



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes April 23, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, April 23<sup>rd</sup>, 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 focused on email comments received after Denver on Module 2. The time frame for Module 2 was discussed. This module must be ready by May 15<sup>th</sup>, 2007 for review of the glossary and final editing. Other modules may take extra time if needed since there consistency is more of an issue with the other technical modules and less so with other volumes and modules from TNI. There are also very few glossary issues with the technical modules.

The glossary definition of Calibration was replaced by the current VIM definition.

Bob will reorganize section 5.6.4 and 5.6.5 to be consistent with other additional requirements sections.

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 May 14<sup>th</sup>.

Another conference call was schedule for May 1<sup>st</sup>, 2007 to finish Module 2.

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

The next TNI conference call is scheduled for May 1<sup>st</sup>, 2007.

## APPENDIX A - ACTION ITEMS

### TNI Quality Systems Committee Meeting

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>	<b>Date Completed</b>
1	2/12/07	Richard Burrows will draft language for non-detects and submit to the committee for review		4/6/07
2	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	5/14/07	
3	4/23/07	Jane will complete edits as discussed on April 23 <sup>rd</sup> and forward to Bob	4/23/07	4/23/04
4	4/23/07	Bob will reorganize section 5.6.4 and 5.6.5 to be consistent with other additional requirements sections.	4/23/07	4/23/07
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	5/14/07	
6	4/23/07	Bob will schedule an additional conference call for May 1 <sup>st</sup> , 2007	4/24/07	4/24/07
7	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	

**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>	Present	<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>	Present
<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>	Absent	<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>	Present	<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:**

Richard Burrows  
 Mike Miller  
 Kathleen Roach  
 Steven Axelrod  
 Dave Howell  
 Tristan Davis