

**Laboratory Accreditation System Executive Committee
SIR Subcommittee Meeting Minutes
Thursday, January 16, 2025 1:30 pm Eastern**

1) Welcome and Introductions

Maria welcomed everyone to the meeting, which was rescheduled due to the Thanksgiving holiday. The agenda was approved by unanimous consent with the amendment that SIR 427 would not be discussed because the response received from Chemistry was not the revised response but rather the same response returned to them earlier (apparently the wrong file was attached to an email). See Attachment B for the agenda. Attendance is recorded in Attachment A. The minutes of the November 19, 2024, meeting were approved by unanimous vote after a motion by Aaren, seconded by Debbie.

2) SIR 499

This revised SIR was approved to send to LASEC with a recommendation to post it for AC vote, as submitted, after a motion by Aaren, seconded by Harold, and the vote is shown in the table below.

Voter	Motion to Recommend Posting to NELAP AC SIR voting site – SIR 499
Maria	Yes
Aaren	Yes
Debbie	Yes
Patty	Yes
Stacie	Yes
Bill	Yes
Silky	(absent)
Harold	Yes
Super-Majority Approval Met?	7 of 8 in favor – 88% Motion approved

3) SIR 427

This SIR was removed from the agenda. Chemistry Committee has been asked to send the file of the revised response.

4) SIR 504

This SIR concerns verification of disposable volumetric equipment, and is essentially the same question as SIRs 423 and 425 (about V1M5), asking whether the testing must be performed in the laboratory of use. Discussion focused on whether a manufacturer's certificate of analysis is adequate or if the testing must be repeated. Debbie, who Chair the Quality Management Systems (QMS) Expert Committee that responded to this V1M2 SIR, noted that the revised module in development has different language, but obviously that does not affect this response. Debbie identified a new perspective from the discussion, and asked that she be allowed to take SIR 504 back to QMS.

Debbie moved and Stacie seconded that this SIR be returned to QMS for reconsideration, based on the discussion, and the vote is shown below (including email votes).

Voter	Motion to Return Response to QMS for revision – SIR 504
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Maria	Yes
Aaren	Yes
Debbie	Yes
Patty	Yes
Stacie	Yes
Bill	Yes
Silky	Absent
Harold	Yes
Super-Majority Approval Met?	7 of 8 in favor – 88% Motion approved

4) New Business

There was no new business and the meeting adjourned.

5) Next Meeting

The next scheduled SIR Subcommittee meeting will be on **Thursday, February 20, 2025, at 1:30 pm Eastern**. If there are no SIRs to review, members will be notified in advance of the meeting date; otherwise the SIRs will be sent with the agenda.

Attachment A

PARTICIPANTS – SIR SUBCOMMITTEE OF LASEC

	NAME	EMAIL	LASEC Term end date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/26 (2nd term)	SIRs	CA ELAP	Non- NELAP AB	Yes
2	Aaren Alger	Aaren.s.alger@gmail.com	1/26 (2nd term)	SIRs	Alger Consult- ing & Training	Other	Yes
3	Debbie Bond, Vice Chair	DBOND@southernco.com	Associat e	SIRs	Alabama Power	Lab	Yes
4	Patty Carvajal	pmcarvajal@sariverauthority.org		SIRs	San Antonio River Authority	LAB	Yes
5	Stacie Crandall	stacie.crandall@nelac- institute.org	Associat e	SIRs	TNI	Other	Yes
6	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	Yes
7	Silky Labie	elcatllc@centurylink.net	1/25 (second term)	SIRs	ELCAT	Other	No
8	Harold Longbaugh	harold.longbaugh@houston.tx.gov	1/25 (3rd term)	SIRs	Houston Lab	Lab	Yes
	Program Admin. Lynn Bradley	Lynn.bradley@nelac- institute.org					Yes

Attachment B – Agenda

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes
- Consideration of Responses to SIRs 427 and 499, with SIR 504 possibly arriving before the meeting (SIRs 427 and 499 attached)
- New Business, if any
- Adjourn