



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes February 11, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday February 11, 2008 at 11:00 AM MST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

The first issue discussed was membership in this committee in 2008. Since the committee had no completed applications and was not planning to work on revisions during 2008 it was suggested that the committee wait until November and December 2008 to select new members. The QS committee will discuss types of expertise needed and there are no constraints on committee balance. This committee can have up to 15 members and currently there are 3 accrediting bodies, 4 accredited laboratories, and 3 others.

Paul Junio was nominated as chair elect for 2008. there will be a committee vote before the next meeting to confirm acceptance.

There will be two open sessions in Washington DC in August to help the committee address these issues:

1. What should be the priority for the standards development by this committee.
2. What sections of the current standard need clarification and /or guides to implementation.

The remainder of the meeting discussed implementation guides that this committee should prepare. There should be a crosswalk from NELAP 2003, Chapter 5 to the current TNI standards. An executive summary should include but not limited to the following:

- Demonstration of Capability (Initial and Ongoing)
- ISO language replacing NELAC language
- ISO language – Why Italics
- Improvement (A new ISO section)

Appendix C/D – Where did they go?

Changes in terminology and definitions

The Quality Manual

Things that didn't change.

This list should be reviewed by the committee members over the next month to establish priorities. Aaren suggested that this list be brought to the TNI BOD for their priorities. This list, additions and priorities will be established at the next meeting. How these topics are accomplished will also be discussed.

Next Meeting is March 10, 2008 at 11:00 AM MST.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	2/11/08	Bob will send proposed meeting dates to committee	2/11/08	2/11/08
2	2/11/08	Bob will send ballot to QS committee for election of Chair	2/11/08	2/11/08
3	2/11/08	Aaren will take the list from the minutes to the TNI BOD for help with topics and priorities	2/18/08	
4	2/11/08	Committee members will review topic list and vote	3/10/08	

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	Absent	Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: fred.mclean@navy.mil	Absent
Ms. Robin Cook City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : cookr@codb.us	Absent	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3870 E : Michele.Potter@dep.state.nj.us	Absent
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	Absent
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 x127 E: Paul.Junio@testamericainc.com	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	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	Present		

Associate Members

Gary Dechant

Kathleen Roach