TNI Information Technology Committee Meeting Summary
February 17, 2011

1.   Roll Call

Participants	Present
Caldwell, David	
Clark, Arthur*	X
Daystrom, William	X
DiRienzo, Bob	
Fitzpatrick, Tim	
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John	
Morgan, Judy	
Parr, Jerry	X
Ronning, Irene	X
Shepherd, Mei Beth	X
Starr, Rip	
Varner, Pam	X
Ward, Keith	X

2.   Database Update

All labs in except for IL and PA. Still waiting to hear from Janet Cruise and/or Aaron. 1616 labs listed in DB as primary labs.

There will be some changes to tables in DB which will affect upload to FOAs. These changes will solve some problems for people trying to upload FOAs. Goal is to upload with CSV file instead of Excel.

After the first couple of states have their FOAs in, then we can run a test. Timing of actual test depends on William.

Somebody needs to put together the Test Plan (see #3).

3.   Create Database "Test Plan"

How quickly do we need to work on this? Can we start writing the Test Plan now, knowing what the data will be? Data doesn't have to be in the db in order to start writing the Plan.

Who should put together the Test Plan?

Someone outside of Dan and William should put it together and perform the test (Mae Beth volunteered to be on committee).

Whoever puts it together needs to read QA plan and understand what we're trying to do, and how to write the plan to do the test.

Might be a good idea to use an outside party to do our QA on this. An outside party may be able to identify risks that we are too close to see. Then we can decide what to do with it.

John Kuhn or his boss would be able to help. Dan will ask John about this.

Jerry will issue an RFP to hire someone to do it. Could include committee members to offer to do it (excluding William and Dan). Jerry to do first draft of RFP; Dan can help.

Plan is to have the database done within the next couple of months.

3.   Website Updates for EDS (Educational Delivery System)

Working on a Calendar of events for training and a page for webcasts. Will be searchable. In the early creation phase.

Idea: Having someone pay for [limited] access to training course that has already happened? (Ilona)

Where do payments go? To TNI, then TNI will pay trainers. William does not have to worry about the payment part.

4.   Revise Codes SOP – Again

Key words eliminated from Section 8.3: Active/Inactive – just because the EPA has declared a method inactive doesn't mean that the states agree or that labs don't continue to use them. Problems for PT Providers? (Keith) trying to report a method for 200.7 – 2 records that looked exactly the same – could not tell the difference but had two different method codes. One was active; one was inactive but couldn't tell which. Problem with States that want or don't want version numbers or you lose your accreditation. We are not going to be the method police – the AA's will have to do this.

Overall philosophy: we should not have duplicate records. But if we do, we make an announcement that one will be retired soon and wait for feedback on that.

Logic for how to choose which one to remove? Dan is trying to figure that out now. Both were inactive because they didn't have revision dates and so we weren't using them. Like the Analytes – have an obsolete list and use this one instead.

Dan will go through methods and see how many duplicates there are so they can be eliminated. (Still 6 other versions of 200.7 – a different problem.) Dan will post announcement that those will be eliminated.

2 or 3 duplicate analytes have been pointed out as well (same CAS number). Dan was going to retire and point to correct analyte – do we need to announce these? Yes – just so AA's have time to pull and make the change that one accreditation is not the same as another. Include announcement with 200.7 but go ahead and move them, not wait the 6 months.

Copy Jerry on announcement and he will make sure it gets reinforced at one of the NELAP meetings.

5.   **Next Call: March 17, 2011; 3:00 p.m. EST**