

**Summary of the TNI NELAP Board Meeting  
September 15, 2008**

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on September 15, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the August 25, 2008, meeting was reviewed. Motion was made and passed to accept the minutes. The program administrator was directed to post the summary.

3. Update on AB evaluations and team recommendations

Lynn Bradley, EC, indicated that final reports and recommendations had been forwarded for action to the NELAP Board for NH, KS and LA DHH. Three more are in corrective action review and should be completed soon: UT, NY, and PA. The evaluation team is awaiting corrective action submittal for NJ. The draft report for FL is in team review and the CA report is in preparation.

Lynn also presented recommendations for the next round of evaluation teams. These are:

**AB--Illinois**

Region 5 (Kevin Bolger, Patrick Churilla and Amberina Khan)  
NJ team member (Bernie Wilk)  
Team Leader not determined.

**AB--LA DEQ**

Region 6 (Ray Flores, maybe Marvelyn Humphrey too)  
PA team member Aaren Alger  
Ray Flores will lead the Team.

**AB--Texas**

Region 6 (Marvelyn Humphrey, maybe Ray Flores too)  
LA DHH team member Louis Wales  
Marvelyn will lead the Team.

**AB--Oregon**

Region 10 (Gina Grepo-Groves, or who else from R10?)  
NH team member Bill Hall  
Bill will lead.

TNI may need to pay travel for Bill, since NH paid for its evaluator earlier this year (IL) and OR paid for evaluator.

Dan Hickman expressed some concern about the R-10 team since the EPA regional office does not have anyone who has participated in an NELAP evaluation before. Lynn will inquire to see if R-10 is interested in having a mentor from another Region. After discussion, the NELAP Board confirmed these team assignments.

Paul Ellingson, QAO, requested discussion on an issue he had previously shared by email. Specifically, the concern is that during the corrective action review of one of the ABs, it was determined that the NELAC standard conflicted with internal policies within the department. This specifically related to the number of corrective action reports laboratories were allowed to submit. NELAC allows two (see 4.4.3). The internal departmental policies of the AB allows three. Due to the conflicting nature of the standard and departmental policies, the evaluation team feels that it is acceptable to continue to allow the AB to continue following the departmental policies. After discussion, the NELAP board members agreed with the evaluation team that this situation would not be cited as a finding.

#### 4. Interim Accreditation

At the last NELAP board meeting, Ken Jackson presented the following motion for consideration and voting at this meeting:

"The 2-year period for On-Site Re-assessment of a laboratory means 2 years plus or minus 6 months. However, Interim Accreditation can be used to extend the time period for re-assessment of the laboratory to a maximum of 36 months after the last On-Site Assessment."

Ken Jackson moved and \_\_\_\_\_seconded the motion. All ABs voted in favor by roll call vote.

#### 5. Recommendations for Renewal of KS, NH, and LA DHH

Positive recommendations from the evaluation teams have been received and circulated for the renewals of New Hampshire, Kansas and LA Health and Hospitals as NELAP accreditation bodies.

For the renewal of NH, Ken Jackson moved to approve and Louis Wales seconded. All voted in favor with the exception of Bill Hall who abstained.

For the renewal of LA DHH, Paul Bergeron moved to approve and Steve Stubbs seconded. All voted in favor with the exception of Louis Wales who abstained.

For the renewal of Kansas, Steve Stubbs moved to approve and Bill Hall seconded. All voted in favor with the exception of Jack McKenzie who abstained.

Dan asked Carol to forward this information to Jerry Parr for posting on the TNI website.

#### 6. Interpretations

Dan Hickman and Aaren Alger will review the list provided by Carol and make recommendations for decision items which should be posted on the NELAP Board page.

#### 7. Budget and potential fees

As requested, Carol sent out a draft budget for the NELAP Board for consideration in the discussion regarding potential fees to be assessed to accreditation bodies in the future. Dan indicated that ABs need to be prepared to pay fees in the future as the NELAP Board moves toward self-sufficiency. It was suggested that including a TNI organizational membership in the fee would make it more palatable and easier for some ABs.

Based on the draft budget, Dan pointed out that the potential fee would likely be around \$5-6 K per year. The question is when to start assessing the fee. Most ABs seemed to think it would take a minimum of 2-3 years to get the fee in their budget. Everyone also seemed to be in agreement that the new ABs should not be assessed a fee but should be advised that they should be prepared to pay fees in the future and to pay evaluator travel for their initial evaluation. Carol will talk to Jerry about how her position is funded after 2009.

#### 8. Next meeting

The next meeting of the NELAP Board will be Monday, October 6, 2008, at 12:30 PM CDT. Tentative agenda items include:

- Review and approval of minutes
- Update on renewals
- Discussion of issues with SW 846 updates
- Fees for old and new ABs
- NELAP Board interpretations for the web

### 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

	<p>Alternate: Jane Jensen  <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a></p>	
FL	<p>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></p> <p>Alternate: Carl Kircher  <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	Yes
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>	Yes
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: Dennis L. Dobson  785-291-3162  <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Donna Haydel  T: 225-219-9800  F: 225-219-9898  E: <a href="mailto:Donna.Haydel@la.gov">Donna.Haydel@la.gov</a></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</p>	Yes

	<a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a>	
NJ	<p>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></p> <p>Alternate : TBD</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>	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