



The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes December 8th, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday December 8th, 2008 at 11:00 AM MST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

First Agenda Item: Miami Mentoring Session

The committee was asked to comment of the final draft presentation prepared by Bob Di Rienzo. Betsy can use this second draft for discussion and distribution to the TAC and to meet timelines.

Second Agenda Item: Tentative Interim Amendment

Bob and Paul made the committee aware of the procedure for Tentative Interim Amendment (TIA). Bob and Paul see no of the existing requests from LACS meeting the requirements of an emergency situation before a TIA can proceed. The Consensus Standards Development Board (CSDB) is finalizing the procedure for a TIA. Briefly, a TIA can be submitted by anyone, it is first assessed as an emergency situation and then published for general comments before the committee processes the amendment, votes, and submits the required documents to the CSDB.

Even though the committee agreed with LASC for some editorial changes, there is no procedure for editorial changes at this stage of the consensus standards process.

Open Items:

All members of the Quality Systems Committee were invited to the mentoring session to participate with the presentation in Miami.

This is the last meeting for Bob Di Rienzo and Wilson Hershey as committee members. Bob has asked to be included as an associate member.

There is no scheduled meeting in Miami for the Quality Systems Committee and conference call schedule has not been established for 2009.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	12/8/08	Paul will contact new members	12/12/08	
2	12/8/08	The committee will send Bob Di Rienzo their final comments on the mentoring session presentation.	12/19/08	

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	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 City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : cookr@codb.us	Present	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3870 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 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	Absent		

Associate Members

Betsy Kent

Eric Denman