

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

### 1. Roll call.

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

### 2. Review and approval of minutes

Minutes from the December 17, 2007, meeting were reviewed and approved for posting.

### 3. Implementation/clarification decisions

The NELAP Board has made a number of decisions and clarifications regarding implementation of the NELAC standards. Those decisions have been recorded in the NELAP Board minutes. Under NELAC, the AAC also made decisions and clarifications of the standards. It was agreed that all of these decisions should be consolidated and posted on the TNI website, probably under the LASC web page. Dan requested that Carol begin collecting these decisions and work with June Flowers to get them posted.

### 4. Extension requests

Dan Hickman indicated that requests for extension of the deadline for submitting NELAP recognition renewal applications have been received from the following states: CA, PA, KS, FL, and NJ. The Board discussed the advisability of extending the deadline with NELAP recognitions and state DW certifications both expiring in July 2008. Allowing extensions will probably mean that these deadlines cannot be met by the evaluation teams. However, others argued that the timing of letters required much work to be done over the holiday season when staff typically takes leave. After extended discussion, Steve Stubbs moved that the deadline for all ABs to submit renewal applications be extended to March 1, 2008. Aaren Alger seconded the motion. All 13 ABs voted in favor by roll call vote. All agreed that no additional extensions were to be granted and that March 3 was an acceptable delivery date since March 1 is a Saturday. Dan Hickman will notify those states requesting extensions by letter.

### 5. Standards Interpretation SOP.

At the last meeting the NELAP Board requested the program administrator to compile the changes to the standards interpretation policy proposed by Steve Stubbs into a single document and send it back out for review. After review of the revised document, the Board requested that the revised SOP be sent back to the LASC with a note that if no further changes were made to the SOP, the NELAP Board was agreeable to posting it as final.

## 6. Agenda for Newport.

The NELAP Board (Dan) will have an overview presentation at Newport as well as the regular NELAP meeting. Dan suggested the following topics for the NELAP Board meeting Newport agenda:

- The appeals/dispute resolution process
- An update on the evaluation process
- An overview of the SOP for evaluations
- Use of the 2003 standard

## 7. 2003 NELAC Standard

The discussion concerning use of the 2003 NELAC standard continued. It was the consensus that no changes to the actual language of the standard should be made. It was suggested that the NELAC 101 handbook could be revised to explain the organizational changes and how the NELAP program is being administered under TNI. Dan said he would put some thing together for review by the NELAP Board.

## 6. Next meeting.

The next meeting will be the face to face meeting on January 17, 2008 at Newport Beach CA.

### 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>	Yes

	Alternate: Carl Kircher, <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	
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	Yes
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	Paúl Bergeron T: 225-219-9800 F: 225-219-9898 E: Paul.Bergeron@la.gov  Alternate: Karen Varnado Karen.Varnado@la.gov	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>  Alternante: Jeanne Chwasciak, <a href="mailto:jchwasciak@des.state.nh.us">jchwasciak@des.state.nh.us</a>	Yes
NJ	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>	Yes

	<p>Alternate: Joe Aiello,  <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p>	
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  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>	Yes
	Program Administrator:	Yes

	Carol Batterton T: 830-990-1029 or 512-924-2102 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