

## **Summary of the TNI NELAP Board Meeting August 25, 2008**

### 1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on August 25, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

### 2. Absent ABs

Dan Hickman noted the continued absence of the State of Illinois representative. The NELAP Board's SOP for General Operations was consulted for direction. Dan stated that he would contact Scott Siders to express concern about Illinois' continued absence.

### 2. Approval of minutes

The summary of the August 15, 2008, meeting was reviewed. Steve Arms pointed out a typo using "fro" instead of "from" Motion was made and passed to accept the minutes with the correction. The program administrator was directed to post the summary.

### 3. Update on AB evaluations and team recommendations

Lynn Bradley, EC, was not able to be on the call, so there was not a current update available. Carol Batterton indicated that she had heard that a final recommendation letter had been prepared for Kansas, but she had not seen the file yet. The file will be forwarded to the NELAP Board members for review as soon as it is available.

Paul Ellingson, QAO, requested further discussion on the issue he had presented at the August 4 meeting. The question is whether it is acceptable (or when is it acceptable) to use interim accreditation when an AB cannot perform the required re-assessment within 2 years? After considerable discussion, Ken Jackson made the following motion:

"The 2-year period for On-Site Re-assessment of a laboratory means 2 years plus or minus 6 months. However, Interim Accreditation can be used to extend the time period for re-assessment of the laboratory to a maximum of 36 months after the last On-Site Assessment."

Since the NELAP Board voting procedures require a motion to bring the matter to vote, Dan asked for a vote to indicate the matter was ready for voting. All states present voted in favor of bringing the proposed motion to a vote at the next meeting.

### 4. Recommendations for AB renewals

Positive recommendations have been received and circulated for the renewals of New Hampshire and LA Health and Hospitals as NELAP accreditation bodies. Dan asked for a motion to bring the matter for final vote at the next meeting. Motion was made and seconded. All states present voted in favor with the exception of Louis Wales, LADHH, who recused himself. These recommendations will be presented for final vote at the next meeting. The recommendation for Kansas will be provided for review if available.

5. Potential new accreditation bodies

Dan Hickman advised the Board that there was a potential for 7 new accreditation bodies to apply within the next year. There are issues which need to be considered such as travel for evaluation teams and which standard to use for the new ABs. Several commented that the new standard might be more attractive to the potential ABs; however it would require developing a new application form, checklists, etc.

It was pointed out that assessing fees to the new AB applicants is one way to provide funding for EC and QAO functions. Some thought fees might be a deterrent to new applicants. One alternative is to assess a moderate fee and advise the applicant that they still have to pay the evaluator travel. Dan asked Carol to share the budget previously prepared for the NELAP Board and make some recommendations for fees at the next meeting.

6. Next meeting

The next meeting of the NELAP Board will be Monday, September 15, 2008, at 12:30 PM CDT. The September 1 meeting is cancelled due to the Labor Day holiday. Tentative agenda items include:

- Review and approval of minutes
- Update on renewals
- Voting on interim accreditation motion
- Voting on evaluation team recommendations for NH and LA DHH
- Discussion of issues with SW 846 updates
- Fees for new ABs
- NELAP Board interpretations for the web

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a>	

	Alternate: Jane Jensen <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.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>  Alternate: Carl Kircher <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>  Alternate: TBA	No
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: <a href="mailto:jmckenzi@kdhe.state.ks.us">jmckenzi@kdhe.state.ks.us</a>  Alternate: Aurora Shields <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a>	Yes
LA DEQ	Donna Haydel T: 225-219-9800 F: 225-219-9898 E: <a href="mailto:Donna.Haydel@la.gov">Donna.Haydel@la.gov</a>  Alternate: Paul Bergeron E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
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>  Alternate: Ginger Hutto <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a>	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a>  Alternate: Jeanne Chwasciak <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a>	No

NJ	<p>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></p> <p>Alternate : TBD</p>	No
NY	<p>Kenneth Jackson  T: (518) 485-5570  F: (518) 485-5568  E: <a href="mailto:jackson@wadsworth.org">jackson@wadsworth.org</a></p> <p>Alternate: Dan Dickinson  <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a></p>	Yes
OR	<p>Dan Hickman  T: (503) 229-5983  F: (503) 229-6924  E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a></p> <p>Alternate: Raeann Haynes  <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a></p>	Yes
PA	<p>Aaren Alger  T: (717) 346-8212  F: (717) 346-8590  E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a></p> <p>Alternate: Bethany Piper  <a href="mailto:bpiper@state.pa.us">bpiper@state.pa.us</a></p>	Yes
TX	<p>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></p> <p>Alternate: Steve Gibson  <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a></p>	Yes
UT	<p>David Mendenhall  T: (801) 584-8470  F: (801) 584-8501  E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></p> <p>Alternate: Kristin Brown</p>	Yes

	<a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a>	No
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	Yes