



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on June 8, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

The Committee discussed the Tentative Interim Amendment that arose as a result of one of the Requests for Standards Interpretation. There was only one comment submitted regarding the TIA, and the commenter was present on the call. After some discussion, it was decided to revise the TIA by adding some additional language. Paul will find out what the process is for revising the TIA, once the revised language is agreed upon by the Committee. [Following the call, I was informed that we are able to revise the TIA based on feedback. Our revised TIA will be what is submitted.]

No requests for Standards Interpretation were received by the committee this month. We won't necessarily get feedback from the NELACP Board on the outcome of the Interpretations. However, if the Board feels that the response provided is inadequate or requires additional comment, it would be returned to Quality Systems.

A brief draft of the Checklist for the TNI Modules was distributed prior to the call. Part of Module 2 was converted to a table for demonstration purposes. The Committee agreed that this was a suitable format for creating the checklist, so discussions continued on what the next steps would be. Initially, the goal was to assign portions to each committee member. Each item in the Standard would be changed into a question. A concern was raised that if items were paraphrased, the meaning of the Standard would be lost. An offshoot of that discussion was the question of whether or not ISO language could be paraphrased and used under "Fair Use" guidelines. Paul will be investigating that question. It was determined that committee members will review their assigned sections and determine if items need to be deleted from the checklist; marked as not assessable; and possibly subdivided for ease of use. The checklist would be noted as "Does the laboratory comply with the following?" so as to avoid needing to re-write what is in the Standard.

Next Meeting is scheduled for Monday, July 13 at 1:00 PM EST.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	02/09/09	Request feedback from CSDB on the format and process of Guidance Documents	02/12/09	04/09/09
2	03/09/09	Distribute decisions on Standards Interpretation to assure the decision is appropriately relayed; awaiting Radiochemistry clarifications	03/20/09	05/04/09
3	03/09/09	Any items that could be used in support of the new Quality manual Template should be distributed to the Committee for comment; permission will be sought to distribute the existing Manual for comparison and inspiration	04/10/09 04/17/09	 04/17/09
4	03/09/09	Submit versions of the edited Modules to Committee members delayed until the editorial changes in the Modules have been approved as being "as described"	03/27/09 04/30/09?	
5	04/13/09	Contact Jack Farrell regarding participation on a Checklist subcommittee, and for any other ideas	04/21/09	04/22/09
6	04/13/09	Provide tentative schedule for San Antonio meeting to aid in scheduling QS Working session	04/21/09	05/04/09
7	05/11/09	Request clarification with CSDB regarding timeframe of adopted standards	05/14/09	
8	05/11/09	Request clarification regarding QM Template – is it starting from scratch or revising the old one	05/14/09	
9	06/08/09	Determine process for revising a TIA	06/11/09	06/10/09
10	06/08/09	Find out if paraphrased ISO language can be used in the Quality Systems Checklist	06/25/09	

APPENDIX B - PARTICIPANTS

<p>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</p>	Present	<p>Mr. Brian R Boling Oregon Dept. of Environmental Quality 3150 NW 229th Suite 150 Hillsboro, OR, 97124 P: (503) 693-5745 E: boling.brian@deg.state.or.us</p>	Absent
<p>Ms Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 P: (518) 486-2538 E: ljc09@health.state.ny.us</p>	Present	<p>Mr. Patrick Conlon Environmental Standards 1140 Valley Forge Road PO Box 810 Valley Forge, PA 19482-0810 P: (610) 955-8319 E: pconlon@envstd.com</p>	Present
<p>Ms Robin Cook City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T P: (386) 671-8856 E: cookr@codb.us</p>	Present	<p>Ms Tamara DeMorest Utah Department of Health PO Box 142109 Salt Lake City, UT 84114-2109 P: (801) 538-9372 E: tdemorest@utah.gov</p>	Present
<p>Mr. Gil Dichter IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: gil-dichter@idexx.com</p>	Absent	<p>Ms Michelle Henderson USEPA, ORD 26 W ML King Dr. MS 207 Cincinnati, OH 45268 P: (513) 569-7353 E: henderson.michelle@epamail.epa.gov</p>	Absent
<p>Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 P: (920) 261-1660 x127 E: Paul.Junio@testamericainc.com</p>	Present	<p>Ms Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 P: (850) 245-8065 E: silky.labie@dep.state.fl.us</p>	Present
<p>Ms Dorothy M. Love Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 P: (717) 656-2300 x1204 E: dmllove@lancasterlabs.com</p>	Present	<p>Mr. Robert Martino QC Laboratories 60 James Way, Unit 6 Southampton, PA 18966 P: (267) 699-0103 E: RMartino@qclaboratories.com</p>	Present
<p>Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 P: (843) 764-7266 E: fred.mclean@navy.mil</p>	Present	<p>Ms Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 P: (609) 984-3870 E: Michele.Potter@dep.state.nj.us</p>	Absent
<p>Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquery@a2la.org</p>	Present	<p>Ms Jane M. Wilson, M.P.H. Director of Standards NSF International P: (734) 827-6835 E: Wilson@nsf.org</p>	Absent

Associate Members Attending:

Gary Dechant, Carl Kircher, Patsy Root