

Summary of the TNI NELAP Board Meeting November 3, 2008

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on November 3, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the October 20, 2008, meeting was reviewed. Several grammatical and typographical errors were identified. Steve Arms also requested that in the future, the interpretation requests be attached to the minutes. Motion was made by Jack McKenzie and seconded by Steve Arms to approve the minutes as corrected.. The motion passed to accept the minutes. The program administrator was directed to post the minutes.

3. Update on AB evaluations and team recommendations

Jack McKenzie moved and Steve Arms seconded the motion to accept the evaluation team's recommendation for renewal of the New York program. By roll call vote, all ABs present voted to approve the recommendation with NY being recused. NH, NJ, and UT will be allowed to vote electronically.

Lynn Bradley, EC, reported that now 6 renewals have been approved. Three are pending. NJ is overdue on their corrective action response. The FL report went out this morning and the CA corrective action response is due Nov. 6. All four ABs in the 2nd round have requested 20 day extensions. Lynn also announced that she is delaying her retirement from EPA and can continue to serve as the EC until next fall. This news was enthusiastically received by the NELAP Board.

Dan and Ken reported that the web training for new ABs went well. Several AB applicants have requested and been sent example documents from current ABs.

4. Accreditation Body Fees

The Board reviewed the draft budget prepared by Jerry Parr at the last meeting. A number of the members had pursued with their management the feasibility of including this fee in their future budgets.

Since the last discussion, a number of the states have been requested to cut budgets and out of state travel has been restricted. There was agreement that the current state budget crisis may impact implementation of this fee. The NELAP Board may want to consider a flexible resolution for implementation of the fee. ABs agreed to begin sharing information about how they are justifying out of state travel and other fee related issues in their budgets.

5. Proposal for New ABs

Ken Jackson prepared and circulated a draft proposal for how review of new AB applications could be handled. Ken proposed that the onsite evaluation of a new AB be delayed until the applicant had completed some lab accreditations. The initial evaluation would consist of the completeness review and the technical review. He proposed a “conditional approval” for the AB at that time.

There was some support for delaying the onsite evaluation for one year, but the 2003 NELAC standard calls for the onsite to be done within 60 days. It is unclear if this requirement can be changed. Also, the requirements of the SDWA program evaluation needs to be considered. There was agreement that Dan should bring this to the attention of the EPA evaluators group. It was also suggested that it should be on the agenda for discussion in Miami although a decision may need to be made before then if applications come in. Ken will make some modifications to his proposal to be forwarded to the EPA evaluators group.

It was also pointed out that the Evaluation SOP needs to be modified to cover new applications.

6. Letter from ACIL on SW-846 Methods

Jerry Parr drafted a letter in response to ACIL for the Board to consider at their call. There were some minor typographical errors and a request to clarify the “administrative activities” referred to paragraph # 4. With these changes made, the NELAP Board voted in favor of recommending that the TNI Board send the letter to ACIL. The Board will take up this topic again in 2009 after seeing what ELAB and OSWER do.

7. Standards Interpretation Requests

Board members requested that the Interpretation requests be sent out again. Requests under consideration are #s 29, 30, and 34. There was not enough time left to consider these requests.

8. Next meeting

The next meeting of the NELAP Board will be Monday, November 17, 2008, at 12:30 PM CDT. Tentative agenda items include:

- Review and approval of minutes
- Renewal Recommendations
- Update on renewals
- Interpretations for the web
- Planning for review and approval of new standards

Carol will be out of the country and Jerry Parr will attend as program support.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov	Yes
	Alternate: Jane Jensen jjensen@dhs.ca.gov	
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	Yes
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: imckenzi@kdhe.state.ks.us Alternate: Dennis L. Dobson 785-291-3162 ddobson@kdhe.state.ks.us	Yes
LA DEQ	Donna Haydel T: 225-219-9800 F: 225-219-9898 E: Donna.Haydel@la.gov 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
	Alternate: Ginger Hutto ghutto@dhh.la.gov	
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us	No
	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	No
	Alternate : TBD	
NY	Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org	Yes
	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

	<p>Alternate: Bethany Piper bpiper@state.pa.us</p>	
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>	No
	<p>Alternate: Kristin Brown kristinbrown@utah.gov</p>	
	<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>	No