

## **Summary of the TNI NELAP Board Meeting April 7, 2008**

### 1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on April 7, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

### 2. Approval of minutes.

The summary of the March 17, 2008, meeting was reviewed. The change to item # 8 requested by LADEQ was noted. A motion was made and seconded to approve the summary for posting. Motion passed and the program administrator was directed to post the summary.

### 3. Update on National Database

Dan Hickman reported that NFSTC's contractor was working on development of the national database as designed by the National Database Committee. He expects beta testing to begin before the summer meeting and the database to be operational by the end of the year. The developers are coordinating with the new website contractor so that the database will look like the new website.

### 4. Update on AB renewals

Lynn Bradley reported that all but two ABs (CA and PA) are in technical review. Both are expected to resolve outstanding issues by mid-April. Paul Ellingson reported that all on-sites have been scheduled with the first being LADHH in two weeks and the last being CA on July 28-Aug. 1, 2008.

### 5. Voting SOP

The revised Voting SOP was reviewed. Changes included revised definitions in Section 2.1 and 2.2 and a requirement in Section 4.1 for an AB to recuse himself/herself from voting if a matter involved recognition of that ABs program. Ken Jackson moved to accept the changes and Steve Stubbs seconded. All ABs voted in favor of the changes.

### 6. Complaints SOP

The Board discussed whether or not it was advisable or necessary to have an SOP for handling complaints that a lab might make against an SOP. Points of discussion included:

- When was it appropriate for the NELAP Board to intervene in such a complaint?
- What should the Board do for oversight of each other?

- How to distinguish issues that were clearly part of an ABs due process within the state and what were consistency issues that the Board could address?

Steve Arms moved that the NELAP Board establish policy and procedures for responding to outside complaints concerning an ABs failure to implement the applicable standards and procedures of the NELAP Board. Ken Jackson seconded the motion. All ABs voted in favor. Dan Hickman suggested that the Board wait until the TNI Policy Committee has written the general complaints procedure before attempting to write on for the NELAP Board. Carol will contact Alfredo Sotomayor for information.

#### 7. Recommendations from PT Board

Carl Kircher, chair of the PT Board, reviewed changes to the microbiology PT requirements recently approved by the PT Board. After discussion, the NELAP Board opted to delay voting on the new requirements until their next meeting to allow for further review. Carl Kircher will be available to answer questions in the interim. Jack McKenzie requested that Ken Jackson ask Dan Dickinson for his feedback on the new requirements.

#### 8. Next meeting.

The next meeting of the NELAP Board will be April 21, 2008, at 12:30 CDT. Agenda items will include:

- Report on renewals
- Vote on new Micro PT requirements

### 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,	Yes

	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	
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>	Yes
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>Melvin C. Mitchell  E: <a href="mailto:Mitch.Mitchell@la.gov">Mitch.Mitchell@la.gov</a>  T: 225-219-9800  F: 225-219-9898</p> <p>Alternate: Paul Bergeron  E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@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> <p>Alternante: Jeanne Chwasciak,  <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a></p>	Yes
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,</p>	Yes

	<a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	
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  <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a></p>	Yes
	<p>Program Administrator:  Carol Batterton  T: 830-990-1029 or 512-924-2102</p>	Yes

	E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	
	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