

**Summary of the TNI NELAP Board Meeting
May 7, 2007**

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on May 7, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Approval of minutes.

A motion was made and seconded to approve the minutes from the 4-16-07 meeting. Motion passed. The program administrator was directed to post the minutes.

3. Update

a. Cambridge Update

The preliminary agenda for Cambridge meeting is available. The NELAP Board will meet Thursday, August 23, 2007, from 1:30 - 5 pm. Dan Hickman, Steve Stubbs, and Steve Gibson will likely not be there. Chair will send an email asking for a volunteer to chair the meeting.

b. EPA Evaluators

Cynthia Daugherty, EPA Office of Water, will be mailing a letter to EPA Regions requesting their continuing participation in AB assessment teams. The NELAP Board will determine how to coordinate EPA's participation into the TNI evaluation process.

4. Discuss/vote on general operating guidelines (All)

Section 1 was amended to address membership as well as the conduct of meetings. Section 3.4 was amended to include "non-voting representative." Other changes to section 3.4 were discussed but not made.

A motion was made and seconded to approve the procedure as amended. Motion approved by all present. The Chair will send an email to those absent to give them an opportunity to vote.

5. PT Board Activities

The Chair posed the following question concerning PT policies - What should the NELAP Board do with PT Board policies sent recently.

The Chair asked whether we should vote on them. Based on Article 6 of the by-laws, Ken Jackson noted we may not need to, i.e., we could endorse but not approve. Scott Siders suggested sending an informal reply, but questioned what the source of the NELAP Board's authority would be to approve. Mike Miller noted we would need to accept the PT Board's policies if they affect the laboratory program, e.g., acceptance limits.

The Chair will write to the PT Board and advise it to take the policies to the Laboratory Accreditation Committee with a copy to the NELAP Board.

6. TNI recognition/acceptance of NELAC AA Recognition

The Chair proposed the NELAP Board consider granting TNI recognition to the existing ABs based on their current NELAC recognitions. Regarding whether the NELAP Board can or should do this, the Chair noted the Board of Directors believes it can.

The Chair noted such recognition would do much to "sunset" the AAC, leaving the AARB and NELAC Board.

Action Item: Vote at next meeting on whether to grant TNI recognition to the existing ABs based on their current NELAC recognitions. Staggered renewal dates might be considered. If adopted, the Chair will work with TNI to draft a certificate.

7. NELAP Evaluation SOP (All)

The Chair noted the SOP was developed from the full version of NELAC Chapter 6. It may be possible to change most or all references to the NELAP Director to the NELAP Board. When used in reference to onsite evaluations, Director would be changed to evaluation coordinator.

The members received an older version of the SOP in the most recent email. The Chair will forward the most recent version. Several members expressed a need for more time to review the SOP.

Action Item: Members should review the draft SOP prior to the next meeting.

8. Consistency (Dan Hickman)

The Chair posed the following question: What should the Chair/NELAP Board do with inquiries?

For example, EPA's Method Update Rule. It appears the ABs are each doing their own thing. Is there an issue with or a need for consistency?

After discussion, the Chair proposed to screen inquiries and route them, for example to the Laboratory Accreditation Committee or even to the NELAP Board. The Chair will copy board members on emails referring inquiries.

GC/MS and GC/MS SIM

Mike Miller asked if other ABs listed and accredited EPA Method 8270C and 8270C SIM separately. New Jersey does in response to internal agency needs. None of the other ABs indicated they listed or accredited them separately.

PT for continuing proficiency (This item was not discussed.)

9. Next meeting.

The next meeting will be on May 21, 2007 at 12:30 CST.

The TNI NELAP Board will continue to have its regular meetings on the first and third Mondays of each month at 12:30 CST.

State	Representative	Present
CA	<p>George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov</p> <p>Alternate: Jane Jensen, jjensen@dhs.ca.gov</p>	Yes
FL	<p>Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us</p> <p>Alternate: Carl Kircher, carl_kircher@doh.state.fl.us</p>	No
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us</p> <p>Alternate: Jim Shaw, james.shaw@illinois.gov</p>	Yes
KS	<p>Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us</p> <p>Alternate: Aurora Shields, ashields@kdhe.state.ks.us</p>	Yes
LA DEQ	<p>Karen Varnado T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	No
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494</p>	Yes

	<p>T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us</p> <p>Alternate: Steve Gibson, jgibson@tceq.state.tx.us</p>	Yes
UT	<p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Paul Ellingson, pellings@utah.gov</p>	Yes
	<p>Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net</p>	No