



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes September 10, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday September 10<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.

A discussion of the upcoming face to face meeting on October 29/30 at Lancaster Laboratories in PA involved the process that this committee would use to respond to comments from Draft Interim Standards and travel plans for the meeting. We will begin promptly at 8:00 AM on Monday Oct 29<sup>th</sup>, dinner is planned for Monday night and Tuesday's meeting will begin at an appropriate time depending on progress from Monday.

The rest of this meeting was conducted using a live meeting format and hard copy to review comments sorted by Modules and Section. Each response was documented online by Bob and verbally communicated to all attendees. The committee deferred some comments on section 1.2 to the PA meeting and was able to get through comments on section 3 of V1M2. The committee will start at comment # 265 at the next conference call. Bob will design a new report listing comments and response for committee members to review.

The next TNI conference call is scheduled for October 15<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	9/10/07	Bob will design and distribute a new report with the committee response to comments.	9/10/07	9/10/07

## 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>	Absent
<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>	Present	<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>	Present
<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> DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	Present
<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  
 Eugene Klesta  
 Kathleen Roach