

**Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, May 23, 2024 1:30 pm Eastern**

1) Welcome and Roll Call

Maria called the meeting to order and attendance is recorded in Attachment A. Maria noted that she would only be available for one hour. At the beginning of the meeting, a quorum was not present, but with no modifications requested, the agenda was declared approved, and is included in Attachment B. After the needed additional person arrived to make a quorum, the minutes of April 25, 2024, were approved by unanimous vote after a motion by Mike, seconded by Harold.

2) Review and Approve Minor Edit to SIR Management SOP 3-105

Policy Committee had approved the latest revision (Rev 6.4) of this SOP to add the validity screening requirement about citing only TNI language and not language modified by some other group. When Revision 6.4 was presented to the TNI Board of Directors for its optional review, this committee was asked to join that added requirement to the pre-existing subsection reading “The question must apply directly and clearly to a cited section of the Standard” and the desired language was provided by the requesting Board member. With this edit, Shari moved and Mike seconded that the recommended action be approved. The roll call vote is tallied below and the revised document (Rev 6.5) has been sent to Policy Committee.

Name	Vote	Name	Vote
Maria Friedman	Yes	Brian Hulme	Absent
Harold Longbaugh	Yes	Silky Labie	Yes
Aaren Alger	Absent	Bill Hall	Yes
Patty Carvajal	Yes	Shari Pfalmer	Yes
Mike Delaney	Yes	Michele Potter	Absent
SOP 3-105 Vote – Supermajority approval met?			
Yes (7 of 10 in favor, 70%)			

3) Review and Approve Policy Committee's Requested Modifications to Conflict of Interest SOP 3-113

Policy Committee returned this SOP with many editorial changes, plus several substantive ones, as follows:

- put the responsibility for declaring a COI on the committee member, not the Chair;
- revised section 5.4 to not allow the affected individual to participate in the decision of how to participate and changing to “may or may not participate in the discussion and subsequent vote,” then deleting the rest of the language in that sentence;
- removed “referral to the TNI Board of Directors” in Section 5.5, as the Board could take no action and the decision rests with the committee; and
- deleted section 6.0 as this language is covered by Policy 1-101,

There were no objections to these changes. Mike moved and Bill seconded that the revised SOP 3-113 be approved and the vote was unanimously in favor. This SOP has also been sent to Policy Committee.

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

One participant raised a question about whether the designation of Provisional Recognition could be appealed, and while appeal is not addressed in the SOP, the alternative to Provisional Recognition is withdrawal of recognition, so that an appeal step seems unnecessary.

Several changes were requested to §5.6, to clarify the status of laboratories accredited by the provisionally recognized AB – they are unaffected and should not be considered deficient because the issue leading to Provisional Recognition is typically one that involves changes that are beyond the direct control of the AB, as they must either be approved by or funded by the agency in which the AB is located. However, either the AB or the laboratory/laboratories may be asked to provide additional information to a potential secondary AB for purposes of evaluating that the lab's accreditation was rightfully granted.

Lynn was asked to make those edits and the review will resume at the June meeting.

5) New Business

There was no new business.

6) Next Meeting

The next scheduled LASEC teleconference will be on **Thursday, June 27, 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, June 20, 2024, at 1:30 pm Eastern.** If no SIR responses need review, Subcommittee members will be notified prior to that date.

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	No
8	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	Yes
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	Yes
	Stacie Crandall	crandallstacie@gmail.com		SIRs	TNI	Other	No
	Jack Farrell	aex@ix.netcom.com		Mentor Session	Analytical Excellence	Other	No
	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

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (April minutes attached)
- Review and Approve Minor Edit to SIR Management SOP 3-105 (attached)
- Review and Approve Policy Committee's Requested Modifications to Conflict of Interest SOP 3-113 (attached)
- Review and Approve Draft Revision of NELAP Provisional Recognition SOP 3-108 (Silky's edits, attached)
- New Business, if any