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## BOARD CORNER

### June Board Meeting

The next meeting of the CALA Board will be June 11, 2012 in Toronto, in conjunction with CALA's Annual General Meeting.

Prior to this meeting, please contact any member of the Board with items of interest or concern.

**Please see page 8** of this newsletter for Board contact information.

## MESSAGE FROM THE CALA PRESIDENT & CEO

As I write this message, we begin a week of predicted double-digit temperatures that will definitely cause "Spring Fever" in Ottawa.... and it is not even mid-March yet. See the **full CEO Message on page 2**.

## 2012 AGM

The 23rd Annual General Meeting of CALA will take place at the Toronto Hilton Airport Hotel and Suites on Tuesday June 12, 2012.

**Please see page 3** of this newsletter.

## FEASIBILITY STUDY - 2014 CONFERENCE

CALA has contracted with Greenfield Services Inc. to determine the feasibility of holding a first-ever CALA Conference and Trade Show in conjunction with our 25th AGM.

**Please see page 4** of this newsletter.

## FOOD ACCREDITATION

Following recent discussions with the Canadian Food Inspection Agency (CFIA), CALA is pleased to announce a joint agreement regarding CALA food accreditation.

**Please see page 5** of this newsletter.



## 2 | MESSAGE FROM THE PRESIDENT & CEO

As I write this message, we begin a week of predicted double-digit temperatures that will definitely cause “Spring Fever” in Ottawa.... and it is not even mid-March yet. There will be few complaints, but I fear we may be lulled into a false sense that Mother Nature will actually give us an early spring season this year.

On the business front, as the President & CEO of CALA I wish to reiterate that I am both very excited and very proud of our recent announcement that we have finally culminated discussions with the Canadian Food Inspection Agency (CFIA) through a joint agreement covering food-testing laboratories. This agreement provides testing laboratories with increased options for accreditation, while effectively expanding CALA’s accreditation services beyond our traditional environmental scope for the first time in our 23-year history.

Applications for accreditation of a laboratory’s food-testing scope can be made to the CALA accreditation department beginning immediately. An official joint public news release from CFIA and CALA will follow in due course.

This expansion in CALA’s scope of accreditation brings new meaning to our corporate tagline “Building Laboratory Excellence”. We look forward to delivering this new accreditation service to both new and existing laboratory clients with the same level of responsiveness and professionalism that all CALA clients have come to expect from us.

Another very important item that comes to you in this newsletter is the opportunity for Members to vote on the slate of nominees for the CALA Board of Directors. Please review the slate and the backgrounds of those willing to put in the time and effort to serve the laboratory community. For the first time in recent memory we are in the very healthy position of requiring an election, since we have more nominees than we have available positions. On March 12, each voting member was sent an email with instructions on how to vote. Your votes need to be cast no later than Friday April 13, 2012 in order to be counted.

New CALA Board Members will be officially presented to the Annual General Meeting to be held this year on Tuesday June 12, 2012 in Mississauga ON. A summary of the activities and events surrounding the 2012 CALA AGM is included as editorial on page 3 of this Newsletter.

In conclusion, I see another year of growth for 2012, both in the number of laboratories we accredit, as well as the number of value-added programs and services we will offer to our Members.

C. Charles Brimley  
President & CEO



### 3 | NOTICE OF 23RD CALA AGM

June 12, 2012 in Mississauga

The 23rd Annual General Meeting of CALA will take place at the Toronto Hilton Airport Hotel and Suites on Tuesday June 12, 2012 starting at 10:30 am in the Dundas/Cawthra Room. This CALA event will closely follow World Accreditation Day 2012 and will use the same Theme: Accreditation: Supporting Safe Food and Clean Drinking Water.

Activities surrounding the 23rd AGM event will include:

- two, one-day training courses [one preceding (Topic: Sampling) and one following the AGM (Topic: Control Charting)],
- meeting of the CALA Board of Directors,
- meeting of the CALA Accreditation Council,
- Departmental Presentations (Accreditation, Proficiency Testing, & Training),
- the 23rd AGM and Awards Ceremony, and
- a keynote luncheon speaker (Canadian Food Inspection Agency (CFIA) invited).

All activities on Tuesday June 12, 2012 will be webcast “live” for the benefit of those CALA Members unable to travel to take part in the AGM activities.

Members who cannot attend in person are requested to complete a Proxy form and return it to CALA by email or fax by no later than 12:00 noon on Friday June 8, 2012. Proxies can also be presented in person at the registration desk preceding the AGM.

Please visit the CALA 23rd AGM webpage at <http://www.cala.ca/agm> where you can download the following AGM documents as they become available prior to the AGM.

- 23rd AGM Meeting Agenda
- Audited Financial Statements for 2011
- Minutes of 22nd AGM
- Proxy form for 2012 AGM

Anyone wishing to attend the Annual General Meeting and/or any of the other activities, can book a room in our room block at the following site:  
<http://tinyurl.com/7zo3xm8>



## 4 | FEASIBILITY STUDY UNDERWAY BY GREENFIELD SERVICES INC.

CALA is always looking for innovative ways to add value to the products and services it has to offer to its members, while at the same time keeping the fees we charge to members as low as possible.

CALA will celebrate its 25th Anniversary during 2014 and we wanted to possibly celebrate this momentous achievement by launching a first-ever CALA Conference and Trade Show in conjunction with our 25th AGM.

As you can appreciate, the decision to ultimately undertake this kind of large event requires research and a risk assessment/feasibility study.

**Greenfield**  
Services Inc.

CALA has contracted with Greenfield Services Inc. to undertake this feasibility study. As members, you will be invited by Greenfield Services to take part in an online survey (10 minutes to complete) to capture your feedback. For the laboratory supplier community, Greenfield Services will be collecting feedback through a telephone interview process.

Your feedback is very important to us since it will either give us the confidence we need to proceed or not proceed with this initiative. We encourage you to take a few moments and give us your thoughts on this important research project.

## PROGRAM UPDATES

### Accreditation Program Update

#### **CALA Food Laboratory Accreditation Announcement**

CALA is very excited and very proud to officially report that CALA has now culminated a series of discussions with the Canadian Food Inspection Agency (CFIA). The result of our discussions is a joint agreement covering the accreditation of laboratory testing conducted under legislation that is enforced by the CFIA. This joint agreement provides laboratories with increased options for accreditation, while for the first time, effectively expanding CALA's accreditation services beyond its traditional environmental scope.

Applications for accreditation of a laboratory's food testing scope can be made to the CALA accreditation department beginning immediately. An official joint public news release from CFIA and CALA will follow in due course.

This expansion in CALA's scope of accreditation brings a new meaning to our corporate tagline "Building Laboratory Excellence". We look forward to delivering this new accreditation service to both new and existing laboratory clients with the same level of responsiveness and professionalism that all CALA clients have come to expect.



## 5 | Guidance on the new release of 22nd edition of Standard Methods

**Q.** *The 22nd edition of Standard Methods (hard copy) was just released. Do I have to update all my SOPs to reflect this change?*

**A.** The requirement in the standard, Section 5.4.2 is as follows: “The laboratory shall ensure that it uses the latest valid edition of a standard unless it is not appropriate or possible to do so”.

The intent of this requirement is that laboratories are not using methods that are out-of-date or obsolete. It is expected that as laboratories are doing method reviews or internal audits that they are comparing their standard operating procedure (SOP) to the most current version of the reference method, and looking for changes to the reference method. For example, in the 21st edition of Standard Methods, there were significant changes to the BOD method.

Let’s take the case of two labs: Lab A simply updated all their SOP’s so that the method reference for Standard Methods says “Standard Methods, 22nd Ed.”. Lab B’s SOPs still refer to the 21st edition of Standard Methods but Lab B has objective evidence that they have started the process of reviewing the newest version of Standard Methods and comparing it to their SOPs. Which lab is most meeting the intent of the standard?

For 2012, you should at least start the process of reviewing the newest version of Standard Methods to see if any of the committee approval dates have changed; our understanding is that if the committee approval dates have not changed between the 21st and 22nd editions, there were probably only editorial changes - if any. If, however, the committee approval date has changed, there are technical changes. So, those are the methods which require a higher level of effort. Standard Methods also acknowledges that the process of updating the online version is still in progress. As with any transition period, it is recognized that time will be needed to address some of the changes and issues that arise.

### Training Program Update

#### **Check out our new training website**

We have just launched a new look to the CALA training website. Finding the course you want, getting the information you need, and registering for a course will now be much easier.

#### **2012 Schedule**

Remember that all our publically scheduled courses are Guaranteed to Run. If you are registered for a course, you can rest assured that the course will go ahead. Alternatively, if you are looking for course that is not on our schedule let us know. Call us at 613-233-5300 or email [training@cala.ca](mailto:training@cala.ca)

Check out our newly updated training website and see our 2012 schedule at [http://www.cala.ca/training\\_program.html](http://www.cala.ca/training_program.html)



## 6 | CALA offers two new courses at the AGM

### Control Charting for Laboratories

This one-day course is designed to give a review of control charting for Laboratories including: statistics, charting, upper & lower control limits, plotting and reaction plans, chart analysis and problem solving use root cause analysis techniques. The course is aimed at laboratory staff who have a responsibility for the quality control and assurance program. It is designed to give trainees an understanding of how and why control charts are such a powerful tool for tracking and improving quality and process control. Ms. Judith Waher will facilitate this course.

### Sampling Theory, Practice

Mr. Ed Paski will deliver his one-day Sampling Theory, Practice course. This course will cover the Seven Sampling Sins, Approaches to Sampling, and Sampling Uncertainty. A hands-on experiment dealing with particulate materials illustrating the concepts covered will involve all workshop participants.

To express interest in attending a course, please complete our form at [http://www.cala.ca/agm.html#AGM\\_RSVP](http://www.cala.ca/agm.html#AGM_RSVP)

### **We were listening**

The feedback from our 2011 courses is in and an overwhelming number of students asked for lunch to be included with our courses. The time it was taking to get lunch outside of the classroom was causing problems in our courses.

We are happy to announce that we are now including lunch in our publically offered courses. Please note that we will no longer be offering a continental breakfast in the majority of our courses. We will still provide caffeine in the form of coffee and tea to keep you awake for the morning.



### **AODA training (Ontario Laboratories)**

A reminder that it is now a legal requirement in Ontario that all your employees who deal with customers in any capacity need to be trained on the AODA Customer Service Standard. If you need to train your staff, CALA can help. If you have a small number of employees you can sign them up for the CALA AODA online course for laboratories. If you have a large number of employees to train, we can customize the course for you and you can import it to your own LMS. Contact Cathy Wylie at [cwylie@cala.ca](mailto:cwylie@cala.ca) for details on pricing.



## 7 | CONNECT WITH US!

### CALA RSS News Feed, LinkedIn and Facebook

CALA is pleased to announce availability of RSS on our newspaper, as well as two new ways to connect with us via social media: LinkedIn and Facebook!



CALA's news page is now RSS ready.

RSS - Really Simple Syndication is a web feed format used to publish frequently updated works in a standardized format.

<http://tinyurl.com/cala-news-rss>



CALA's staff are now on LinkedIn, the world's premier business-related social networking site.

Connect with staff on our Company LinkedIn page.

<http://tinyurl.com/cala-linkedin>



CALA is now on Facebook, the world's largest social networking site.

<http://tinyurl.com/cala-facebook>

## QUALITY DOCUMENTS UPDATE

The following revised CALA Quality System documents can be found on the CALA website at <http://www.cala.ca/library.html>

P02-01	Program Description	Rev 7.5	10-Feb-12	Program Documents
P04-01	Terms and Conditions for Accreditation and/or Proficiency Testing	Rev 1.1	10-Feb-12	
P04-02	Application for Proficiency Testing	Rev 1.4	18-Jan-12	
A19	Completion report	Rev 2.7	14-Feb-12	Accreditation Program
A97	Multiple Location survey	Rev 1.5	16-Feb-12	
F11	Hosting form	Rev 1.5	27-Jan-12	Training

## The CALA Board of Directors

All members, especially laboratories that are new applicants, are encouraged to contact any of the directors listed below to discuss CALA and its programs, and to seek their advice and guidance on how to make our programs work for them.

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