

Summary of the TNI NELAP Board Meeting December 17, 2007

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on December 17, 2007, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Review and approval of minutes

Minutes from the December 3, 2007, meeting were reviewed with a notation that the date on the heading should be changed to December 3. The minutes were approved for posting with that revision.

3. Soil PTs

The NELAP Board continued discussion on soil PTs. Steve Arms and Mike Miller proposed the following revised motion:

“Because concentration level is not included in the definition of Field of Proficiency Testing (FoPT) given in NELAC 2.1.3, the following clarifies the FoPTs required for accreditation as set forth in the NELAP PT Tables posted on the TNI web site:

For the FoPTs listed in the Solids tables that include multiple ranges for concentration level for the same analytes (e.g., Medium Level Volatile Aromatics), the laboratory may request from its PT provider the appropriate level to analyze based on the concentration ranges of regular samples routinely analyzed in the laboratory. This does not preclude an AB from requiring a laboratory that holds accreditation from that AB for concentration-specific Fields of Accreditation to successfully analyze PTs specific to that concentration range, as provided in the PT Tables.”

George Kulasingam moved the above. Seconded by Mike Miller. By roll call vote, all ABs voted in favor with the exception of Illinois (absent). Illinois later voted “yes” by email.

4. Graded Recognition

The discussion of graded recognition was continued. Dan indicated concern over what course of action the NELAP Board could take if the NELAP evaluation teams and the Board cannot get the renewals done in time due to the need to resolve deficiencies. Ken Jackson had suggested that if an AB submits an acceptable plan to resolve deficiencies, then the AB should be “recognized” and graded recognitions would not be necessary. Steve Arms researched how other accrediting organizations handled this matter and found that graded recognition was not commonly practiced. After some discussion, the NELAP board members agreed that it would be acceptable for the evaluation team to

recommend renewal pending implementation of an acceptable plan to address deficiencies by the accreditation body.

In a related discussion, the Board agreed that this topic should be covered in the evaluator training. Dan will review the training slides to make sure it is included. Mike Miller also agreed to review the slides and it was suggested that the slides be forwarded to Carl Kircher to review also.

5. Standards Interpretation SOP.

The Standards Interpretation SOP received from the LASC as revised by Steve Stubbs was reviewed and discussed. The Board requested the program administrator to compile the changes into a single document and send it back out for review. The revised SOP will then be sent back to the LASC.

6. Agenda for Newport.

The NELAP Board (Dan) will have an overview presentation at Newport as well as the regular NELAP meeting. Dan requested that members send him suggestions for topics to be covered. The agenda will be finalized at the next meeting. Mike Miller and Steve Arms indicated that they would not be attending the Newport meeting.

7. 2003 NEALC Standard.

The Board discussed possible cleanup of the 2003 NELAC standard. The executive director and program administrator had suggested the following actions in order to clarify some changes that had occurred in the administration of the program:

1. NELAP Board needs to adopt this document for use in the program. But, in doing so, they may want to exclude some sections (Constitution and Bylaws and sections 1.4.1, 1.4.7, 1.5, some terms in the Glossary (e.g., AARB), and Appendix B of Chapter 1). There is also some awkward language in Chapter 6 relating to the NELAP Director being in EPA.

2. Then, there needs to be a preface or something that says Accrediting Authority = Accreditation Body; probably other things like this as well.

3. Alternatively, we could edit this document and cut out the offending words.

4. Somehow, there needs to be a cover page, or some other document that has TNI's name on it showing that the document was formally adopted for use in the TNI program by the NELAP Board.

Another solution could be to adopt only Chapters 2-5 and only a little bit of 1 and 6 that are relevant for labs. For example, only 1.6, 6.2.2 and 6.8.

There was considerable concern among the members about making any changes to the current wording of the standards outside of the consensus process. Dan suggested that an “implementation guidance document” as a preface to the standards could be used, but there was concern about this approach as well. The matter was tabled for further discussion.

6. Next meeting.

The next meeting will be on January 7, 2007 at 12:30 CST. Agenda items will include:

- Agenda for Newport meeting
- Any issues related to upcoming AB evaluations
- 2003 NELAC standards

Attachment 1

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@illinois.gov Alternate: TBA	No
KS	Jack McKenzie T: (785) 296-1639	Yes

	<p>F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us</p> <p>Alternate: Aurora Shields, ashields@kdhe.state.ks.us</p>	
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> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	Yes
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 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>	Yes
	<p>Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov</p>	Yes