



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes June 11, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday June 11<sup>th</sup>, 2007, at 11:00 noon. 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 was one of the shortest on record for this committee and focused on a summary of voting Working Draft Standards (WDS) to Draft Interim Standards (DIS). All modules 2 to 7 were voted to become DIS. It was noted that comments received from this committee were mainly grammatical or format and Bob made those changes before sending the modules to the Consensus Standards Development Board. Comments that were made that could not be considered for edits will be returned to committee member so they can vote on this standard with their comment.

Paul gave a brief summary of the uniformity committee activities which were complete by last Friday. The DIS modules will be published for review by June 15<sup>th</sup>, 2007 and voting will begin around July 1<sup>st</sup>, 2007. From now until these standards are final this committee will only discuss comments received.

The committee will discuss voting comments received and the format for Cambridge during the next two scheduled conference calls. Bob asked the committee to make comments and approve the minutes from April and May 2007.

The next TNI conference call is scheduled for July 9<sup>th</sup>, 2007.

**APPENDIX A - ACTION ITEMS**

**TNI Quality Systems Committee Meeting**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>	<b>Date Completed</b>
1	6/11/07	DIS modules for review on Website	6/15/07	
2	6/11/07	Vote Early and Often	7/9/07	
3	6/11/07	Approve minutes from April and May 2007 by email	6/18/07	6/15/07
4	6/12/07	Approve minutes from this meeting by email	6/18/07	6/15/07

## APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
<b>Ms. Laurie Carhart</b> NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : <a href="mailto:ljc09@health.state.ny.us">ljc09@health.state.ny.us</a>	Present	<b>Mr. Fred S. McLean</b> NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: <a href="mailto:fred.mclean@navy.mil">fred.mclean@navy.mil</a>	Present
<b>Ms. Robin Cook</b> Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : <a href="mailto:rcook@hboi.edu">rcook@hboi.edu</a>	Absent	<b>Ms. Michele Potter</b> NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 E : <a href="mailto:Michele.Potter@dep.state.nj.us">Michele.Potter@dep.state.nj.us</a>	Absent
<b>Mr. Robert P. Di Rienzo</b> DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: <a href="mailto:dirienzo@datachem.com">dirienzo@datachem.com</a>	Present	<b>Mr. Randall Query</b> A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: <a href="mailto:rquery@a2la.org">rquery@a2la.org</a>	Present
<b>Dr. J. Wilson Hershey</b> Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: <a href="mailto:jwhershey@lancasterlabs.com">jwhershey@lancasterlabs.com</a>	Present	<b>Ms. Aaren Alger</b> PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: <a href="mailto:aalger@state.pa.us">aalger@state.pa.us</a>	Absent
<b>Mr. Paul Junio</b> Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: <a href="mailto:PJunio@testamericainc.com">PJunio@testamericainc.com</a>	Present	<b>Ms. Karen Varando</b> DEQ/Laboratory Accreditation, LA 1209 Leesville, Avenue Baton Rouge, LA 70802 T: (225) 219-9800 E: <a href="mailto:karen.varando@la.gov">karen.varando@la.gov</a>	Absent
<b>Ms. Silky S. Labie</b> FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: <a href="mailto:silky.labie@dep.state.fl.us">silky.labie@dep.state.fl.us</a>	Present	<b>Jane M. Wilson, M.P.H.</b> Director of Standards NSF International T: 734.827.6835 E: <a href="mailto:Wilson@nsf.org">Wilson@nsf.org</a>	Absent

**Associate members in attendance:**

Michael Miller  
 Kathleen Roach