

Summary of the TNI NELAP Board Meeting July 16, 2007

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on July 16, 2007, at 1:30 PM EST. Attendance is recorded in Attachment 1.

2. Approval of Minutes

The Board members reviewed the minutes from July 2, 2007. The membership noted that tem #6 should read "Carl" instead of "Cark." David Mendenhall corrected the attendance by saying that he was present at the meeting. Jack McKenzie moved and Ken Jackson seconded the motion to approve the minutes from the July 2, 2007 meeting as corrected. The motion passed unanimously by those in attendance. The Chair directed the program administrator to post the minutes.

3. Recognition Certificate

The AAs discussed the recognition certificate that will be provided to each AA after the next round of evaluations. The group discussed the use of the NELAP logo. Since the standard currently being used to evaluate laboratories is the 2003 NELAC Standard, and the AAs are currently operating as the NELAP program, it is appropriate to use the NELAP logo on the recognition certificates. Mr. Hickman noted that the certificate would end up looking similar to the current certificate, with the exception of being signed by the NELAP Board Chair instead of the NELAP Director.

4. FOAs by Technology/Matrix

Mr. Hickman requested that each AA provide a list of the technology/matrix combinations for which the AAs offer NELAP accreditation before the TNI meeting in Boston. This list should include the potential FOAs that an AA will offer, not only the technology/methods for which laboratories currently hold accreditation.

5. Accredited Laboratory Summary

Mr. Hickman explained that this listing has not been posted/updated because New Jersey has yet to provide an updated list.

6. Evaluation Coordinator (EC)

Mr. Jackson offered to present the EC requirements to the TNI membership at the Boston meeting. Currently the EPA has expressed some problems with the wording of the EC, believing that the duties assigned seem to include those of the lead evaluator and the EPA would like to have assurances that the lead evaluator is the individual who has the final decision of what recommendation is made to the Board. Mr. Jackson offered to make the duties of the EC clearer, but that the EC requirements document is not the appropriate place to include specifications of what the EC does not do or is not responsible for. Mike Miller offered that the duties and definition of the lead evaluator should be reviewed and updated. By doing this, the EPA might have a better understanding of the responsibilities of the EC versus the lead evaluator.

7. Evaluation Training

Mr. Hickman explained that the Board has been tasked with the responsibility of training the evaluation staff. This training would have ideally been offered during the TNI meeting in Boston, but would not be available until later. He added that a third party would probably be the trainer. Mr. Hickman tasked each AA with being prepared to designate an individual from the AA to take part in the evaluation team for one of the on-site evaluations. Mr. Hickman also stated that the EC could be responsible for an application completeness review before the evaluation team receives any documentation.

Jane Jensen commented that she is not comfortable with the EC being a member of the on-site team, and that the EC should not have authority or responsibility for the application. That duty belongs to the evaluation team. Mr. Hickman explained that the evaluation team and LE may take it upon themselves to review the application for completeness, but the EC has the initial responsibility to make sure the applicant AA has included all documents, thus assuring that each application has been reviewed by one person and assuring consistency in the completeness review. It is the EC to determine that all items are included. The evaluation team and LE would then review each item to assure the requirements are met. Mr. Hickman added that responsibilities of the EC should include receiving the application, the completeness review, and forwarding the completed application package to the evaluation team members.

--Action Item: Each AA must assign a representative for each evaluation. Deadline: July 31, 2007.

7. Evaluation SOP

Mr. Miller reviewed the changes made to the evaluation SOP. These changes include the following by reference:

5.0—Sections were moved around. The AAs must develop a definition for the lead evaluator (LE).

6.0—The AAs can object on the member(s) of the team if a real or perceived conflict of interest exists.

6.2—Mr. Hickman commented that the application package should be sent to EC instead of Chair of Board.

6.2.1.1.2—Mr. Jackson commented that this section should be changed so that it is not a requirement for the head of the department to sign the application. Mr. Hickman explained that this is how the Standard is written, and has been interpreted as the person who has ultimate authority and responsibility for the accreditation decisions.

Steve Arms asked if electronic copies of the application would be allowed. The group discussed and a decision was not determined.

6.2.2.4—Mr. Miller explained that this is not the appropriate section for the 20-day extension. It was moved to the appropriate place in the SOP.

6.2.2.4—This section will need to be changed based on EC definition.

6.3— Mr. McKenzie commented that in the first paragraph under 6.3, the team members should also work under the direction of the LE, not just the EPA assessors. Mr. Hickman commented that this statement will be eliminated and the duties will be included in the LE definition/duties. He also added that the conflict of interest forms should go to the EC, not the LE, and the sentence should say that the EC notifies the Board **and** the LE.

6.4—Mr. Hickman commented that this section belongs under the duties of the LE.

6.5.1—Mr. Hickman stated that LE should be changed to EC in this section. Mr. Miller clarified that it is not the decision of the EC, but the EC does compile the report and application and make sure all sections are complete; the LE then evaluates the application and report and makes the recommendation to the Board.

6.5.2.1—Mr. Jackson commented that the last sentence is redundant.

6.5.2.2—Mr. Jackson stated that “PT” should be included after Chapter 2, for consistency.

6.5.2.8—Mr. Hickman stated that this section will need to be removed or changed based on the lack of an appeals process.

The AAs finished reviewing the document through 6.5 and will begin the review at 6.6 during the next call.

8. Adjourn and Next Call

Mr. Hickman suggested that the Board schedule a call for July 30 in order to try to finish the review of the on-site SOP. The next NELAP Board call will be held on Monday, July 30, 2007 at 1:30 PM EST. Mr. Hickman adjourned the call at 3:00 PM EST.

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen, jjensen@dhs.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us Alternate: Carl Kircher, carl_kircher@doh.state.fl.us	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us Alternate: Jim Shaw, james.shaw@illinois.gov	No
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields,	Yes

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LA DEQ	Karen Varnado T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov Alternate: David Boucher david.boucher@la.gov	Yes
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov Alternate: Ginger Hutto, ghutto@dhh.la.gov	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us Alternante: Jeanne Chwasciak, jcchwasciak@des.state.nh.us	No
NJ	Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us	Yes
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OR	Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us	Yes
PA	Aaren Alger T: (717) 346-8212	Yes

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