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September 27, 2013

## BOARD CORNER

### November Board Meeting

The CALA Board will next meet November 7, 2013 in Ottawa. Please note, each CALA Director now has a @cala.ca email address.

**Please see page 9** of this newsletter for Board contact information.

## MESSAGE FROM THE CALA PRESIDENT & CEO

Fall is in the air and the first leaves are beginning to change colour.... **full CEO Message on page 2.**

## EXPERIENCES/ANECDOTES REQUESTED

Taking some time to help CALA tell its story!

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

## SHEILA MCMEEKIN

Remembering Shelia, CAEAL Assessments Manager (1997-2000).

**Please see page 3-4** of this newsletter.

## STUDENT SCHOLARSHIP AWARD WINNER

We have awarded one scholarship for 2013.

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

## GUIDE TO SAMPLING BEST PRACTICES

CALA is working to establish a baseline document (Guide) of consistent practical knowledge (Best Practices) from a variety of sources on the topic of sampling.

**Please see page 6** of this newsletter.



## 2 | MESSAGE FROM THE PRESIDENT & CEO

Fall is in the air and the first leaves are beginning to change colour. At a time when students are returning to their post secondary studies, CALA historically awards its John Lawrence Student Scholarships. This year only one of our two scholarships was awarded and congratulations go to Ms. Kayla O'Link of Sudbury, Ontario. We hope that this award will in some small way assist Kayla with what we know are ever-increasing costs for post secondary studies (see page 5 for details).



As you will recall from previous newsletters, based on some extremely positive feedback from the laboratory community, CALA has been busy for several months now developing the critical elements for our first National Conference and Trade Show. It is my pleasure to inform you that the conference website (<http://www.cala25.ca/>) is now active and we are now launching our marketing efforts in earnest. This event is to take place at the

Hyatt Regency in downtown Toronto, from June 2-4, 2014.

We have dubbed it the "CALA Catalyst Conference" or C<sup>3</sup>. As the host of this event, CALA hopes to act as the catalyst for bringing together contributors, exhibitors and participants from across Canada for a memorable series of collaborative technical and regulatory interactions. C<sup>3</sup> will involve a call for presentations in a variety of formats including plenary keynotes, specialty (technical) speakers, panel discussions and new product demonstrations. The learning sessions will be divided into three streams (Technologies Stream, Regulatory Stream and Quality Management Stream) to assist interested presenters in shaping and categorizing their submissions.



We have already secured two amazing keynote speakers in Mr. Bob McDonald (left), host of CBC Radio's Quirks & Quarks and Mr. Peter Unger, Chair of the International Laboratory Accreditation Cooperation, which recognizes more than 83 Accreditation Bodies from 68



different economies around the world.

The "Call for Presentations" is already open, so please visit the website for easy access to our online submission system. One other important tool has been developed to assist those wishing to attend the conference to get approval to do so, by documenting the return on investment that will result from their attendance. (<http://www.cala25.ca/about.php>)

On behalf of CALA I look forward to welcoming you all to Toronto for what we all feel will be a very productive and memorable event for the laboratory community. Stay tuned for more information...and check the website often at <http://www.cala25.ca/>

C. Charles Brimley  
President & CEO

C<sup>3</sup> Super Saver-rate  
registrations are now  
open at  
<http://www.cala25.ca/>



### 3 | CALA EXPERIENCES/ANECDOTES REQUESTED

In 2014, CALA will reach its 25th anniversary as an organization serving the laboratory community. As a means of commemorating this occasion, we will be assembling a historical review of the many milestones and achievements attained by CALA over its first 25 years. A special launch event for this initiative has been tentatively planned to take place in conjunction with CALA's inaugural Conference and Trade Show June 2-4, 2014 in Toronto (More details are published elsewhere in this Newsletter).

After years of working with CALA, many of you have probably had unique (sometimes humorous) experiences that should be captured and re-told, giving everyone connected with CALA the opportunity to re-live some of the ups, downs and arounds that have dotted CALA's development over the past 25 years.

We would like to challenge each of our readers to submit at least one "story" or humorous anecdote about a memorable CALA experience you have had in the past 25 years. It can be your recollection of either a positive or a negative experience you have had while working or volunteering with CALA.

The goal of this commemorative "retrospective" is (in as many ways as possible) to tell the story of how CALA has grown and matured over its first 25 years of service as an accreditation body, while helping to "Build Laboratory Excellence".

We believe that we will not be fully successful in achieving this goal without your help. We know there are stories about CALA out there that should be shared and what better time to have them shared publicly than at CALA's 25th anniversary celebrations in 2014.

Please take a few moments and "tell us your CALA story". We can't promise that every story will actually get published, but we can tell you that the more stories we have, the more complete our success will be. Deadline for receipt of your submission is Monday, December 2, 2013.

Thank you all for taking the time to help CALA tell its story.

<http://cala25stories.questionpro.com>

## SHEILA MCMEEKIN

September 19, 1944 – July 28, 2013

Sheila was the Assessments Manager from 1997-2000 when CALA was still known as CAEAL (the Canadian Association for Environmental Analytical Laboratories, Inc.). This was a period of rapid growth for CAEAL, and Sheila was instrumental in helping to transform the organization from basically a one-person operation to the organization that we are today.



- 4 | Sheila was born on September 19, 1944 in Vancouver, BC to John and Eleanor McMeekin. Her only sibling Linda arrived four years later. In 1952 the family moved to LaCañada, California, and then returned to Vancouver three years later to stay. Sheila graduated from Sir Winston Churchill High School and went on to study Chemistry at the University of BC, obtaining her BSc with Honours in 1965. She was passionate about her career and over and above her work with CALA, highlights included work with Beak Consultants Ltd., Ontario Hydro, and the Standards Council of Canada.



She learned to play the violin, and was also very active in sports. She spent happy summers in Vernon where she taught swimming at Okanagan Lake. At UBC she was an active member of the Varsity Outdoor Club. Soon after graduation she embarked on a big adventure, starting with a cruise to New Zealand. She went on a long adventure in the South Pacific in a 60 foot sailboat with a crew of 8, and did not return home until she had also toured through many Eastern countries, arriving back for her sister's wedding in 1972.

She enjoyed her apartment in the West End of Vancouver and was glad to be back there for her parents and long-time family friends. Sheila made many lasting friendships over the years. She treasured the times they spent together, both locally and on many trips. Many CALA assessors kept in touch over all these years, and got together with her when they were in Vancouver. She took great interest in her nephew and niece, and in all her relatives' and friends' children.

Together they shared the fun of biking the Stanley Park Seawall, swimming in the ocean and beach pool, eating fish and chips while watching out for the seagulls, the midsummer fireworks, camping in her VW van, outdoor music festivals, and Christmas plays on Granville Island.

She went on wonderful trips with special friends over the years. An early trip to Egypt with Rosie started her love of camels and her camel collection. Special last trips were to Ireland and Scotland in 2010, a Mediterranean cruise in 2010 and to Texas in 2011. The 2010 Winter Olympics were a highlight that she shared with friends, too. At home, she organized special picnics to bring her whole group together and all who attended them will remember them fondly.

Sheila remembered everyone's birthday and special anniversaries and sent cards and treasures from home or from her travels. She loved nice long lunches out with friends, but also literature and quiet reading time. Maeve Binchy was a favourite Irish author, who wrote so well about human nature and peoples interrelated lives. Sheila thought that culture, roots and belonging were very important and spent long hours archiving the family history when she could no longer travel. In each box, she placed the Chinese proverb: "To forget one's ancestors is to be a brook without a source, a tree without roots".

Many people have said recently she was the best friend they could have had, and they wrote about her positive attitude and her courage and pragmatism in facing cancer. She spent more time with her sister in the last two years and they shared many special lunches. She achieved much in her lifetime, and will be missed greatly by her family, friends and colleagues.



## 5 | JOHN LAWRENCE STUDENT SCHOLARSHIPS AWARDED

### 2013 Scholarship Award Recipients

2013 Scholarship Award Recipient is Kayla O'Link.

Kayla O'Link lives in Sudbury, Ontario and attends Cambrian College. She is pursuing Chemical Engineering - Lab and Process Control. Kayla completed her work term at the Geo Science Laboratory, Sudbury, Ontario. Her paper was titled, "Quality Control of Laboratory Hotplates."

This CALA award recognizes an individual's understanding and use of any of the following themes:

- Importance Of Data Quality.
- Value Of Accreditation.
- Quality Assurance And Quality Control In Testing Measurements And Experimentation.

For more information on the award, how to nominate/apply and a list of past recipients, please see <http://www.cala.ca/awards.html>



**Picture 1 - Mark Charbonneau (left), CALA Director, presents the certificate and a \$1000 cheque to Kayla O'Link. To Kayla's right, Annette Gladu- Chemical Technologist, Solution Preparation (Annette worked with and directed Kayla on her project) and Ed Debicki- Ontario Geological Survey Senior Manager of the Geoscience Laboratory.**



**Picture 2 - Mark Charbonneau (left), CALA Director, presents the certificate and a \$1000 cheque to Kayla O'Link. To Kayla's right, her parents, Daniela and Jerry O'Link.**

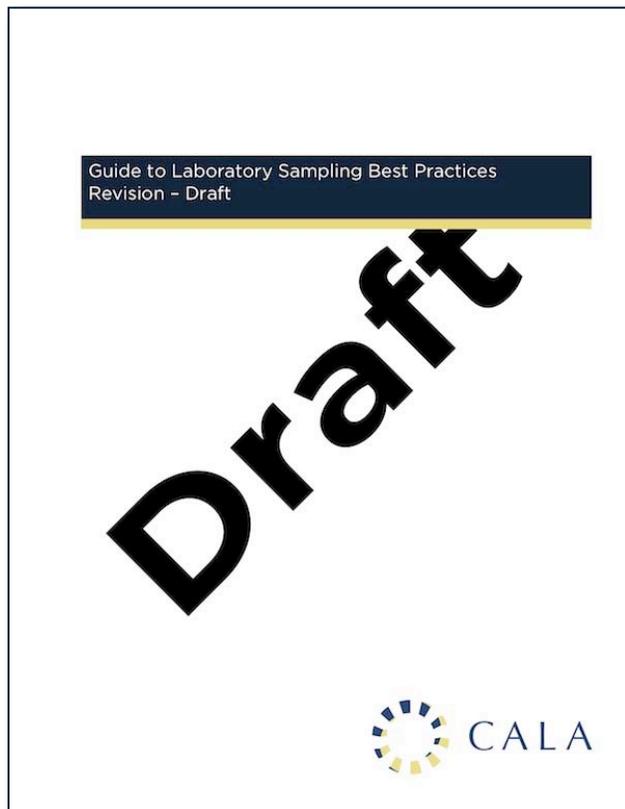


## 6 | CALA DEVELOPING GUIDE TO SAMPLING BEST PRACTICES

### Official Request for Stakeholder Input Next Week

The tagline that accompanies the CALA logo, speaks of “Building Laboratory Excellence”. In our ongoing consultations with the laboratory community, we have heard it said many times, that even if the analytical process is carried out flawlessly, the accuracy of any test result depends on the quality of the test sample received by the laboratory.

Since sampling is such a critical input to analytical testing laboratories, CALA is working to establish a baseline document (Guide) of consistent practical knowledge (Best Practices) from a variety of sources on the topic of sampling. The proposed guide will only concentrate on the aspects of sampling that occur prior to the sample arriving at an analytical laboratory.



Once the Sampling Best Practices Guide is complete and made public, sampling documentation will be made available through the use of hyperlinks from within the Guide. The goal is to create a single electronic source Guide that will connect readers to a range of practical information on the topic of sampling.

We have done some preliminary work, however CALA stakeholder input is now required!

- When you receive our official request in the coming week, please review the attached Draft Table of Contents for the proposed Guide and submit electronic copies of any documentation that you believe is appropriate for inclusion under each/any content area.
- Please copy and forward the request to any of your colleagues/contacts who have knowledge/expertise in this area for their input, or send CALA their names and contact information for follow up.

Please note that all contributors will be listed in the Acknowledgements section of the Guide (unless otherwise instructed) and every care will be taken to ensure that the authors of any submitted documentation

will be fully and properly referenced.

Once we've had a chance to review and compile submissions, we will provide a more complete draft for stakeholder review and input.

Thank you in advance for your assistance.



## 7 | PROGRAM UPDATES

### Training Program Update

#### Webinar Laboratory Series

##### **Statistical Tools 3 - Additional method validation and QC tools (T89-13)**

October 8, 2013, 1:00 Eastern

##### **Statistical Tools 4 - Tools used to assess systematic error (T90-13)**

October 15, 2013, 1:00 Eastern

##### **Ethics in the Laboratory (T91-13)**

December 10, 2013, 1:00 Eastern

##### **What managers and supervisors need to know about Root Cause Analysis (T92-13)**

November 13, 2013, 1:00 Eastern

#### Webinar Leadership Series

##### **Communication basics for laboratories (T94-13)**

November 27, 2013, 1:00 Eastern

##### **Performance Management (T95-13)**

December 05, 2013, 1:00 Eastern

### Webinars

We have an exciting list of webinars planned for this fall. Webinars are a cost effective way to improve the skills and knowledge in your laboratory.

When you register for a webinar you can have as many people from your laboratory attend as you like by connecting to the webinar in a meeting room. The recording of the webinar is also available for two weeks after the webinar for anyone in your laboratory who was not able to attend the live session.

### Webinar Recordings

If you missed a webinar, you can still purchase access to the recording.

For more information, and to register for a live or recorded webinar, go to [http://www.cala.ca/t\\_olt\\_webinars\\_pubs.html](http://www.cala.ca/t_olt_webinars_pubs.html)

### New Course this Fall

In response to requests for leadership training for laboratory managers and supervisors, CALA has introduced a new course called Management for New Laboratory Managers. This course covers essential leadership skills for people who are new (under 5 years) to the management role, or who are working towards taking on a leadership role.

For more details see:

[http://www.cala.ca/t\\_management-nw-mngrs.html](http://www.cala.ca/t_management-nw-mngrs.html)

**NOW ONLINE**

**CALA 2013 Training Course**

- Learn from outstanding interactive multimedia presentations
- Meet and network with other online participants
- Learn online at your convenience anytime, 24 hours a day

[Preview](#)

### Virtual Training

Virtual training allows you to attend a live course without the expense of travelling.

Our next virtual training course is Understanding ISO/IEC 17025 on October 7-9. This course is delivered in 4 hour segments each day for 3 days.

For more information or to register

for a virtual course go to [http://www.cala.ca/t\\_sched.html](http://www.cala.ca/t_sched.html)



## 8 | CONNECT WITH US!

CALA RSS News Feed, LinkedIn and Facebook



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>



Connect with staff on our Company LinkedIn page.

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



CALA is 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>

P02-04	Program Description - PT Catalogue	Rev 1.10	8-Jul-13	Program
P03	Publicity Policy	Rev 1.4	23-Aug-13	
P04-02	CALA Application for Proficiency Testing	Rev 1.9	12-Sep-13	
P04-03	CALA Application for Accreditation	Rev 1.4	12-Sep-13	
P04-06	CALA Application for Transfer of Accreditation	Rev 1.5	12-Sep-13	
A107	Guidelines For New Laboratories	Rev 1.9	28-Aug-13	Accreditation
A06	CALA Accreditation Program, Policies and Procedures	Rev 1.5	26-Jul-13	
A19*	Completion Report	Rev 3.0	22-Aug-13	
PT15-01	CALA PT Program - Scheme	Rev 1.7	18-Sep-13	PT
Q19*	Travel Guidelines	Rev 5.2	24-Sep-13	Finance

\* Available to CALA Volunteers only.

## 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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