

**Summary of the TNI NELAP Board Meeting
April 5, 2010**

1. Roll call

The NELAP Board met at 12:30 PM CDT on April 5, 2010. Aaren Alger chaired the meeting. Those members in attendance are listed in Attachment 1.

2. Minutes

Minutes from the 3-15-10 meeting were reviewed with changes as suggested. The minutes were approved as revised for posting.

3. Update on renewals and new applications

Lynn Bradley provided the following update on renewals:

MN –The technical review of the application is complete and results have been forwarded to MN for response. The onsite evaluation is scheduled for the second week of May. Susan Wyatt indicated that MN has a standards interpretation issue involving records retention schedules. The consensus of the Board was that MN needs to discuss this first with the evaluation team.

OK representatives indicated that their application to become an AB may be delayed until mid-2011. A state statute and regulations need to be revised.

4. IL Recommendation

The NELAP Board considered the evaluation team's recommendation to regarding renewal of IL as an accreditation body. Specifically, the evaluation team's recommendation stated:

The Evaluation Team recommends that the NELAP Recognition of IEPA's Accreditation Program be continued for all fields of accreditation in the attached list. Although, this was a difficult decision for the Evaluation Team because it was found that the IEPA's Accreditation Program has limited staff resources, relatively limited documentation for its program, and has recently terminated its third party assessor contract (which was a significant reason for the IEPA's ability to keep current with required on-site assessments). For these reasons, the Evaluation Team recommends that the NELAP Board conduct a surveillance assessment of the IEPA in 12 to 18 months to determine if the IEPA is meeting NELAC Standard 3.3.1, "...an onsite assessment of each accredited laboratory must be completed every two years."

Several members questioned the meaning of “surveillance assessment”. Does this need to be an onsite assessment or could it be a spreadsheet review? There was concern about the resources needed to do another onsite assessment. There was also concern about a statement in the report that said the evaluation team found the “majority of IL’s responses to be acceptable”. What does this mean? Aaren will call Bernie Wilk, Lead Evaluator, to get more information on these issues before the Board votes.

5. Memo from TNI Board

Aaren presented the memo from the TNI Board to the NELAP Board requesting action on a number of issues. She also presented a preliminary response prepared by Steve Stubbs. Steve Arms, who also serves as chair of the TNI Board, commented that the memo was not intended to be harsh as some perceived, but it was just intended to be factual and business-like. The response from the NELAP board needs to convey that the NELAP Board is serious about their response. Suggested changes to the memo included:

- Adding a sentence to the third paragraph stating “We will contact you to follow up on establishing the recommended work group”
- Adding a sentence to the end of the response stating “The NELAP Board believes it will be able to finalize its plan by July 2010”

Steve Stubbs moved that the response memo be sent to the TNI board with the changes noted above. Scott Siders seconded. All present voted in favor. Aaren indicated she would send the memo today and report on informal discussions at the next TNI Board meeting.

6. Payment of Accreditation Body Fees

Aaren reminded the ABs that accreditation fees will be assessed in July of this year. Some ABs have indicated that state budget situations might prevent them from being able to pay the fees. Aaren asked for an informal poll of the Abs to assess how many may have difficulty with fee payment.

AB	Fee payment status
CA	Will need to provide extensive justification for fee payment since the amount is over \$5,000. Will take time, but can be done.
FL	Money available but will require extensive justification. FL management believes fee usurps their authority to approve travel.
IL	Money is the in budget. Over \$5K is a problem.
KS	No problem anticipated provided that they don't have to pay before July 1.
LADDEQ	Cannot pay. Will not have a NELAP program, state only, but will continue to recognize other AB accreditations.
LADHH	Budgeted for this year. Does not anticipate problem.
NH	Selling Girl Scout cookies ☺ (Has it in the budget)

NJ	No information available
NY	Approvals are taking about 3 months. Not approving memberships if term less than 6 months. Timing is an issue.
OR	No information available
PA	Money is there just not sure it can be spent.
TX	OK
UT	Budgeted as line item. Should be OK.
VA	Need to send them a letter advising of fee.

Aaren also requested that the ABs advise her if they foresee any issue with implementation of the new standard.

7. Status of database uploads

Aaren reminded all ABs about the requirement to upload accredited lab information to the database very two weeks. Some ABs have not been doing that.

Aaren asked Carol to invite Dan Hickman to the next meeting to give a report on the status of the new Laboratory Accreditation Management System (LAMS).

8. Continued discussion of TNI Board memo

The NELAP board continued discussion of the TNI board memo. Aaren requested volunteers to work in a small group to develop a plan. Steve Stubbs and Susan Wyatt volunteered. Carol can assist. Aaren asked for others to consider volunteering.

9. Next meeting

The next conference call of the NELAP Board will be April 19, 2010. Potential agenda items include:

- Approval of minutes
- Update on new applications
- Vote on IL recommendation
- Report on database from Dan Hickman
- Discussion of action plan for TNI Board memo
- Supplemental state requirements

SW 846

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@cdph.ca.gov	
	Alternate: Jane Jensen jjensen@cdph.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	Yes
	Alternate: Carl Kircher carl_kircher@doh.state.fl.us	
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	Yes
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 ddobson@kdhe.state.ks.us F: (785) 296-1638	Yes
	Alternate: Michelle Probasco mprobasco@kdheks.gov	
LA DEQ	Paul Bergeron T: 225-219-1244 F: 225-219-8244 E: Paul.Bergeron@la.gov	Yes
	Altérnate:	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov	Yes

	Alternate: Ginger Hutto ghutto@dhh.la.gov	
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov	Yes
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 joseph.aiello@dep.state.nj.us	No
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568	Yes
	Alternate: Dan Dickinson dmd15@health.state.ny.us	
OR	Brian Boling T: (503) 229-5823 F: (503) 229-6924 E: boling.brian@deq.state.or.us	No
	Alternate: Raeann Haynes haynes.raeann@deq.state.or.us	
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us	Yes
	Alternate: Bethany Piper bpiper@state.pa.us	
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	Yes

	Alternate: Steve Gibson jgibson@tceq.state.tx.us	
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	Yes
	Alternate: Kristin Brown kristinbrown@utah.gov	
VA	Cathy Westerman T: 804-648-4480 ext.391 cathy.westerman@dgs.va.gov	Yes
	Alternate:	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	No
EPA Liaison	Kevin Kubik T: 732-321-4377 E: kubik.kevin@epa.gov	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov	Yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	Yes
	Minnesota Susan Wyatt Stephanie Drier	Yes
	Oklahoma David Caldwell Judy Duncan	Yes