

Summary of the TNI NELAP Board Meeting February 5, 2007

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on February 5, 2007. Attendance is recorded in Attachment 1.

2. Minutes.

Richard Sheibley requested that all references in the minutes to the “NELAP Board be changed to specifically state the “TNI NELAP Board”. Additionally, Mark Kutnink, who was provided an information copy of the minutes, requested that reference to EPA providing Evaluator Training in Item 5 of the 1-29-07 minutes be deleted. EPA has not committed to providing the training. Dan requested that these changes be made and revised minutes be circulated with the minutes for this meeting.

3. Review of EPA Regional Evaluators Checklists and SOPs.

Following the Denver meeting of the TNI NELAP Board, Art Clark provided the Board with a CD of the regional evaluators revised checklists and SOPs for circulation to the TNI NELAP Board. These materials were forwarded to the Board prior to the conference call. However, some members did not receive the materials or had trouble viewing them which limited discussion.

Art stated that these materials had been revised to comply with the 2003 NELAC standard. It was agreed that that the SOP still needed some revision, but the process for AB recognition needs to be determined before this document can be finalized. Likewise, the training materials cannot be completed until the final process is determined.

Dan asked Carol to determine a way to post the regional evaluators work so that it can be viewed and discussed by all. Carol will contact John Applewhite, TNI website administrator, for assistance.

4. Voting Procedure

Dan stated that he had circulated a very rough draft of a voting procedure and he would like feedback from the TNI NELAP Board. Dan wants everyone to recognize that the Board may not reach consensus on all issues. He would like the policy to include provisions for negative (opposed on principle) votes and persuasive negative votes. The difference being that a persuasive negative means

that the issue is a “show stopper” for a state from a regulatory standpoint. Dan would like to have one single policy that accommodates both situations.

Dan asked Steve Arms to start working on a draft policy that covers these issues.

5. Clarification on reporting relationships

Dan stated that he believed there was some confusion on reporting and coordination relationships within TNI. For clarification, Dan stated that the Laboratory Accreditation Committee and the PT Board coordinate with the TNI NELAP Board. These two groups do not report to the TNI NELAP Board but are to coordinate with the TNI NELAP Board. Dan stated the TNI NELAP Board was fortunate because there are many resources available to them.

7. Transition to TNI accreditation bodies.

Dan expressed concern about how we as an organization transition from NELAC to TNI. He suggested that a process might be needed for TNI to recognize the current NELAP accrediting authorities and accept or recognize them as TNI accreditation bodies. Dan will work on a draft letter that the TNI board could send out that states this acceptance. Carol will verify that the INELA articles of incorporation have officially been amended to reflect the change to TNI.

8. Next meeting.

The next meeting is scheduled for February 20, 2007, at 12:30 CST. Agenda items include discussing the evaluation process and developing a transition plan.

Attachment I

| State | Representative | Present |
|-----------|--|---------|
| CA | <p>George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov</p> <p>Alternate: Jane Jensen, jjensen@dhs.ca.gov</p> | Yes |
| FL | <p>Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us</p> <p>Alternate: Carl Kircher, carl_kircher@doh.state.fl.us</p> | Yes |
| IL | <p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us</p> <p>Alternate: Jim Shaw, james.shaw@illinois.gov</p> | Absent |
| KS | <p>Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us</p> <p>Alternate: Aurora Shields, ashields@kdhe.state.ks.us</p> | Yes |
| LA DEQ | <p>Karen Varnado T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p> | Yes |

| | | |
|-----------|---|--------|
| LA DHH | <p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov</p> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p> | Absent |
| NH | <p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternate: Jeanne Chwasciak, jcchwasciak@des.state.nh.us</p> | Yes |
| NJ | <p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us</p> | Absent |
| NY | <p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org</p> <p>Alternate: Dan Dickinson, dmd15@health.state.ny.us</p> | Absent |
| OR | <p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p> <p>Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us</p> | Yes |
| PA | <p>Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us</p> <p>Alternate: Aaren Alger,</p> | Yes |

| | | |
|----|--|---------|
| | aaalger@state.pa.us | |
| TX | <p>Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us</p> <p>Alternate: Steve Gibson, jgibson@tceq.state.tx.us</p> | Present |
| UT | <p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Paul Ellingson, pellings@utah.gov</p> | Yes |
| | <p>Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net</p> | Yes |