

**Laboratory Accreditation System Executive Committee Meeting Minutes
Environmental Measurement Symposium, Minneapolis, Minnesota
Thursday, August 3, 2023 3:15 pm Central**

1) Welcome and Introductions

Maria opened the meeting and invited the committee members present to introduce themselves. Attendance is recorded in Attachment A. PDF images of the presentation are included in Attachment B.

2) Presentation

Maria presented the agenda, then discussed the mission and objectives of LASEC and its activities. She invited Dorothy Love to talk about the Mentor Session and also the Assessment Forum, both of which preceded the committee session at conference.

Dorothy related that the Mentor Session was very well attended, with about 120 individuals. It was focused on identifying and developing a quality manager's skill set, building team skills and building a solid working relationship with the lab's AB. This was Dorothy's final Mentor Session, as she plans to retire later this year. Calista Daigle and Val Slaven will be taking over the management of this valuable training activity. **Many thanks, Dorothy, for your efforts in making the Mentor Sessions even more successful in the years since you stepped up to manage them!**

Dorothy also reported on the Assessment Forum, as she was a presenter for that session. There were perhaps 60-70 attendees, most of whom had more than ten years' experience in the lab but still represented the "next generation" of TNI's active participants. Presentations focused on explaining the history of how the TNI Standard was begun and how it has evolved, and how assessments have evolved as well. Judy Morgan will continue to manage the Assessment Forum efforts.

The SIR statistics presented by Maria are in the slides displayed in Attachment B. There was no discussion, and the session was only scheduled for forty-five minutes. Maria thanked everyone for their attendance.

3) Next Meeting

The next LASEC teleconference will be on **Thursday, August 24, 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, August 17, 2023, at 1:30 pm Eastern**, 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	gamfriedman@gmail.com	1/23 (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	1/23 (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	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	Yes
6	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	No
7	Jack Farrell	aex@ix.netcom.com	1/25 (second term)	Mentor Session	Analytical Excellence	Other	No
8	Brian Hulme	Hulme.brian@epa.gov	1/26 (first term)		EPA R2	Other	Yes
9	Silky Labie	elcatllc@centurylink.net	1/25 (second term)	SIRs	ELCAT	Other	Yes
10	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	No
11	Shari Pfallmer	Shari.pfallmer@pacelabs.com	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
12	Michele Potter	michele.potter@dep.nj.gov	1/24 (second term)		NJ DEP	NELAP AB	No

Associate Members

	Debbie Bond	DBOND@southernco.com		SIRs	Alabama Power	Lab	Yes
	Carl Kircher	carl.kircher@doh.state.fl.us			FL DOH	NELAP AB	No
	Dorothy Love	dorothylove@ET.eurofinsus.com		Mentor Session	Eurofins Environmental	Lab	Yes
	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
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	msabaratnam@iasonline.org			IAS	AB (non-gov.)	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					No

Mentor Sessions

Coinvented by Dorothy Love

The Sessions

- Encourage networking and collaboration
- Provide for knowledge sharing (guidance)
- Reduce barriers to:
 - getting accredited
 - maintaining accreditation

Speakers Include

- State Accreditors
- Assessors
- Lab Managers
- Quality Assurance Specialists
- Instrument Specialists

Assessment Forum

co-invented by Judy Morgan

Started in 2005

Goal

- To provide an opportunity for laboratories and laboratory assessors to share information on how to improve the laboratory assessment process

Topics

- Feedback from the previous participants
- Hot topics of the day
- Suggestions from individuals
- Member presentation interests

2023 Assessment Forum – 25 Years of Assessments

The 25th Anniversary Year – Where we came from, where we are and why? History of TSI and why it came about.

Session Moderator: Judy Morgan, Paco Laboratories VP and Chief Regulatory Officer

- 9:00 – 10:00 Evolution of a Standard
Judy Morgan and Jerry Parr
- 10:30 – 11:15 Morphology of Assessments – How assessments have changed?
Mizi Miller
- 11:15 – 12:00 Experimenting with Quality
Dorothy Love

Who, what, when, where, why of the most misunderstood parts of the standard – not only knowing the words of the standards, but the real reason the requirement was made and why it matters.

Tuesday, 9:00 am – noon

2023 Mentor Session – Building Success as a Quality Manager in Four Easy Concepts

Session Moderator: Dorothy Love, Eurofins Lancaster

- 1:30 - 2:00 BINGO Time - Traits and Skills of a Quality Manager – Where Do You Stand?
- 2:00 - 2:30 Building Leadership and Communication Skills – Caitie Dalgie
- 2:30 - 3:00 Building as a Researcher/Teacher – Michelle Wade
- 3:00 - 3:30 Break
- 3:30 - 4:00 Building and Identifying Your Team's Skills – Victoria Steinhilber
- 4:00 - 4:45 Building Effective AB-Lab Relationships – Dorothy Love
- 4:45 QUESTIONS

Wednesday, 1:00-5:00 pm

SIR and SIR Management Update

- New submittals receive an acceptance decision within 5 business days

SIR History


#	Year	Total	Year
44	2008	1042	
54	2009	812	2017
46	2010	1514	2018
44	2011	308	2019
21	2012	2619	2020
21	2013	2617	2021
38	2014	2413	2022 (as of 8/6/23)
13	2015	185	2022 (as of 8/6/23)
84	2016	2465	2022 (as of 8/6/23)

SIR Process

SOP 3-105 – Standards Interpretation Request



Criteria for a valid SIR

- Must contain only one question
- Must apply directly and clearly to cited section of Standard
- Question is understood without supposition
- Question is compelling – the language used in the Standard section cited is not clear or might have more than one interpretation
- Cannot be used to settle a dispute between a laboratory and an AB
- Is not a "how to" question or a method interpretation question
- Where possible, the question should be framed in a manner that admits a "Yes" or "No" answer.





SIR Process

- LASEC is responsible for verifying that all SIRs relevant to the module have been reviewed for incorporation when each module of the TNI Environmental Laboratory Sector Standard undergoes revision
- Please note** – while SIR responses may be mentioned in minutes and discussions, they do not become part of the Standard until approved as implementable by the NELAP Accreditation Council and then posted to the TNI website






LASEC SIR Process Changes

- Enhanced SIR Tracking Spreadsheet Monitors Timelines
- SIR Management SOP 3-105 – final approval of updates anticipated soon with updated flow chart appendix
- SIR Subcommittee provides recommendations to LASEC for formal approval with required super-majority vote for all SIR decisions
- LASEC receives periodic reports on adherence to timelines
- Implementation Guidance GOP 3-114 – revisions approved
- Development and publication both require approval of LASEC after review by SIR Subcommittee (simple majority vote)




Implementation Guidance – Available Only to TNI Members



Coming Up Next

- LASEC will review all Draft Standards (individual modules) and Revised Draft Standards as they become available in order to provide its recommendation to the NELAP Accreditation Council
- Mentor Session and Assessment Forum sessions for the Forum on Laboratory Accreditation in January 2024 (Columbus, OH) and Environmental Measurement Symposium in summer
- Suggestions for topics are welcome!
- LASEC will sustain its management of SIRs and strive for continuous improvement in its processes



Any other issues? Questions? Discussions?



Chair – Maria Friedman, AMFriedman@gmail.com
Vice Chair – Harold Longbaugh, harold.longbaugh@houstonoh.gov
Program Administrator – Lynn Bradley, Lynn.Bradley@nslcinc.com

