

**Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, March 28, 2024 1:30 pm Eastern**

1) Welcome and Roll Call

Maria called the meeting to order and attendance is recorded in Attachment A. With no modifications requested, the agenda was declared approved, and is included in Attachment B. The minutes of February 22, 2024, were approved by unanimous vote after a motion by Mike, seconded by Harold.

There were no objections from the TNI Board of Directors for Michele to serve a third term. Thank you, Michele, for staying with us!

2) SIR Subcommittee Recommendation to post SIR 477 to NELAP AC Voting Site

At its rescheduled March 22 meeting, the SIR Subcommittee approved a recommendation to LASEC that this SIR be posted for approval by the NELAP AC for its implementation. One question arose, about whether the question asked includes whether an AB is responsible for payment of subcontracted laboratory assessments for purposes other than accreditation. Because the Standard does not require or even address such assessments, the only way to answer the question can only be answered in the context of what the Standard does address, which is assessments for accreditation.

Shari moved and Silky seconded that the recommendation from the Subcommittee be accepted and approved for action. The roll call vote is tallied below.

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Absent
Harold Longbaugh	Yes	Silky Labie	Yes
Aaren Alger	Yes	Bill Hall	Absent
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	Yes
Supermajority approval met? Yes (8 of 10 in favor, 80%)			

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

Review of this document's minor revisions was tabled at the end of the February meeting. As the review was resumed, Silky stated that she has a number of comments and suggested revisions, but had not yet completed her review. She asked for additional time, in order to ensure that the final document voted upon would be more likely to meet with Policy Committee's approval after being reviewed by both LASEC and the NELAP AC, without repeated additional revisions. As Silky is Vice Chair of Policy Committee, Maria promptly welcomed Silky's offer of additional review and revision, and thus the review is again tabled until Silky returns her revisions.

6) New Business

Lynn informed the group that the Credentials Committee has determined to take up the role of Technical Specialist next, and believes that most, if not all, of the competencies

needed for that role will also be needed for assessors, which is likely to be the next-in-line for consideration.

7) Next Meeting

Because of the holidays and then conference in January, the next scheduled LASEC teleconference will be on **Thursday, April 25, 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, April 18, 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	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	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
10	Michele Potter	Michele.potter@dep.nj.gov	1/27 (third 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
	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 (February minutes attached)
- Vote on SIR Subcommittee Recommendation to Post SIR 477 for AC Voting (see attached SIR 477)
- Review and Approval of Draft Revision to NELAP Provisional Recognition SOP 3-108 (continued from February, see attached draft)
- New Business, if any
- Adjourn