

**Laboratory Accreditation System Executive Committee Meeting Minutes**  
**Thursday, September 22, 2022 1:30 pm Eastern**

1) Welcome and Roll Call

Maria opened the meeting. Attendance is recorded in Attachment A; until David Caldwell's status is more clearly determined, he is considered an inactive member of the committee for now. The minutes of June and August were approved by acclamation.

2) Review and Approval of SIR Subcommittee Recommendations

SIR 402

Only a portion of the Chemistry Expert Committee's response was posted to the NELAP AC's SIR voting site previously, and the Subcommittee's recommendation was correct that error by posting the full response for re-vote (the partial response received too many negative votes). Louise moved and Mike seconded that this recommendation be approved, and a roll call vote delivered 9 of 13 votes in favor, meeting the super-majority requirement.

SIR 423

The Subcommittee recommended sending this revised response for posting to the NELAP AC voting site. Louise moved and Harold seconded that the recommendation be approved. Eight votes were cast in favor, with Bill abstaining. While this vote technically met the required super-majority, on the following day, Bill emailed the committee to change his vote from "abstain" to "nay", with an explanation of his reasoning. As the TNI voting SOP clearly states that "The vote is not considered valid unless two thirds of the committee voted "for" the motion within the designated two-week period." (§5.3.4.5 of SOP 1-102), the motion no longer had a super-majority, and the discussion continued by email for several days. Eventually, Maria determined that voting should continue, and two more votes were cast in favor, with one more vote cast against the motion – 10 in favor, 2 against and one committee member silent. The remaining member has been asked to please provide a vote.

While the motion technically passed, there was a lengthy email discussion about whether this SIR response should become part of the Standard. Maria has determined that, based on the vote count, SIR 423 should be posted to the AC voting site so that the NELAP representatives will have an opportunity to discuss it.

SIR 437

The Subcommittee recommended sending this response for posting to the NELAP AC voting site. Louise moved and Shari seconded that the recommendation be approved, and a roll call vote delivered 9 of 13 votes in favor, meeting the super-majority requirement.

3) Review and Approval of Revised Documents Relating to SIR Management

## LASEC Charter

The Charter requires revision to remove the clause about the SIR Subcommittee having autonomy over SIR decisions. Additionally, committee members requested that Implementation Guidance not be made plural with an “s” added, but remain singular, and all agreed that the second Success Measure for Goal 3 should be revised to show that success is reflected by 75% of interpretations ultimately resulting in a favorable vote from the NELAP AC. With these additional changes, Mike moved and Silky seconded that the revised Charter be approved, and the vote was unanimously in favor.

## Implementation Guidance SOP 3-114

This SOP required revision to reflect that initial approval for development of an IG and final approval of the completed IG will be by the full LASEC, with the SIR Subcommittee overseeing the development of IGs and making a recommendation to LASEC for its approval. Additionally, one instance of “Guidances” was changed to “Guidance”. Stacie moved and Harold seconded that these changes be approved, and the vote was unanimously in favor.

## SIR Management SOP 3-105

This SOP also required revision to reflect removal of the SIR Subcommittee’s autonomy. Maria noted that it now has three separate appeal processes, two of which are new:

- If the LASEC Chair and AC Chair agree that a SIR is not valid, the LASEC Vice Chair (or a committee member of a different stakeholder group) will be asked for an opinion about validity of the SIR submission.
- If the submitter appeals the decision that a SIR is not valid (this appeal was already in place).
- If an expert committee returns a SIR as being not valid after receiving it as a valid SIR, and the full LASEC agrees that the SIR is valid, an appeal panel is created.

One participant noted that the included flow chart is incomplete, as not all of the text appears in several of the shapes on the chart. Lynn promised to fix this when the flow chart is revised, but that revision will not be done until Policy Committee approves the extensive changes made since this SOP was last revised, at which time a new flow chart will need to be created (the original has vanished to history).

Silky moved and Louise seconded that the draft revised SOP be approved, and the vote passed with a simple majority but with Mike and Bill abstaining.

All three documents have been forwarded to Policy Committee for review.

## 4) New Business

There was no new business. Maria adjourned the meeting.

## 5) Next Meeting

The next regular teleconference will be Thursday, October 27, 2022, 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, October 20, 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	<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	David Caldwell	<a href="mailto:david.caldwell@deg.ok.gov">david.caldwell@deg.ok.gov</a>	1/23 (first term)	Assmt. Forum, SIRs	OK DEQ	NELAP AB	
5	Patty Carvajal	<a href="mailto:pmcarvajal@sara-tx.org">pmcarvajal@sara-tx.org</a>	1/25 (first term)		San Antonio River Authority	Lab	No
6	Sumy Cherukara	<a href="mailto:Cherukara.sumy@epa.gov">Cherukara.sumy@epa.gov</a>	1/23 (second term)		EPA R2	Other	Yes
7	Stacie Crandall	<a href="mailto:scrandall@hrsd.com">scrandall@hrsd.com</a>	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	Yes
8	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	1/23 (first term)		Retired (MWRA)	Other	Yes
9	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	1/25 (second term)	Mentor Session	Analytical Excellence	Other	No
10	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	1/25 (second term)	SIRs	ELCAT	Other	Yes
11	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
12	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
13	Shari Pfallmer	<a href="mailto:Shari.pfallmer@pacelabs.com">Shari.pfallmer@pacelabs.com</a>	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
14	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	No
	Myron Gunsalus	<a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>			KS Lab Director	NELAP AB	No
	Margaret Hurst	<a href="mailto:mhurst@acz.com">mhurst@acz.com</a>			ACZ Laboratories	Lab	Yes

	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