

## **Summary of the TNI NELAP Board Meeting November 5, 2007**

### 1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on November 5, 2007, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

### 2. Review and approval of minutes

Minutes from the October 15, 2007, meeting were reviewed. Ken Jackson asked that the point that he made about the appeals process needing to conform to the consensus standards development process be deleted. Carol Batterton noted that the point related to the EPA amendment of the cooperative agreement needed to be clarified. Jack McKenzie noted that he was absent, but Aurora Shields was present. The minutes were approved as amended and approved for posting.

### 3. Review of EPA Comments on Evaluation SOP

Dan Hickman noted that the version of the Evaluation SOP currently posted on the web was corrupted and not readable. He asked Carol to contact John Applewhite to fix it.

The EPA Evaluator's comments on the Evaluation SOP were reviewed and the following changes were approved:

- Take the EC and QAO out of the evaluation team.
- Add amendment for this round of evaluations showing how EC duties would be distributed between EPA and TNI staff
- Leave definitions for "primary" and "secondary" in the definitions list.
- 6.0 change to "responsibilities"
- 6.6.3 leave as is
- 6.5.3 LE reviews and approves. EC reviews for consistency and completeness. LE mails report. EC has official copy.
- 6.6.1 EC assures and documents that all required communication taking place in a timely manner.
- 6.7.4 "reviews for consistency and completeness" according to the SOP and NELAC standard. Leave note out.
- 6.7.5 "reviews" OK
- 6.8.2 Leave "participates" in for QAO. Recognize that this may not always be possible.
- 7.2.1.3 leave as is. "Designee" covers the issue.
- 7.2.2.1 Copies to the team, EC, and QAO.
- 7.2.2.3 Re-word to make sure everyone has the information
- 7.4.1.2 Leave as is.

- 7.4.2.1 Refer to TNI dispute resolution policy
- 7.6.2 Add”review last NELAP evaluation report if available”
- 7.6.4 Should say “NELAC Chapter 5 checklist”
- 7.10.1 and 7.10.2 OK with proposed changes
- 7.11.3 and 7.11.4 OK with proposed changes
- 9.0 Records management – need to check with Jerry about place.

Dan indicated that he would try to have the SOP updated within a day or two. He asked Carol to work on revising the AB Recognition application. Dan also asked that the table indicating the split of EC duties among EPA and TNI staff be circulated to NELAP Board members.

#### 5. Vote on FoPT Tables

Dan asked for a motion to accept the new FoPT Tables that would be effective January 1, 2008, as forwarded by the TNI PT Board. Paul Bergeron made a motion and was seconded by Jane Jensen. Members voted as follows:

CA-Yes	OR-Yes
FL-Absent	PA-Yes
IL-Absent	TX-Wait
KS-Yes	UT-Wait
NH-Yes	LA-DEQ-Yes
NJ-wait	LA-DHH-Yes
NY-Yes	

Voting will remain open for two weeks. Dan will circulate notice to those members who are absent.

#### 6. Next meeting.

The next meeting will be on November 19, 2007 at 1:30 EST.

### 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,	Yes

	<a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a>	
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>	Absent
IL	<p>Scott Siders  T: (217) 785-5163  F: (217) 524-6169  E: <a href="mailto:scott.siders@epa.state.il.us">scott.siders@epa.state.il.us</a></p> <p>Alternate: Jim Shaw,  <a href="mailto:james.shaw@illinois.gov">james.shaw@illinois.gov</a></p>	Absent
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>Paúl Bergeron  T: 225-219-9800  F: 225-219-9898  E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p> <p>Alternate: Karen Varnado  <a href="mailto:Karen.Varnado@la.gov">Karen.Varnado@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>Alternante: Jeanne Chwasciak,</p>	Yes

	<a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a>	
NJ	<p>Michael Miller  T: (609)292-3950  F: (609) 777-1774  E: <a href="mailto:michael.w.miller@dep.state.nj.us">michael.w.miller@dep.state.nj.us</a></p> <p>Alternate: Joe Aiello,  <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p>	Yes
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: Ronald Houck,  <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a></p>	Yes
TX	<p>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></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: Paul Ellingson, <a href="mailto:pellings@utah.gov">pellings@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