

## **Summary of the TNI NELAP Board Meeting February 4, 2008**

### 1. Roll call.

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

### 2. Approval of minutes.

Summaries of the January 7, 2008 and January 17, 2008, meetings were reviewed. A motion was made and seconded to approve the summaries for posting. Motion passed and the program administrator was directed to post the summaries.

### 3. Review of changes to Evaluation SOP

During the AB evaluator training in Newport, several items were identified that needed to be revised in the evaluation SOP. At Dan's request, Carol made the changes and circulated the revisions for review. The changes included:

- Add Scott Siders to list of state evaluators
- Revise Appendix D to remove reference to EPA as "lead" evaluator
- Add a step in Section 7.4 for the EC to advise the AB that the application was received. Add a step to notify the AB when application is administratively complete and copy the QAO.
- Add a provision in 7.4.2.8 to state that the onsite assessment may be scheduled when deficiencies have been "appropriately addressed"
- Define the purpose of the lab observation in Section 7.8
- Add a provision to require a copy of the evaluation team's recommendation to be sent to the QAO.
- Add a provision to require the evaluation team to submit an electronic copy of the final report to the NELAP Board.

In addition to these changes, the following additional changes were identified:

- In 7.12 a provision was added to require the NELAP Board to notify the evaluation team if the board did not agree with the team's recommendation. The revision will allow the team an opportunity to explain their recommendation to the Board.
- In 9.2, evaluation notes were deleted as part of the official record. A Provision was added to require the evaluators to keep their evaluation notes for a period of five years.

### 4. Unresolved issues from Newport

At the Newport meeting it was noted that the issue of who pays for the state evaluator's travel had not been fully decided. In some states it is easier for the state to pay for their own staff to travel; however, other states have trouble getting authorization for out of state travel. After discussion, it was determined that the issue will need to be dealt with on a case by case basis, depending on each state's travel and budget constraints. Steve Arms will look into the issue with Florida staff traveling to New Jersey to see if there is a solution.

Bill Hall (NH) indicated that he was assigned to the evaluation team for Pennsylvania but that staff resignations in his program will prevent him from carrying out that assignment. Dave Mendenhall in Utah agreed to take Bill's place.

The NELAC standard requires that notification of changes to an AB's program be sent to the NELAP Director. Now that there is no NELAP Director, there is confusion about where to send the notifications. After discussion, it was decided that notifications should go to the program administrator as the NELAP Board chair's designee.

#### 5. Review and adoption of the new TNI standards

In the near future, the LASC will forward the new TNI standards the NELAP Board for adoption and implementation. The NELAP Board will have to vote in the standards and set an implementation date. The NELAP Board discussed whether the current voting procedure would be acceptable or if a different procedure is required. The board agreed that the current voting procedure would be acceptable; however, a process is needed for presentation and discussion of the standards and bringing them to a vote. Dan requested help with developing a straw man procedure.

#### 6. TNI Recognition Certificates

Dan still needs official names and addresses for the TNI AB recognition certificates. Also he needs current expiration dates. ABs should send this information to Dan ASAP.

#### 7. Next meeting.

The next meeting of the NELAP board (February 18) is cancelled since it is a holiday for most state agencies. Dan will advise if an additional meeting will be scheduled.

### **Attachment 1**

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165	Yes

	<p>E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a></p> <p>Alternate: Jane Jensen, <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a></p>	
FL	<p>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></p> <p>Alternate: Carl Kircher, <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	Yes
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a></p> <p>Alternate: TBA</p>	No
KS	<p>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></p> <p>Alternate: Aurora Shields, <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Paul Bergeron T: 225-219-9800 F: 225-219-9898 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p> <p>Alternate: Karen Varnado <a href="mailto:Karen.Varnado@la.gov">Karen.Varnado@la.gov</a></p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a></p> <p>Alternate: Ginger Hutto, <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a></p>	Yes
NH	<p>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></p>	Yes

	<p>Alternante: Jeanne Chwasciak,  <a href="mailto:jchwasciak@des.state.nh.us">jchwasciak@des.state.nh.us</a></p>	
NJ	<p>Michael Miller  T: (609)292-3950  F: (609) 777-1774  E: <a href="mailto:michael.w.miller@dep.state.nj.us">michael.w.miller@dep.state.nj.us</a></p> <p>Alternate: Joe Aiello,  <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p>	Yes
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: Ronald Houck,  <a href="mailto:rhouck@state.pa.us">rhouck@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</p>	Yes

	<p>F: (801) 584-8501  E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></p> <p>Alternate: Paul Ellingson,  <a href="mailto:pellings@utah.gov">pellings@utah.gov</a></p>	
	<p>Program Administrator:  Carol Batterton  T: 830-990-1029 or 512-924-2102  E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a></p>	Yes
	<p>Evaluation Coordinator:  Lynn Bradley  T: 202-565-2575  E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a></p>	Yes
	<p>Quality Assurance Officer  Paul Ellingson  T: 801-201-8166  E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a></p>	Yes