

Summary of the TNI NELAP Board Meeting August 4, 2008

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on August 4, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the July 21, 2008, meeting was reviewed. Motion was made and passed to accept the minutes. The program administrator was directed to post the summary.

3. Update on AB evaluations and team recommendations

Final recommendations on AB renewals have been received from two evaluation teams. Carol and Dan asked the Board how much information they needed in order to act on the evaluation teams' recommendations. Since there was not a clear indication from the Board as to exactly what might be needed, Dan directed Carol to send the entire renewal package to each Board member for review. It was also determined that final record storage would be on CD at a location yet to be determined.

Paul Ellingson, QAO, requested an interpretation from the NELAP Board on the issue of interim accreditation. ABs seem to handling it differently and interpreting the NELAC standard differently on this matter. Some believe interim accreditation is only granted in cases of initial accreditation when an AB cannot complete the onsite within the specified time. Others believe interim accreditation can be granted when renewal onsites cannot be completed within the two year time frame. Applicable portions of the NELAC standard are 3.3.1 and 4.5.1. All members agreed that the standards allowed some flexibility on this issue and most ABs used state regulations and statute to guide their actions. Since there was not a clear consensus on how to move forward with this interpretation, Dan suggested that more discussion was needed at the DC meeting before any action is taken.

Lynn Bradley reported that all onsites had been completed and two recommendation letters had been forwarded to Dan. Lynn suggested that letters to initiate the remaining four renewals should be sent out in late September. The possible need for an additional training session was also discussed.

4. Agenda and assignments for DC meeting

At the last meeting, the NELAP board discussed the following agenda for the DC meeting:

1. Review of accomplishments since the winter meeting

2. Update on AB renewals and expected timeline
3. Preliminary report from the QAO
4. Process for standards review and acceptance
5. Other upcoming projects (next round of renewals, etc.)

Dan indicated that he will do Items 1 and 2 with assistance from Lynn on Item 2. Paul Ellingson will do Item 3. Aaren Alger will do Item 4. Item 5 will become Open Discussion.

9. Next meeting

The next meeting of the NELAP Board will be Friday, August 15, 2008, at 9:00 am EDT in Washington, DC.

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 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us	Yes

	<p>Alternate: Aurora Shields ashiields@kdhe.state.ks.us</p>	
LA DEQ	<p>Melvin C. Mitchell E: Mitch.Mitchell@la.gov T: 225-219-9800 F: 225-219-9898</p> <p>Altérnate: Paul Bergeron E: Paul.Bergeron@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>Alternate: Jeanne Chwasciak jcchwasciak@des.state.nh.us</p>	Yes
NJ	<p>Joe Aiello T: (609) 633-3840 F: (609) 777-1774 joseph.aiello@dep.state.nj.us</p> <p>Alternate : TBD</p>	No
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>	No
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p>	Yes

	<p>Alternate: Raeann Haynes haynes.raeann@deq.state.or.us</p>	
PA	<p>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Bethany Piper bpiper@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: Kristin Brown kristinbrown@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
	<p>Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com</p>	Yes