

**Summary of the TNI NELAP Board Meeting  
July 7, 2008**

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on July 7, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the June 16, 2008, meeting was reviewed. Bill Hall asked that the table under item # 6 be amended to show information from New Hampshire. Motion was made and passed to accept the minutes with Bill's addition. The program administrator was directed to post the summary.

3. Update from the QAO

Paul Ellingson reported that the evaluation teams were noting during the lab observations that not all assessors were presenting the labs with appraisal (feedback) forms at the opening conference as stated in the standards. Some were presenting the form at the close of the assessment. Paul noted that this action was meeting the intent of the standard, but not the letter of the standard. He requested guidance from the NELAP Board as to whether this was a significant deficiency or not, and how or if it should be cited.

After discussion, the NELAP Board directed Paul to advise the evaluation teams to cite it as a deficiency if they observe that the AB is not providing labs with an appraisal form at the beginning of the lab assessment. This allows the AB the opportunity to respond with their reason for doing so. The evaluation team and the NELAP Board will then determine the adequacy of the response and what further action to take.

4. Update on AB evaluations

Lynn Bradley reported that the first recommendation for AB renewal would likely be completed this week. Two draft reports to AB's are out for review. Four onsite have not been done, but all are expected to be complete by the August meeting.

5. New fields of accreditation

Dan Hickman reported that Art Clark had requested guidance on the appropriate way to add to an AB's fields of accreditation. Specifically, he had a request from NH to add new a new matrix and new methods. After discussion, the NELAP Board determined that it was appropriate for the lead evaluator to make a recommendation, and notify the NELAP Board. If there is no objection from the board, then the AB can move forward.

The NELAP Board approved the recommendation for NH, and Dan asked Bill Hall to submit a new spreadsheet showing the new matrix and methods.

#### 6. Standards review and acceptance

Dan had previously asked for the NELAP Board to get copies of the new TNI standard to begin reviewing, so the Board can move quickly once LASC makes their recommendation. Ken Jackson advised that the ISO version of the new standard would be ready for distribution in about a week and he suggested waiting until that final version was ready.

Carol also advised the NELAP Board that a standards implementation planning meeting was being scheduled for Wednesday August 13 at the DC meeting to further discuss timelines and roles.

#### 7. NELAP decisions

Carol reported that she had completed review of past NELAP Board minutes and AAC documents and had compiled a list of decision/interpretations made by the AAC and NELAP Board. Carol needs help determining which of these decisions should be expanded and posted on the TNI website. Carol indicated that Jerry Parr did not feel it was necessary to post anything unless it applied to the 2003 standards or the current AB renewal process. Aaren Alger and Dan Hickman agreed to review the list and provide input to Carol by Aug. 1.

#### 9. Next meeting

The next meeting of the NELAP Board will be July 21, 2008, at 12:30 CDT. Dan Hickman will be on vacation and Steve Stubbs will chair the meeting. The agenda will include preliminary planning for the DC 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>  Alternate: Jane Jensen <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a>	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591	Yes

	<p>E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a></p> <p>Alternate: Carl Kircher <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a></p> <p>Alternate: TBA</p>	No
KS	<p>Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: <a href="mailto:jmckenzi@kdhe.state.ks.us">jmckenzi@kdhe.state.ks.us</a></p> <p>Alternate: Aurora Shields <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Melvin C. Mitchell E: <a href="mailto:Mitch.Mitchell@la.gov">Mitch.Mitchell@la.gov</a> T: 225-219-9800 F: 225-219-9898</p> <p>Alternate: Paul Bergeron E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a></p> <p>Alternate: Ginger Hutto <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a></p>	Yes
NH	<p>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></p> <p>Alternate: Jeanne Chwasciak <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a></p>	Yes
NJ	<p>Alternate: Joe Aiello <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p>	No

NY	<p>Kenneth Jackson  T: (518) 485-5570  F: (518) 485-5568  E: <a href="mailto:jackson@wadsworth.org">jackson@wadsworth.org</a></p> <p>Alternate: Dan Dickinson  <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a></p>	Yes
OR	<p>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></p> <p>Alternate: Raeann Haynes  <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a></p>	Yes
PA	<p>Aaren Alger  T: (717) 346-8212  F: (717) 346-8590  E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a></p> <p>Alternate: Bethany Piper  <a href="mailto:bpiper@state.pa.us">bpiper@state.pa.us</a></p>	Yes
TX	<p>Stephen Stubbs  T: (512) 239-3343  F: (512) 239-4760  E: <a href="mailto:stubby@tceq.state.tx.us">stubby@tceq.state.tx.us</a></p> <p>Alternate: Steve Gibson  <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a></p>	Yes
UT	<p>David Mendenhall  T: (801) 584-8470  F: (801) 584-8501  E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></p> <p>Alternate: Kristin Brown  <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a></p>	Yes
	<p>Program Administrator:  Carol Batterton  T: 830-990-1029 or 512-924-2102  E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a></p>	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