

# INELA NATIONAL DATABASE CONFERENCE CALL

## Meeting Minutes

Tuesday, December 20, 2005 4:00pm – 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
Michael Haller,	Analytical Products Group, Inc
Rachel Gehrett,	Minnesota DOH
John Kuhn,	JEA

#### Not in Attendance:

Keith Ward,	Wibby Environmental
Lorraine Noronha,	ELAB, Inc
Phil Coyner,	IT Toolworks
Paul Ellingson,	Utah DEQ

2. Reviewed the agenda, no comments.
3. Approved minutes from 12/12/2005 teleconference with no changes.
4. Discussed stakeholder needs:
  - a. NELAC AA
    - i. Include all information contained in accreditation. Example: method, matrix and analyte. Possibly include technology based on a specific method.
    - ii. Include the last time the AA updated the database for each entry.
    - iii. Don't include PT data at this time.
    - iv. Include history of lab scope of accreditation.
  - b. Non-NELAC AA
    - i. Include program as an optional field.
  - c. Laboratory
    - i. Include a downloadable EDD of lab scope of accreditation in a simple text file.
    - ii. Don't include any fields of testing that are either dropped, revoked or suspended. Include only accredited fields of testing. Labs were adamant that reasons for changes in scope of accreditation not be listed in the national database.
5. General Discussion
  - a. Database should use standard codes for methods and analytes that are already defined and in use by national groups. NEMI has codes for analytes and SID may have codes for analytes. If no national organization

can provide codes, the database committee will be forced to create codes, but as a last choice.

b. Accrediting authority information will be included in the database.

6. Next meeting:

January 3rd @ 4:00 PM EST.

Further discussion of data elements and requirements.