the NELAP AC, and thus needs LASEC consideration as part of the five-year review. A draft was provided with “shall” changed to “must”, the 2009 Standard removed from Related Documents §3, and Definitions (§4) reformatted a table, consistent with current SOP formatting requirements.

Participants asked that an additional sentence, “If acceptable corrective actions are not implemented, please refer to section 5.16 of this SOP”, be added to §7.3 and that the yellow highlights (areas where the Lead Evaluator would need to customize the template) be removed in the Appendices.

Further action on this document was deferred until the March meeting.

6) New Business

There was no new business.

7) Next Meeting

Because of the holidays and then conference in January, the next scheduled LASEC teleconference will be on **Thursday, March 28, 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, March 21, 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	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	Yes
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
??	Michele Potter	michele.potter@dep.nj.gov	1/24 (second term) – third term being requested of Board		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
	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

Attachment B Agenda

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (November 30 and January 23 minutes attached)
- (Re-)Elect Chair and Vice Chair
 - Approve Request for Third Term for Michele Potter
- Consider and Approve Updated Charter (attached)
- Consider and Approve Minor Revision to SIR Management SOP 3-105 (attached)
- Consider and Approve Five-Year Review Revision of NELAP Provisional Recognition SOP 3-108 (attached, requires super-majority approval)
- New Business, if any
- Adjourn