



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes April 9, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, April 9th, 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 WebEx to review and editing documents online. The meeting focused on finishing all comments received in Denver on Module 4. Comments on section 1.7.4.1 were considered non-persuasive and the comment on section 1.7.5 change chemical preservation to sample preservation. The committee then reviewed comments from 3/19 and additional comments on Module 2.

Bob would change to section 5.2.6.2 a) and b) as per committee instruction to require two years experience and to limit the scope to the facilities permit.

Paul volunteered to re-organize section 4.13.3 and 4.13.4 to remove redundancy, be consistent with other additional requirement sections and to submit this to the committee by 4/13/07 for review.

Bob will make these edits to module 2 and 4 for distribution to the committee on Monday, 4/16/07.

Bob asked if Paul (and Laurie) to distribute proposed changes to module 3 based on asbestos comments received in Denver and by email. Bob asked Silky (and Robin) to do the same with Module 5. All proposed changes would be reviewed for these modules on April 23rd or May 14th.

On April 23rd the committee will review email comments on Module 2, edit and possibly approve Module 2 to DIS status.

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

The next TNI conference call is scheduled for April 23rd, 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	4/9/07
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	4/9/07	April 12th meeting will start with module 4 (1.7.43.1 c).	3/19/07	4/9/07
7	4/9/07	Jane Wilson will set up additional time on readytalk.com to review the changes online on 4/23/07.	4/9/07	
8	4/9/07	Module 3 and 5 will be edited by Paul, Laurie, Silky and Robin and changes will be reviewed sent by email prior to April 23rd	4/20/07	
9	4/9/07	Paul will edit section 4.13.3 and 4.13.4 and send to Bob on April 13 th , 2007	4/13/07	
10	4/9/07	Bob will complete edits on section 5.2.6.2 a) and b), edits from Paul on 4.13.3 and 4.13.4 and send new draft documents to the committee.	4/16/07	

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	Present
Ms. Robin Cook Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : rcook@hboi.edu	Absent	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 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	Absent	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
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: PJunio@testamericainc.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
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	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Absent

Associate members in attendance:

Richard Borrows
 Bill Ray