

TNI FAC MEETING MINUTES COVER SHEET

Team Name: The NELAC Institute Field Activities Committee

Meeting Date: 2/08/07

_____ Mo/Day/Yr

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	A
Glenn MacGraw	Full	A
David Speis	Full	P
Andrew Tintle	Full	A
Jan Wilson	Full	P
Dane Wren	Full	L
Pat Conlon	Full	L
Jo Ann Boyd	Full	P
Eddie Clemons	Full	A
Elaine Sorbet	Full	P
Michael Miller	Full	A
Jane Wilson	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	A
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	A
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	P
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secrest	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	A
Myra Zabec	Associate	A
Tim Fitzpatrick	Associate	A

Key: P=Present; A=Absent; L=Late; EO=Early Out Will be Attending Conf.

Teleconference Time: 1:00 PM EDT

Date: 2/08/07

In this meeting, the committee worked on:

- 1) Reviewed and approved the minutes for the 01/11/07 meeting.
 - a. Minutes approved with amendments by Jim Eychaner and 2nd by Dave Speis
- 2) Dave Speis provided INELA Board updates
 - a. Dave indicated everyone on the committees did an excellent job and everyone worked well together.
 - b. The board is working to get the policy committee operational
 - c. The Cambridge Ma meeting will be held during the 2nd to last week in August with NEMC with a packed schedule.
 - d. The Ad hoc committee and TNI committees are inline with TNI policy
 - e. The appeal heard 2/7/07 with a 30-day ruling. New issues discussed in the appeal rather than the original information. Dave gave a summary of the meeting.
- 3) Denver Meeting – reviewing outcomes and issues from the audience
 - a. Martin did not received scribe meeting minutes from the FSMO meeting in Denver. Will follow up and provide to members for the next meeting.
 - b. The Denver meeting went well with good participation. Pat Conlon and Dane Wren indicated that they felt the meeting went very well. About 25 people were at the session.
 - c. Members have until February 19, 2007 for working draft standards comments. Other times provided by Martin Tait are:
 - i. Final Standard voting timeline: IS Documents posted March 15th
Voting ends April 30th
Simple yes/no vote
 - ii. DIS Standard Voting timeline: Feb. 19th for initial comments on DIS standards to committee chairs by email
 - iii. Amended DIS Documents posted June 15th Voting with comments ends July 31st
 - iv. Boston Meeting begins August 20th

The only complete standard to move forward at this time is the field activities, which is being held as a model of TNI success. This is the only standard that could potentially be accepted at this time since others are going back to draft interim stage. Two other modules are moving forward.

- d. We ran out of time on the standards synopsis at the Denver meeting. Martin discussed concept June Flowers of Laboratory Accreditation Committee. They will look at this for applicability to all of the TNI standards for posting to the www site. This synopsis will allow users the opportunity to preview use as needed prior to standards purchase. The Board will also look into the concept.
- e. From the TNI Standards Coordination committee, definitions need to be consistent across all standards. If there is an ISO definition we will use this definition. We do not plan on changing or rewording the definition. The committees will simply reference the ISO definition and in the event a different interpretation is needed, it will be provided in the body of the text as a note with explanations.
- f. There is a Uniformity of Standards Committee established by CSDP with Carl Kirchner as the potential chairman with a representative member from each expert committee. FSMO volunteer will be Jim Eychaner. This committee needs to get in place quickly.
- g. Standards Policy Review and Development is another committee within the CSDP with Lynn Bradley as a member on the committee.

- 4) Planning for 2007 through a group discussion, moving forward, and applicability of the lab sector standards
 - a. Pat Conlon indicated that in some of the other committee meetings it appeared there was a need for other people good at technical writing or legal enforcement background before the standard goes for a final vote. This would be the job of the Standards Policy Review and Development ad hoc committee.
 - b. Martin indicated that there was a need for members to make comments where needed before July 31 on all DIS. The FAC should review the Quality System for any possible issues that may be inconsistent with the FSMO. It will be easier to change the QS at this time than the FSMO. Send Martin copies of comments for review and potential feedback.
 - c. The FSMO standard seems to be consistent with quality systems but the new QS standard as written does need to be reviewed for consistencies with the FSMO standard. QS General requirements, chemical testing, and microbiological testing need to be reviewed by this committee. FSMO committee will review these three areas for consistency as a priority. Pat Conlon will review the microbiological testing. Jan Wilson will look at chemical testing along with Elaine Sorbet and JoAnn Boyd. JoAnn Boyd will also have the radiochemistry and microbiology reviewed. Dane Wren, Martin Tait and Pat Conlon will review the Quality System general requirements. The reviews must be completed by February 19th and sent to the committee and chairman of the committee.
 - d. The lab sector standards for PT requirements needs some review as members on this committee are unsure of how PTs will affect FSMOs. Dave Speis indicated at a minimum we should review these since the field will be sampling for a method that pertains to PT samples. The two PT programs should be the same. Dane Wren indicated continuity is needed for all new comers of regulatory programs. Discussed issue of FSMOs not sampling for the same analytes day in day out like a lab does and impact thereof on the PT sample program. Also discussed PT as a contract issue (with a client) vs. PT samples as an accreditation requirement.
 - e. Volunteers for 4 PT modules review for the next meeting are Dane Wren, Jim Eychaner, and JoAnn Boyd.
 - f. FSMO standards should be held at a high level without being too specific but we need to look at quality manuals or quality systems as a guidance document rather than a standard. Pat Conlon will do a comparison regarding this comment.
 - g. In a discussion of the meeting in Denver on the 4 sections the discussion involved how do we intend to implement the feedback from Denver? Martin Tait and Dave Speis indicated we needed have subcommittees to draft an idea that implements the feedback provided for a potential process.
 - h. The plan for a pilot needs to be evaluated, which may implement the quality standard and involve a considerable amount of time. A possible action might be to involve an assessor for the pilot with comments on the process. This should be ready before the Cambridge meeting and provide the policies and procedures for implementation as a presentation.
- 5) Wrap up – review of all actions items and assignments

Meeting ended 2:35 PM

Next Meeting Date: 3/08

Time: 1:00 PM EDT

Minute Taker Name : JoAnn Boyd

Date: 2/08/07

Meeting Minutes and Action Items

Created on 2/19/2007 17:47 a2/p2

Mo/Day/Yr

ACTION ITEMS 2/08/07

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Review the microbiological testing module and provide comments to Committee chair	Pat Conlon, JoAnn Boyd	2/19/07	
Review chemical testing module and provide comments to Committee chair	Jan Wilson, JoAnn Boyd, Elaine Sorbet	2/19/07	
Review Quality System module and provide comments to Committee chair	Dane Wren, Martin Tait and Pat Conlon	2/19/07	
Review PT Modules and provide comments to Committee chair	Ed Hartman and Martin Tait	2/19/07	
Review all 4 PT Modules for continuity	Dane Wren, Jim Eychaner, and JoAnn Boyd	3/8/07	
Comparison of FSMO "Quality Manual" and lab Quality System Standard.	Pat Conlon	3/8/07	

Updated Actions Items from previous meeting

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Prepare discussion questions for FSMO Assessment and Granting of Accreditation. Item #1	Dave Speis	1/24/07	1/23/07
Prepare discussion questions for Pilot Testing of audit. Item #2	Jim Eychaner	1/24/07	1/23/07
Prepare discussion questions for Proficiency Testing. Item #3	Andy Tintle	1/24/07	1/25/07
Prepare discussion questions for Matrix Specific Requirements. Item #4	Ed Hartman and Martin Tait	1/24/07	1/19/07
Prepare discussion questions for Developing Standard Synopses	Jim Eychaner	1/24/07	1/11/07

Revise agenda and outline for Denver discussions	Martin Tait	1/24/07	1/25/07
Inform Board of the value of preparing synopses of the Standards	Dave Speis	Prior to next Board Meeting	1/28/07
Update Action Items List from previous meeting	Jim Eychaner	1/11/07	1/11/07
Organize a committee dinner in Denver (Tuesday?)	Glen MacGraw (D Wren sub)	1/24/07	1/26/07