

The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes December 11, 2006

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, December 11, 2006, at 11:00 a.m. Mountain Standard Time (MST). A list of action items is given in Appendix A. A list of participants is given in Appendix B.

This meeting began with a new agenda items for completion of the charter and format for the meeting in Denver. Issues for the January teleconference will center on the addition of new members and completion of the charter.

The rest of the meeting involved a final review of the working draft standard (WDS) for all modules. Comments received in the last month were reviewed and any changes were included in the WDS. The WDS were edited online by Ms. Jane Wilson via the ReadyTalk web portal. All members of the quality systems committee had access to this portal and online edits were approved by the committee.

Bob will send out WDS to all committee members by the 12/14/069 after receiving the edited version from Jane.

The next TNI conference call is scheduled for January 22, 2006.

APPENDIX A - ACTION ITEMS

**TNI Quality Systems Committee Meeting
November 13, 2006**

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	12/11/06	Jane will send edits WDS to Bob	12/11/06	12/11/06
2	12/11/06	Bob will do final review and send modules to the committee and to TNI for publication on the web by end of December	12/14/06	12/12/06
3	12/11/06	Bob will change next conference call to 1/22/07	12/15/06	12/13/06

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 Programs Field Office (SEA 04XQ LABS) 1661 Redbank Road, Suite 104 Goose Creek, SC 29445-6511 T: (843) 764-7337 E: mcleanfs@navsea.navy.mil	Absent
Ms. Robin Cook Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : rcook@hboi.edu	Present	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	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	Ms. Aaren Shaffer PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: ashaffer@state.pa.us	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. Karen Varando DEQ/Laboratory Accreditation, LA 1209 Leesville, Avenue Baton Rouge, LA 70802 T: (225) 219-9800 E: karen.varando@la.gov	Absent
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: PJunio@testamericainc.com	Absent	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present
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 in attendance:

Wayne Riddick

Voting Record December 2006
Submission of Working Draft Standards to TNI

QS Committee Member	Module 4	Module 5	Module 6	Module 7	Module 8	Module 9
Ms. Laurie Carhart	Yea	Yea	Yea	Yea	Yea	Yea
Ms. Robin Cook	Yea	Yea	Yea	Yea	Yea	Yea
Mr. Robert P. Di Rienzo	Yea	Yea	Yea	Yea	Yea	Yea
Dr. J. Wilson Hershey	Yea	Yea	Yea	Yea	Yea	Yea
Mr. Paul Junio	Yea	Yea	Yea	Yea	Yea	Yea
Ms. Silky S. Labie	Yea	Yea	Yea	Yea	Yea	Yea
Mr. Fred S. McLean	Yea	Yea	Yea	Yea	Yea	Yea
Mr. Randall Querry	Yea	Yea	Yea	Yea	Yea	Yea
Ms. Aaren Shaffer	Yea	Yea	Yea	Yea	Yea	Yea
Ms. Karen Varando	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain