

Summary of the TNI NELAP Board Meeting November 19, 2007

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on November 19, 2007, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Review and approval of minutes

Minutes from the November 5, 2007, meeting were reviewed. It was noted that the date was incorrect in the heading. The minutes were approved for posting with that correction.

3. Evaluation Teams

Evaluation teams had been previously proposed by Lynn Bradley, Evaluation Coordinator. EPA Region 4 had requested that PA take the lead on the New Jersey evaluation, however, Aaren Alger was concerned that she did not have sufficient time to take on that activity. It was proposed that Carl Kircher be shifted from the Kansas evaluation team to the NJ team as lead evaluator, and that Ken Jackson be assigned to the Kansas team in Carl's place. A motion was made and seconded to approve the teams with these adjustments, pending agreement by team members.

4. Completeness Checklist

The completeness checklist for AB applications was reviewed and the following changes were proposed:

- Add a cover page with the name of the AB
- Number the pages
- Add a note to item # 4 that this requirement does not apply to state agencies
- Change all references to "accrediting authority" to "accreditation body"

A motion was made and seconded to approve the checklist with these changes. Motion passed.

5. Compliance Checklist

The compliance checklist has been posted on the TNI website with the EPA Regional evaluators' changes accepted and all references to NELAP Director changed to "NELAP Board". Carl Kircher has reviewed the checklist and proposed the following additional changes:

- Delete item # 79 as not a requirement for the AB
- Delete item #221 since it is a discretionary requirement

- Change all references to “accrediting authority” to “accreditation body”

A motion was made and seconded to approve the checklist with these changes. Motion passed.

Dan indicated that the next step will be to develop a policy describing a graded recognition status, with recognition other than “approved” or “not approved”. Also, a procedure needs to be developed to provide guidance on how findings related to the “grayed out” areas of the NELAC standard will be handled in this round of evaluations. Ideas and input should be forwarded to Dan before the next meeting.

6. Approval of FoPT Tables

At the last meeting a motion was made to accept the new FoPT Tables that would be effective January 1, 2008, as forwarded by the TNI PT Board. Voting was open for two weeks. It was determined that the motion had passed with all ABs voting in favor with the exception of Texas (abstaining).

7. Soil PTs

~~The Board considered a question which had been posed earlier about the appropriate concentration for soil PTs. The consensus was that labs are expected to choose a PT in a concentration range similar to the samples being analyzed.~~

A discussion was begun on the Ballot to clarify the laboratory responsibility to analyze analytes in the FoPT tables that have two concentration ranges. The proposal received two vetoes during the balloting. "For the fields of proficiency testing listed in the Solids tables that include more than one concentration level for the same analyte, the laboratory should be given the discretion to choose which level it analyzes based upon the concentration ranges of the regular samples analyzed in the laboratory."

A majority of the participants on the call prefer to have the laboratory chose the PT for the parameter and technology. The accreditation of ABs is currently based on Matrix and technology. A laboratory is granted accreditation base on matrix, method/technology/ analyte. The FoPT table is based on matrix/analyte except for soil PAH and VOA which have two concentration ranges. Based on a laboratory accreditation California and New Jersey currently assign the Pt for VOAs.

6. Next meeting.

The next meeting will be on December 3, 2007 at 1:30 EST. Agenda items will include:

- Discussion of procedures for how “grayed out” areas of standards are handled during AB evaluations
- Development of a policy for graded recognition

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>	Yes
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov</p> <p>Alternate: TBA</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>Paúl Bergeron T: 225-219-9800 F: 225-219-9898 E: Paul.Bergeron@la.gov</p> <p>Alternate: Karen Varnado Karen.Varnado@la.gov</p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov</p>	Yes

	<p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternante: Jeanne Chwasciak, jcchwasciak@des.state.nh.us</p>	Yes
NJ	<p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us</p>	Yes
NY	<p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org</p> <p>Alternate: Dan Dickinson, dmd15@health.state.ny.us</p>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p> <p>Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us</p>	Yes
PA	<p>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Ronald Houck, rhouck@state.pa.us</p>	Yes
TX	<p>Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760</p>	

	<p>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>	No
	<p>Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net</p>	Yes
	<p>Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov</p>	Yes