

Summary of the TNI NELAP Board Meeting May 19, 2008

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on May 19, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the May 5, 2008, meeting was reviewed. 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 AB renewals

Lynn Bradley reported that all but one technical review are complete. NY and LADHH on-sites have been completed. All other site visits are scheduled with the exception of Utah which has to be re-scheduled due to a conflict.

4. Discussion items from the QAO

Paul Ellingson, QAO for AB evaluations, noted that the Evaluation SOP requires review of the last NELAP evaluation report when conducting the current evaluation. A question has come up about the level of detail needed for this review. Dan Hickman stated that the purpose for reviewing the previous report was to make sure that any proposed corrective action has been effective. The evaluators should ensure that the corrective action is still in place and that the root cause has been addressed. Paul will communicate this back to the evaluators.

Paul also indicated that a question had come up with regard to assessor training and the meaning of Sect. 3.2.1 of the 2003 NELAC standards. Specifically, can a person be an assessor if the practical training has been completed, but the basic and technical NELAC assessor training have not? After considerable discussion, Ken Jackson moved the following:

The requirements for assessor training are met when the assessor completes the requisite basic and technical training courses within one year of assignment as an assessor, unless the AB can demonstrate that it was not practicable. Additionally, the assessor must complete four supervised onsite assessments before conducting any unsupervised NELAC assessments.

Steve Arms seconded. All members present voted in favor with exception of Texas who abstained. NH, LADHH, and IL were absent and will be allowed to vote by email.

It was also noted that the NELAC standard requires basic training and at least one technical training course, but it does not specify the type of technical course.

Paul asked if the EPA drinking water certification officers' course should count as technical training for organics, inorganics and radiochemistry. The consensus was yes, it should. Also, does the technical training have to be external classroom training? The consensus was that the standard doesn't specify classroom. However, it does require an examination, although it does not say the exam must be written.

5. Micro FoPT recommendations

Dan reported that he sent the recommended changes to the Micro FoPT tables back to the PT board with a request that the acceptance criteria for SDWA presence/absence be changed back to 9 out of 10 as stated in the 2003 NELAC standard. The PT Board made that change and returned the recommended changes back to the NELAP Board for approval.

Dan asked for a motion to approve. There was no motion and the item will be placed on the agenda for re-consideration and possible voting at the next meeting.

6. Assessor Forum training credit

Dan reported that he had received a proposal from the Technical Assistance Committee (TAC) to allow attendance at the Assessor Forum to count as refresher training credit for assessors. Allowing this credit might make it easier for state assessors to get permission to attend TNI meetings. It was agreed that the Assessor Forums should be one way, but not the only way for assessors to get refresher training credit. Since the program administrator was late getting this document out for review, voting will be delayed until the next meeting.

9. Next meeting

The next meeting of the NELAP Board will be June 2, 2008, at 12:30 CDT. Agenda items will include:

- Further consideration and possible vote on new Micro FoPT requirements
- Vote on assessor training credit training proposal from TAC

The program administrator will be on vacation and Dan indicated that he would ask Aaren Alger to take notes.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen jjensen@dhs.ca.gov	Yes
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 Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov Alternate: TBA	No
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields ashields@kdhe.state.ks.us	Yes
LA DEQ	Melvin C. Mitchell E: Mitch.Mitchell@la.gov T: 225-219-9800 F: 225-219-9898 Alternate: Paul Bergeron E: Paul.Bergeron@la.gov	Jacqueline Prident
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov	No

	<p>Alternate: Ginger Hutto ghutto@dhh.la.gov</p>	
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternate: Jeanne Chwasciak jcchwasciak@des.state.nh.us</p>	No
NJ	<p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello joseph.aiello@dep.state.nj.us</p>	Yes
NY	<p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org</p> <p>Alternate: Dan Dickinson dmd15@health.state.ny.us</p>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p> <p>Alternate: Raeann Haynes haynes.raeann@deq.state.or.us</p>	Yes
PA	<p>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Bethany Piper bpiper@state.pa.us</p>	Dwayne Burkholder
TX	<p>Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760</p>	Yes

	<p>E: sstubbs@tceq.state.tx.us</p> <p>Alternate: Steve Gibson jgibson@tceq.state.tx.us</p>	
UT	<p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Kristin Brown kristinbrown@utah.gov</p>	Yes
	<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>	Yes