



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on December 14, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

A quorum of the Committee members was not present for this call, so no official business was conducted.

Minutes from the November 9 meeting were discussed by those on the call, and will be forwarded to Committee members for approval via e-mail.

A rotation of Committee Members was discussed, with consideration given to the start dates of those on the Committee. Terms on TNI Expert Committees are limited to 2 three-year periods. Since TNI was formed in November, 2006, Committee Members serving at that time have just completed a first term. Those members could serve through January 2012. At this point, any member who would be interested in rotating off should contact the Chair. Robert Martino expressed a concern of minimal involvement due to his represented discipline. The Chair expressed a preference that Robert stay on the Committee as a person with an interest in Toxicity Testing.

The Committee discussed 6 requests for Standard Interpretations. 4 of them were follow ups from the previous call. The items will be sent to the Committee for approval via e-mail.

For the meeting in Chicago, the plan is to have the Quality Systems session discuss changes to the Modules before the morning break (making the TIA permanent; addressing the inadvertent inclusion of ISO language). After the morning break, we'll discuss Guidance that should be in existence by that point, along with a request for additional guidance ideas/requests.

Conference Calls will be set up for 2010 on the same schedule as for 2009 (second Monday of the month at 1PM Eastern), unless there is an overwhelming call for change among the Committee members. No call will be scheduled for January, since the meeting in Chicago will occur the week after a call would be held.

Next Meeting is scheduled for Wednesday, January 27, at 8:30 AM Central at the Forum on Laboratory Accreditation in Chicago.

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?	09/14/09
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	09/14/09
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	09/14/09
11	07/13/09	Each member of the Committee will need to prepare a portion of the checklist	07/31/09	08/10/09
12	09/14/09	Review the checklist as a total document for any possible changes	12/31/09	
13	09/14/09	Provide any guidance issues that should be addressed by Quality Systems	12/31/09	
14	10/19/09	Review the Committee Charter	11/09/09	11/09/09

APPENDIX B - PARTICIPANTS

<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@deq.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>	Absent
<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>	Excused	<p>Mr. Gil Dichter IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: gil-dichter@idexx.com</p>	Present
<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 Env. Lab Consulting & Technology, LLC PO Box 13324 Tallahassee, FL 32311 P: (850) 656-6298 E: elcat-llc@comcast.net</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: dmlove@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>	Absent
<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 Querry A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquerry@a2la.org</p>	Absent
<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:

Eric Denman, Chuck Hindbaugh, Patsy Root