

## **Summary of the TNI NELAP Board Meeting July 6, 2009**

### 1. Roll call

The NELAP Board met at 12:30 PM CST on July 6, 2009. Dan Hickman chaired the meeting. Those members in attendance are listed in Attachment 1. In addition to those indicated, Cathy Westerman from Virginia joined the call.

### 2. Minutes

Minutes from the 6-15-09 meeting were reviewed and approved for posting.

### 3. Update on renewals and new applications

TX – Response to onsite report sent June 16.

IL – Onsite will be scheduled for August – September timeframe.

OR – Final report is in preparation.

LADEQ – onsite is next week

VA – submitted response to technical review, onsite will be late September.

MN – application will be submitted next month

Several ABs noted that the renewal certificates sent to them had incorrect dates. Dan will reprint these and send out again.

Paul Ellingson, QAO, has completed his draft report which was sent to Carol and Dan for comments. Paul, Dan, and Carol will meet by conference call to discuss.

### 4. Update on Evaluation SOP

Carol provided a copy of the revised SOP with comments included from the EPA evaluators. Dan noted that the Evaluation SOP for use with the new standards is being drafted by the AB expert committee. Dan reviewed the revisions and comments from the EPA evaluators:

- Requirement for QAO to sign conflict of interest form needs to be added.
- 7.2.1.3 – OK
- Delete comment on 7.3.1
- 7.3.2 – where is training described for NELAP evaluations team members?  
Included in current SOP.
- 7.4 – no action
- 7.4.2.10 – add number of Dispute Resolution Process SOP TNI SOP 5-100
- 7.6.1 – add Appendix number

- 7.6.4 – may need to be deleted. Dan will check to see if it is in the standards.
- 7.6.5 – OK
- 7.7.2 – OK
- 7.8 – OK
- 7.11 – OK
- 7.12 – OK
- 7.13 – OK
- 7.14 – OK
- 9.4 – Update to refer to final policy for records TNI Policy 104
- Appendix A and B should point to web. Maintain list on web.
- Appendix C – modify to say Evaluation team and QAO
- Appendix G – modify “and/or team member”
- Draft appendix should be G and G should be H, move 2(b) to 4(a), 4 is OK, 7 is OK with “and/or lab accreditation”

Carol will make changes and send for review. Lynn Bradley will check for a closing checklist to include.

#### 4. Copyright issues with new standard

Jerry and Carol will ask TNI’s copyright attorney to make a presentation at the San Antonio to answer some of the questions about copyright issues with the new standards. Carol asked for suggestions for questions to give the attorney. Suggested questions included:

- Can assessors use a checklist that includes ISO language from the new standards? The checklist becomes part of the public record and is freely available to the public.
- Deficiencies have to be supported with relevant language from the standard. Can the ISO language be cited in the deficiency report?
- How can copyrighted language be incorporated into state regulations?
- How can state agencies provide regulated entities with unencumbered access to statutes and regulations that include copyrighted language?

#### 5. AB fees

Dan reminded the ABs that the issue of fee assessment to NELAP recognized ABs had been discussed previously and a target date of July 2010 had been established for existing ABs. It was also determined that any new AB applicants after January 2010 would have to pay an application fee. Dan indicated that letters would need to be sent to state agencies soon to advise them of the fee assessment. Dan asked Carol to get the detailed budget from Jerry and to put this issue on the agenda for final discussion in San Antonio. The ABs will check with their agencies to make sure that fee assessment is still viable.

## 8. Next meeting

The next meeting of the NELAP Board will be July 20, 2009, at 12:30 CDT.

The call in number is **1-218-936-4700 access code 983225.**

Agenda items will include:

Update on renewals

Final vote on Evaluation SOP revisions

Begin final adoption of new TNI standards

Review of plans for San Antonio meeting

## Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a>	yes
	Alternate: Jane Jensen <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a>	
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a>	yes
	Alternate: Carl Kircher <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>	No
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a> F: (785) 296-1638	Yes
	Alternate: Michelle Probasco <a href="mailto:mprobasco@kdheks.gov">mprobasco@kdheks.gov</a>	
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-219-3310 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	No
	Altérnate: Cindy Gagnon E: <a href="mailto:Cindy.Gagnon@la.gov">Cindy.Gagnon@la.gov</a>	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a>	yes

	Alternate: Ginger Hutto <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a>	
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a>	yes
	Alternate: Jeanne Chwasciak <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a>	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	No
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568	Yes
	Alternate: Dan Dickinson <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>	
OR	Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a>	yes
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PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	yes
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TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a>	Yes

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UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>	yes
	Alternate: Kristin Brown <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a>	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	yes