

## **Summary of the TNI NELAP Board Meeting April 19, 2010**

### 1. Roll call

The NELAP Board met at 1:30 EST on April 19, 2010. Aaren Alger chaired the meeting. Those members in attendance are listed in Attachment 1.

### 2. Minutes

Minutes from the 4-5-10 meeting were reviewed. The minutes were approved as revised for posting.

### 3. Update on renewals and new applications

Lynn Bradley provided the following update on renewals:

MN –MN has responded to the comments from the ET regarding the technical review and the ET is in the process of reviewing MN's response. The onsite evaluation is scheduled for the second week of May.

### 4. IL Recommendation

Aaren summarized her discussion with Bernie Wilk, IL-EPA's ET lead regarding the recommendation letter. Regarding the sentence, "The ET has reviewed these corrective action responses and finds the majority to be acceptable." Bernie explained that IL could have done a better job responding the ET's evaluation report and subsequent responses to IL's corrective action reports, but that they did not want to "press it." She also explained that Bernie stated that:

- The recommendation letter had no great meaning behind it,
- The training files were missing some information,
- IL did not provide a "real" corrective action report, just statements of fact that the findings have been corrected,
- The documentation of IL's accreditation program is very thin, but that this is a subjective area of review.

Regarding the sentence, "For these reasons, the ET recommends that the NELAP Board conduct a surveillance assessment of the IEPA in 12 to 18 months to determine..." Aaren reported that Bernie stated that the ET believes that IL can demonstrate compliance without an on-site evaluation, through a paperwork review.

Steve Stubbs was concerned that the recommendation letter might not reflect a unanimous recommendation from the ET. Lynn responded that the evaluation SOP specifies that it is the LE's responsibility to reflect the ET decision in the recommendation letter. Dennis asked what paperwork was "thin"? Aaren explained that it seemed from the ET's

perspective that IL was not creating their own procedures on “how” to do things, but referencing much of their quality system to the NELAC Standard.

Paul Bergeron motioned that, “The NELAP Board accept the evaluation team’s recommendation to continue recognition of the IL-EPA as an accreditation body with a follow-up evaluation to be limited to an off-site evaluation of IL’s assessment records.” Steve Stubbs seconded the motion. The Board voted:

<b>AB</b>	<b>Vote</b>
CA	Yes
FL	Yes
IL	Abstain
KS	Yes
LADEQ	Yes
LADHH	Yes
NH	Not present
NJ	Not present
NY	Yes
OR	Not present
PA	Yes
TX	Yes
UT	Yes
VA	Yes

5. SIR #72—PT Issue for “non-Polar Extractable Material (TPH)” in Solids

Steve Stubbs explained the PT Board’s request to the NELAP Board. The request being to remove TPH from the Solids FoPT Table. No ABs voiced concern. Steve Stubbs moved that “The NELAP Board notify the PT Board that we have no problems removing TPH from the Solids FoPT Table.” Paul Bergeron seconded the motion. The Board voted:

<b>AB</b>	<b>Vote</b>
CA	Yes
FL	Wait
IL	Wait
KS	Yes
LADEQ	Yes
LADHH	Yes
NH	Not present
NJ	Wait
NY	Wait
OR	Not present
PA	Yes
TX	Yes
UT	Wait

VA	Wait
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Aaren took this opportunity to tell the Board that she had received a request from the PT Board to consider new DW FoPT Tables for implementation on July 1, 2010. She stated that the tables would be sent to the Board and would be voted on during the next call.

## 6. National Database Update

Dan Hickman met with the Board to discuss the continuing efforts toward the national database. Dan explained that much of the database is ready and waiting, but a few bugs are still being worked out. Dan also stated that he was having some difficulty contacting the contractor and that TNI was in the process of attempting to take possession of the database for use. Dan made a plea to the ABs requesting that they make sure that they are using the most recent method/analyte codes because this is the key to functional uploads to the database. Dan provided the following answers regarding the database:

- The format of the uploads will most likely be in Excel.
- Only the Primary AB can give the name/address/etc. for each laboratory
- Each lab will be issued a TNI Lab Code# in the form of TNI###.
- Any incorrect entries resulting from invalid method/analyte codes will show up in an error report for correction by the AB.
- Dan has a written procedure, but will formalize one for use by the ABs.
- The current method/analyte codes are on the TNI website in the Document Library.
- The AB can choose to send the entire lab file or only changes to the lab's accreditation status.
- The AB must ensure it is using the TNI Lab Code to properly upload the data.
- The database is expandable and it might be possible to make comparisons from the Primary Scope of Accreditation to the Secondary Scopes
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## 7. Memo from TNI Board

Steve Stubbs explained that he had drafted a very rough draft of a response to the memo from the TNI Board. Aaren explained that the subcommittee working on the response would get together again before the next call and have a more formal draft ready for review then.

## 8. SW-846 Method Designations/Use

Aaren requested that a small workgroup be formed to discuss the SW-846 method designation issue and bring a recommendation to the Board. Steve Arms volunteered. Aaren suggested that Joe Aiello might be helpful and Steve Arms suggested that Scott Hoatson would be a good idea too. Aaren reminded the Board that it didn't need to be someone from the Board, but someone from the AB's staff could sit in on the workgroup. Aaren agreed to contact Scott Hoatson and Joe Aiello.

## 9. Next meeting

The next conference call of the NELAP Board will be May 3, 2010. Potential agenda items include:

Approval of minutes  
Update on new applications  
Discussion of action plan for TNI Board memo  
DW FoPT Tables  
Supplemental state requirements  
SW 846

## Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@cdph.ca.gov">gkulasin@cdph.ca.gov</a>	Yes
	Alternate: Jane Jensen <a href="mailto:jjensen@cdph.ca.gov">jjensen@cdph.ca.gov</a>	Yes
FL	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>	Yes
	Alternate: Carl Kircher <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>	Yes
	Alternate: TBA	

KS	Dennis L. Dobson 785-291-3162 <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a> F: (785) 296-1638	Yes
	Alternate: Michelle Probasco <a href="mailto:mprobasco@kdheks.gov">mprobasco@kdheks.gov</a>	Yes
LA DEQ	Paul Bergeron T: 225-219-1244 F: 225-219-8244 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
	Altérnate:	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a>	Yes
	Alternate: Ginger Hutto <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a>	
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:george.hall@des.nh.gov">george.hall@des.nh.gov</a>	No
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	No
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568	Yes
	Alternate: Dan Dickinson <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>	

OR	Brian Boling T: (503) 229-5823 F: (503) 229-6924 E: <a href="mailto:boling.brian@deq.state.or.us">boling.brian@deq.state.or.us</a>	No
	Alternate: Raeann Haynes <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a>	
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	Yes
	Alternate: Bethany Piper <a href="mailto:bpiper@state.pa.us">bpiper@state.pa.us</a>	
TX	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>	Yes
	Alternate: Steve Gibson <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>	
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>	Yes
	Alternate: Kristin Brown <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	
VA	Cathy Westerman T: 804-648-4480 ext.391 <a href="mailto:cathy.westerman@dgs.va.gov">cathy.westerman@dgs.va.gov</a>	Yes
	Alternate:	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	No
EPA Liaison	Kevin Kubik T: 732-321-4377 E: <a href="mailto:kubik.kevin@epa.gov">kubik.kevin@epa.gov</a>	Yes

	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a>	Yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	Yes
	Minnesota Susan Wyatt Stephanie Drier	Yes
	Oklahoma David Caldwell Judy Duncan	Yes
	National Database: Dan Hickman	