

**Summary of the National Database Committee Meeting
December 19, 2006**

1. Roll call.

Dan Hickman called the National Database Committee meeting to order on December 19, 2006 at 3:00 p.m. CST. Committee members present included: Tim Fitzpatrick, Rachel Gehrett, David Caldwell, Keith Ward, Gary Dechant, John Kuhn, and Carol Batterton (Program Administrator).

2. Update on IT QA plan.

Dan reported that the IT QA plan had been sent to John Applewhite for posting on the TNI website. However, when you click on IT QA plan, it goes to the committee's charter. Dan has reported this to Jerry Parr and John Applewhite.

3. Database development plan.

Dan asked for suggestions for beginning work on the database development plan. He indicated that the "old" development plan prepared by the EPA contractor is available and that the committee should review and consider using the appropriate parts of that document. Rachel Gehrett "volunteered" to cut and paste relevant portions from the old document to create a new document for discussion at the next meeting. A key point for review and discussion is to see if the new document matches the IT QA plan requirements.

4. National Database Committee meeting in Denver.

Dan Hickman indicated that the National Database Committee meeting in Denver is currently scheduled for Monday afternoon which is a conflict for him with the NELAP Board meeting. He suggested Tuesday morning as an alternate which was agreeable to all committee members present. Carol will ask Jerry to revise the schedule.

We should prepare for the question of if this DB will include PT results:

It would likely cause project to fail, but is possible as a phase 2 or separate project. We should present the difficulty in including PT tracking in this project, and assure people that we would design this DB with an eye on the PT project in the future. We should listen to and table any comments received on the possible PT portion of the database. Labs have historically been against including PT information in a publicly available database.

We should include history of accreditation in the database. There has been some push back from the labs, so maybe a multi-tiered system could be made available so regulators can access history, but J.Q. public can't.

6. Next meeting.

The next meeting is scheduled for January 3, 2007 at 3:00 CST.