

INELA NATIONAL DATABASE CONFERENCE CALL

Meeting Minutes

Tuesday, November 29, 4:00 pm – 5:00 PM EST

1. Attendance

Daniel Hickman,	Oregon DEQ (Chair)
David Caldwell,	Oklahoma DEQ
Tim Fitzpatrick,	Laboratory Data Consults
Gary Dechant,	Analytical Quality Associates, Inc
Keith Ward,	Wibby Environmental
Michael Haller,	Analytical Products Group, Inc

Not in Attendance:

Lorraine Noronha,	ELAB, Inc
Phil Coyner,	IT Toolworks
Paul Ellingson,	Utah DEQ
Rachel Gehrett,	Minnesota DOH
John Kuhn,	JEA

2. Approved minutes from 11/15/2005 teleconference with minor changes.

3. Discussed final changes to committee charter:

Section 11 Considerations:

Eliminated “State” accrediting authorities as we thought it was possible that there could be federal or commercial accrediting authorities.

System must be flexible and provide for future expansion (not only in size but scope).

The system will work with a unified code structure (analyte code, method code, technology code, etc)

4. Began discussion of potential stakeholders and decided to put them into two categories:

Data input and review

NELAC State Accrediting Authorities

Non-NELAC State Accrediting Authorities
Other Accrediting Authorities (Federal or commercial)

Data users

NELAC State Accrediting Authorities
Non-NELAC State Accrediting Authorities
Other Accrediting Authorities (Federal or commercial)
Environmental Laboratories
Municipal public and private utilities
Potable Water providers
Regulators
Enforcement
Legal professionals
General public

5. Action items:

Tim will send Dan a list of required data elements. Dan will combine that list with the one he has and send out to the group for review in the next week or so. David will compile a list he has started and send that to the group for review.

6. Next meeting:

December 20th @ 4:00 PM EST.

Further discussion of data elements and requirements.