



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes March 19, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, March 19, 2007, 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 used the NSF systems for reviewing documents online (readytalk.com). The meeting focused on comments received in Denver from section 4.13.4 h of module 2 to 1.7.4.1 c) of module 4. All changes were proposed since a quorum of committee members was not established. All changes were sent to committee members after the meeting for discussion on April 12th, 2007.

Bob asked if Laurie and Paul propose changes to module 3 based on asbestos comment received in Denver and by email. Bob said he would talk to Silky and Robin about the same for Micro module 5. All proposed changes would be reviewed for these modules on April 23rd.

The action items listed in Appendix A that will be done offline and in subsequent meetings.

Bob will schedule an additional conference call for April.

The next TNI conference call is scheduled for April 12, 2007.

## APPENDIX A - ACTION ITEMS

### TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	2/12/07	Richard Burrows will draft language for non-detects and submit to the committee for review		4/6/07
2	3/12/07	The committee will look at a cleanup of section 4.2.8.4 to make sure items listed in 4.2.8.4 make sense.	4/12/07	4/13/07
3	3/12/07	The committee will consider adding a requirement for laboratories to document how electronic signatures will be accomplished in section 4.2.8.4	4/12/07	4/9/07
4	3/12/07	Bob will report change proposed at this meeting to committee members	3/20/07	3/20/07
5	3/12/07	The committee will look at additional requirements , when finished with comments, to determine if the organization of the current module needs to be changed to have additional requirements inserted in applicable ISO sections	4/12/07	
6	3/19/07	April 12th meeting will start with module 4 (1.7.43.1 c).	3/19/07	4/9/07
7	3/19/07	Jane Wilson will set up additional time on readytalk.com to review the changes online on 4/12/07.	4/9/07	On Vacation Used WebEx
8	3/19/07	An additional Conference call on April 23rd has been scheduled	3/20/07	3/20/07

**APPENDIX B - PARTICIPANTS**

<b>Name</b>	<b>Present/ Absent</b>	<b>Name</b>	<b>Present/ Absent</b>
<b>Ms. Laurie Carhart</b> NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : <a href="mailto:ljc09@health.state.ny.us">ljc09@health.state.ny.us</a>	Present	<b>Mr. Fred S. McLean</b> NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: <a href="mailto:fred.mclean@navy.mil">fred.mclean@navy.mil</a>	Absent
<b>Ms. Robin Cook</b> Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : <a href="mailto:rcook@hboi.edu">rcook@hboi.edu</a>	Absent	<b>Ms. Michele Potter</b> NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 E : <a href="mailto:Michele.Potter@dep.state.nj.us">Michele.Potter@dep.state.nj.us</a>	Present
<b>Mr. Robert P. Di Rienzo</b> DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: <a href="mailto:dirienzo@datachem.com">dirienzo@datachem.com</a>	Present	<b>Mr. Randall Query</b> A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: <a href="mailto:rquery@a2la.org">rquery@a2la.org</a>	Absent
<b>Dr. J. Wilson Hershey</b> Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: <a href="mailto:jwhershey@lancasterlabs.com">jwhershey@lancasterlabs.com</a>	Present	<b>Ms. Aaren Shaffer</b> PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: <a href="mailto:ashaffer@state.pa.us">ashaffer@state.pa.us</a>	Absent
<b>Mr. Paul Junio</b> Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: <a href="mailto:PJunio@testamericainc.com">PJunio@testamericainc.com</a>	Present	<b>Ms. Karen Varando</b> DEQ/Laboratory Accreditation, LA 1209 Leesville, Avenue Baton Rouge, LA 70802 T: (225) 219-9800 E: <a href="mailto:karen.varando@la.gov">karen.varando@la.gov</a>	Absent
<b>Ms. Silky S. Labie</b> FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: <a href="mailto:silky.labie@dep.state.fl.us">silky.labie@dep.state.fl.us</a>	Absent	<b>Jane M. Wilson, M.P.H.</b> Director of Standards NSF International T: 734.827.6835 E: <a href="mailto:Wilson@nsf.org">Wilson@nsf.org</a>	Present

**Associate members in attendance:**

Tristan Davis