



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes March 12, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, March 12, 2007, 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 meeting used the NSF systems for reviewing documents online (readytalk.com). The meeting focused on comments received in Denver from section 4.2.8.4 to 4.13.4 h) of Volume 1, Module 2. All changes were made to this document online with the approval of the committee members. The action items listed in Appendix A that will be done offline and in subsequent meetings.

The committee will make decisions on additional conference calls in the April/May time frame, if needed, at the next meeting.

The next TNI conference call is scheduled for March 19, 2007.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	2/12/07	Richard Burrows will draft language for non-detects and submit to the committee for review		4/6/07
2	3/12/07	The committee will look at a cleanup of section 4.2.8.4 to make sure items listed in 4.2.8.4 make sense.		In process
3	3/12/07	The committee will consider adding a requirement for laboratories to document how electronic signatures will be accomplished in section 4.2.8.4		4/9/07
4	3/12/07	Bob will draft new organization to section 4.11.6 for committee review on March 19th, 2007	3/19/07	
5	3/12/07	The committee will look at additional requirements , when finished with comments, to determine if the organization of the current module needs to be changed to have additional requirements inserted in applicable ISO sections		
6	3/12/07	March 19th meeting will start with section 4.13.4 h). Jane Wilson will set up additional time on readytalk.com to review the changes online.	3/19/07	3/19/07

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	Present	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	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 E : Michele.Potter@dep.state.nj.us	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	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	Present
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	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	Present
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	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present

Associate members in attendance:

Gary Dechant
 Mike Miller
 Martin Tate
 Tristan Davis