

Summary of the TNI NELAP Board Meeting July 20, 2009

1. Roll call

The NELAP Board met at 12:30 PM CST on July 20, 2009. Dan Hickman chaired the meeting. Those members in attendance are listed in Attachment 1. In addition to those indicated, Cathy Westerman from Virginia DCLS joined the call along with Nancy Saylor, consultant to VA DCLS.

2. Minutes

Minutes from the 7-06-09 meeting were reviewed and approved for posting with a date change noted in the heading.

3. Update on renewals and new applications

TX –Recommendation letter to the NELAP Board expected this week.
IL – TR is complete. Onsite is scheduled for the week of Aug.24.
OR – Final report will be out anytime. Need to incorporate lab observation.
LADEQ – Team is preparing the onsite report.

VA – Onsite will be delayed until after assessors complete training, Oct. 20-22
MN – Application will be submitted next month

Paul Ellingson presented a question regarding VA's program for discussion by the Board. Paul noted that the 2003 NELAC standards in 6.2(g) state that "within the scope and applicability of their prevailing rules and regulations, an accrediting authority shall establish one or more technical committees". Nancy Saylor stated that VA does not have statutory authority for an advisory committee and has tried to accommodate this requirement with written public participation guidelines in an SOP. Paul asked for input and discussion on how other states had met this standard. Several other ABs indicated that in the absence of express statutory authority they had established advisory groups informally. All agreed that technical advisory groups are beneficial to the lab accreditation program.

After discussion, the NELAP Board agreed that VA's written guidelines were sufficient to meet the intent of the standard, but that VA should consider seeking statutory authority for an advisory committee at some point in the future.

4. Update on Evaluation SOP

A revised version of the Evaluation SOP was provided reflecting the changes discussed at the last meeting. Carol indicated that she and Lynn Bradley had added language in 7.3.1

which would allow the NELAP Board to appoint an alternate team member in the event that the EPA Region was not able to participate. Several additional editorial changes were needed including:

7.3.1 – change “may” to shall”

The appendices had been re-numbered but not all conforming changes had been made.

Page numbers need to be verified.

Document needs to be spell-checked.

With the above changes, Dave Mendenhall moved that the revisions the Evaluation SOP be approved. Scott Siders seconded. Those voting in favor included: FL, IL, KS, LADEQ, LADHH, OR, PA, TX, and UT. CA, NH, and NJ abstained until a clean copy was available. NY was absent. These ABs will be allowed up to two weeks to vote by email.

4. News

Dan Hickman advised the Board that he will be retiring from the Oregon DEQ Sept. 30. He asked members to consider who should be the new chair and to call him if they want to volunteer themselves or someone else.

5. Standards Adoption

LASC has forwarded their final recommendation for standards adoption to the NELAP Board. The LASC recommendation included a summary of all the editorial changes and TIA's that had been made since the first review of the standard. The LASC also provided the revisions in a track changes format for easy review. Dan indicated that the Board should begin discussion on these changes, but he did not intend to vote on anything today. Bill Hall noted that V1M2 did not appear to have the ISO language included. Bill requested that an ISO copy be provided for review and voting. Carol will obtain a copy with ISO language.

The Board's discussion included:

V1M1

- 4.2.1 – OK
- 6.1 (a) – this should not be a problem if the FoPT tables are done correctly. The Board will need to write an implementation statement to minimize confusion among labs and assure consistent implementation among ABs
- 7.2 – OK

V2M2 – OK

V1M3 – OK

V1M4 – OK

V1M5 – OK

V1M6 – OK

V1M7 – OK

V2M1 – No changes? Need to verify with CSDB.

V2M2 – OK

The next meeting will include discussion of V3 and V4.

8. Next meeting

Dan indicated that he would have a special called meeting of the NELAP Board on July 27, 2009, at 12:30 CDT to continue review and possibly begin voting on the standards. Anyone not able to participate is asked to submit comments and questions ahead of time.

The call in number is **1-218-936-4700 access code 983225.**

The next regular meeting of the NELAP Board is August 3, 2009, at 12:30 CDT.

Agenda items will include:

Approval of minutes

Update on renewals

Complete final adoption of new TNI standards

Review of plans for San Antonio meeting

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	yes
	Alternate: Carl Kircher carl_kircher@doh.state.fl.us	
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	Yes
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 ddobson@kdhe.state.ks.us F: (785) 296-1638	Yes
	Alternate: Michelle Probasco mprobasco@kdheks.gov	
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-219-3310 E: Paul.Bergeron@la.gov	Yes
	Altérnate: Cindy Gagnon E: Cindy.Gagnon@la.gov	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov	yes

	Alternate: Ginger Hutto ghutto@dhh.la.gov	
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us	yes
	Alternate: Jeanne Chwasciak jcchwasciak@des.state.nh.us	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 joseph.aiello@dep.state.nj.us	Yes
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568	No
	Alternate: Dan Dickinson dmd15@health.state.ny.us	
OR	Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us	yes
	Alternate: Raeann Haynes haynes.raeann@deq.state.or.us	
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us	yes
	Alternate: Bethany Piper bpiper@state.pa.us	
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	Yes

	Alternate: Steve Gibson jgibson@tceq.state.tx.us	
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	yes
	Alternate: Kristin Brown kristinbrown@utah.gov	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes