

**Summary of the TNI NELAP Board Meeting
July 2, 2007**

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on July 2, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The minutes from 6-20-07 were reviewed. George Kulasingham noted that Jane Jensen had represented California at the last meeting and requested correction. A motion was made and seconded to approve the minutes from the 6-20-07 meeting as corrected. Motion passed. The program administrator was directed to post the minutes.

3. PT Acceptance Limits

Dan Hickman reported that the motion to recognize the PT acceptance limits as recommended by the NELAP PT Board had been approved by all TNI ABs except Illinois. Dan asked Carol Batterton to email and call Scott Siders to get his vote.

4. A2LA as PTOB

Voting on this item was delayed at the last call due to concerns over A2LA's ability to oversee PT providers. Dan Hickman stated that he had contacted Carl Kircher, Chair PT Board, and that Carl assured him that A2LA had the capability to oversee PT provider performance. Ken Jackson moved and George Kulasingham seconded the motion to accept A2LA as the TNI PTOB. All ABs voted in favor with the exception of Illinois and Louisiana DEQ who were absent. Dan Hickman requested Carol Batterton to contact the ABs for their votes. Voting will remain open until July 16, 2007.

5. Duties of the Evaluation Coordinator (EC)

Ken Jackson revised the job description of the EC as requested at the last conference call. George asked if conditions need to be added related to who could or could not be the EC. It was recommended that the description be revised to indicate that the EC was an individual "selected by the NELAP Board" and that no other qualifications be stated. This job description will be added to the evaluation SOP. Dan directed Carol to visit with Jerry Parr concerning procedures for writing an RFP to hire the EC.

In a related matter, Dan reported that the EPA evaluators group wanted to have training for the state and EPA evaluators and the EC. After some discussion, it was determined that the SOP and other materials would not be ready in time for training at the Cambridge meeting, but that training should be done at the next winter meeting in Newport, CA. It will likely be a two day training event.

6. AB Fields of Accreditation

Dan Hickman presented the proposed Fields of Accreditation table for vote by the ABs. This is the table that will be attached to the AB's certificate of recognition. Ken Jackson moved and Dave Mendenhall seconded the motion to accept the proposed FoAs. All ABs voted in favor with the exception of Illinois and Louisiana DEQ who were absent. Dan will check with Carl Kircher about who is maintaining the list of technologies.

7. Review of Standards Interpretation SOP

Dan Hickman presented the SOP developed by the Laboratory Accreditation Systems Committee (LASC) for standards interpretation. The NELAP Board appreciated the efforts of the LASC in developing this SOP. The NELAP Board had the following comments on the SOP:

- What does "TNI Administrator" mean? Is this the Program Administrator?
- A definition of "interpretation" is needed. The SOP states what it is not, but does not state what it is.
- Section 3 states the "preferred" method of submitting a request is electronic. Section 4 states the request "must" be submitted electronically. This appears to be a conflict.
- The circumstances that are not an interpretation of the standard need to be defined more fully, e.g. dispute with an AB, method clarification.
- In Section 4(b) (ii) suggest replacing "TNI expert committee" with "other appropriate groups".
- In Section 4(g) suggest replacing "recognized" with "implemented". Also delete the word "NELAP" in the second sentence.
- Add the phrase "and meet the requirements of the TNI SOP for records management at the end of Section 5(b).

8. Evaluation SOP

Dan indicated that the Board must finish the review and edits of the Evaluation SOP at the next meeting. The difficult part will be trying to incorporate the policies that were taken out of the 2003 standards. This item will be the majority of the agenda at the next meeting. Dan wants it finished by the time of the Cambridge meeting. Also, the Board will need to make a recommendation on how to transition the functions of the AARB.

9. Next meeting.

The next meeting will be on July 16, 2007 at 12:30 CST. Agenda items include continuing review of the Evaluation SOP and transition of the AARB functions. The program administrator will be on vacation and a volunteer will be needed to take notes.

Attachment 1

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen, jjensen@dhs.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us Alternate: Carl Kircher, carl_kircher@doh.state.fl.us	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us Alternate: Jim Shaw, james.shaw@illinois.gov	No
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields, ashields@kdhe.state.ks.us	Yes
LA	Karen Varnado	No

DEQ	<p>T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	
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>	Yes
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternante: 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>	Yes
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>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p>	Yes

	Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us	
PA	Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us Alternate: Aaren Alger, aaalger@state.pa.us	Yes
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us Alternate: Steve Gibson, jgibson@tceq.state.tx.us	Yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov Alternate: Paul Ellingson, pellings@utah.gov	Yes
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes

