



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes August 15, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday August 15th, 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 focused on categorizing comments received for the Cambridge. Categories for the following were used for comments:

- Typo and Format
- Wordsmith
- Definition
- ISO Language
- Redundant Language
- Acroynm
- Can of Worms
- Technical

Bob distributed reports from the comments database for review. The presentation in Cambridge will have the committee select specific comments for discussion during the meeting. The committee discussed a face to face meeting after Cambridge to respond to comments – details to follow.

The next committee meting is in Cambridge on August 20th, 2007 at 1:30PM

The next TNI conference call is scheduled for September 10th, 2007.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	8/15/07	Bob will distribute reports for data base	8/15/07	8/15/07

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 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: fred.mclean@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 Alger DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: aaalger@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	Absent	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present

Associate members in attendance:

Nilda Cox