

The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes November 13, 2006

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, November 13, 2006, at 11:00 a.m. Mountain Standard Time (MST). A list of action items is given in Appendix A. A list of participants is given in Appendix B.

This is the first official meeting of the TNI Quality Systems Committee.

This meeting began with a review by Bob, Silky and Randy of the meeting last week to establish TNI. The review of comments and edits from Tallahassee was completed for all modules.

Chesapeake Summit – NELAC and INELA went away. Details are coming on the website soon. What we're doing is one of the core programs under standards development. QS Committee will continue to go on. We are still using the module concept, and planning to publish a standard in December. (Working draft which can be reviewed in January in Denver.) So nothing has changed for this Committee.

There are now three stakeholder groups:

1. State Accrediting Authorities
2. Accredited Laboratories
3. Other

Our Committee has kept, and must keep balance within that structure to be a consensus standard.

The feeling by all attendees was really positive about how things went at the meeting. There are still some action items to be accomplished. As we go into Denver, things should be planned in more detail. We are still planning on the one-day meeting for the Quality Systems Committee just like we did in Chicago.

There is a sub-committee meeting for the Tox Group on November 29th. Bob is meeting with John Griggs, Keith McCrone and Gary Dechant some time this week to talk about the Rad module. Bob encouraged Silky/Robin to go over the module 7 section 1.6. and Paul/Laurie to spend some time with module 5 section 1.6

Bob will continue to send out edits to the modules as they are modified. This will be version 2.

We need to figure out how to add new members. We also need to find out what the deadlines are for getting these working draft standards to Jerry Parr.

The next INELA conference call is scheduled for December 11, 2006.

APPENDIX A - ACTION ITEMS

**TNI Quality Systems Committee Meeting
November 13, 2006**

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	11/13/06	Silky will visit module 4 section 4.13 for redundancy	11/17/06	11/17/06
2	11/13/06	Bob will get out Version 2 of all modules	11/17/06	11/20/06
3	11/13/06	Paul will edit all modules for consistency of terms	12/11/06	
4	11/13/06	Toxicology group will meet to discuss section 1.6	11/29/06	11/29/06
5	11/13/06	Silky and Robin will meet to edit module 7, sec 1.6	12/11/06	12/11/06
6	11/13/06	Paul and Laurie wil meet to edit module 5 section 1.6	12/11/06	12/11/06
7	11/13/06	Bob will meet with Rad to edit module 8, sec 1.6	12/11/06	11/28/06
8	11/13/06	Bob will get deadlines from Jerry Parr for submission of modules	12/1/06	12/1/06
9	11/13/06	Working Draft Standards will be ready for publishing	12/11/06	12/12/06

APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
Ms. Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : ljc09@health.state.ny.us	Absent	Mr. Fred S. McLean NAVSEA Programs Field Office (SEA 04XQ LABS) 1661 Redbank Road, Suite 104 Goose Creek, SC 29445-6511 T: (843) 764-7337 E: mcleanfs@navsea.navy.mil	Present
Ms. Robin Cook Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : rcook@hboi.edu	Present	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	Present
Mr. Robert P. Di Rienzo DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: dirienzo@datachem.com	Present	Ms. Aaren Shaffer PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: ashaffer@state.pa.us	Absent
Dr. J. Wilson Hershey Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: jwhershey@lancasterlabs.com	Absent	Ms. Marykay E. Steinman M.J. Reider Associates, Inc. 107 Angelica St. Reading, PA 19611 T: (610) 374-5129 E: msteinman@mreider.com	Absent
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: PJunio@testamericainc.com	Present	Ms. Karen Varando DEQ/Laboratory Accreditation, LA 1209 Leesville, Avenue Baton Rouge, LA 70802 T: (225) 219-9800 E: karen.varando@la.gov	Absent
Ms. Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: silky.labie@dep.state.fl.us	Present	Ms. Kathy Shanks DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: shanks@datachem.com	Present

Associate members in attendance:

Gary Dechant