

**Summary of the TNI NELAP Board Meeting
June 02, 2008**

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on June 02, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the May 19, 2008, meeting was reviewed. A motion was made and seconded to approve the summary for posting with a note that the numbers be correctly formatted. Motion passed and the program administrator was directed to post the summary.

3. Voting on updated micro PT tables received from the PT Board

Ken Jackson made a motion to accept the new micro PT tables with a January 1, 2009 implementation date. The motion was seconded by Steve Arms. The vote is recorded below:

CA	Yes
FL	Yes
IL	Yes
KS	Yes
LA DEQ	Yes
LA DHH	Yes
NH	Postpone
NJ	Yes
NY	Yes
OR	Yes
PA	Yes
TX	Postpone
UT	Yes

The issue that the tables should not establish standards was discussed. Current tables give appearance that standards are establishing standards in the footnotes. The TNI Standard should be used to establish and document standards. Dan Hickman will forward a note to Carl Kircher to ask him to remind the PT Board of this process. Steve Arms requested that Dan Hickman send a note to the PT Board expressing our concern over placing what appears to be standards in table footnotes.

4. Voting Process for Evaluation Team Recommendations.

Dan H. initiated discussion to consider how the NELAP Board should vote on the recommendations made by the Evaluation Teams on whether to accept/reject the findings of the Teams; and to grant TNI recognition to ABs. Several notes follow:

- Last recommendation of Teams should be in Sept/Oct and it may not be prudent to wait until that time to vote on all Abs.
- Scott Siders suggested that the NELAP Board vote in groups of 2 or 3 ABs. This might result in more consistent approvals/denials and in finding common problems.
- Question was asked as to whether the NELAP Board needed to see all findings, including those that the Teams have found to have acceptable correction actions. Aurora Shields suggested that the NELAP Board only need review corrective action plans.
- Dan Hickman noted that there is nothing in Chapter 6 of the NELAC Standard for standards/actions for ABs providing late responses and/or guidance on responding/acting on critical findings.

Scott Siders. asked that Paul summarize Team findings and processes, and make some suggestions for improving future activities.

Dan Hickman asked that the NELAP Board think about processes for accepting/rejecting Team recommendation for discussion in upcoming meetings.

Dan Hickman/Scott Siders suggested that the reports of each AB from each Evaluation Team be assembled and reviewed. The group leaning toward having Carol putting together a package for each AB.

5. Renewal Update by Paul Ellingson

- Almost all technical review responses have been received.
- On-sites completed for New Hampshire, Kansas and New York.
- Lab Shadow exercise are continuing.
- Florida and Utah onsite scheduled for end of July.
- Rest to happen within the next couple of weeks.

After each evaluation Paul sends a consistency issues questionnaire to the Lead Evaluator and Program Manager. Dan has received some responses and will put these together for the NELAP Board's information.

Paul thinks that ABs are all trying very hard to get to the same place. He also thinks that all Teams are evaluating the 18 different areas consistently and according to the SOP.

Paul asked that if he has questions relating to consistency issues, should he bring these to the NELAP Board. Dan said yes, as that would end up being helpful.

6. Budget

Dan previously circulated a rough budget to the NELAP Board. He asked if anyone has come up with other items to include in the budget. No feedback as of yet but Board members will continue to consider.

Dan, Carol and Joe A plan to meet to discuss budget numbers and future ideas for beginning to plan for self sufficiency.

7. Next meeting

The next meeting of the NELAP Board will be June 16, 2008, at 12:30 CDT.

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 Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov Alternate: TBA	Yes
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields ashiields@kdhe.state.ks.us	Yes
LA DEQ	Melvin C. Mitchell E: Mitch.Mitchell@la.gov T: 225-219-9800 F: 225-219-9898 Alternate: Paul Bergeron E: Paul.Bergeron@la.gov	Yes
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov	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>Alternate: 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: Bethany Piper bpiper@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: 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>	No
	<p>Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov</p>	No
	<p>Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com</p>	Yes