



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes April 14, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday April 14, 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 Issue: Status of Standards

The Uniformity of Standards (UOS) committee has completed their review of the standards and Ken Jackson has edited what was considered editorial changes into the final standards. As was pointed out by Paul some of these editorial changes were comments submitted by this committee in September 07 and the committee had already review, discussed and determined the fate of these edits. The committee than reviewed the entire UOS report and in a report to Ken Jackson reversed some of the editorial changes that were already submitted. Bob and Paul will review this with the CSDB in the next meeting.

Second Issue: Implementation Guide

As determined by our previous conference call it was confirmed that the NELAC BOD would like us to work on the current NELAQOC checklist. It was decided that each committee member will take a portion of the NELAC checklist and insert the TNI standard reference into the document using Module and Section numbers. Bob will edit the NELAC Checklist to add a column for the TNI reference and will make assignments for each committee member. Michelle asked to review Toxicology sections and Robin to review the micro sections. This process should take the next three meeting with problem areas (not clearly defined) to be discussed in conference calls.

Next Meeting is May 12, 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	4/14/08	Bob will send Ken Jackson the review UOS report	4/15/08	4/15/08
2	4/14/08	Bob will edit the NELAC Checklist to add TNI reference column and distribute to committee.	4/19/08	4/15/08
3	4/14/08	Bob will make assignments for committee members on reviewing sections of the NELAC checklist.	4/19/08	4/15/08
4	4/14/08	Bob will distribute the current version of TNI final standards.	4/19/08	4/15/08

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	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	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