



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes May 1, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Tuesday May 1st, 2007, at 12:00 noon. 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 for last email comments on module 2 and any final edits proposed by the committee.

Section 5.6.4.2 b) was edited to remove an expiration date if the manufacturer did not provide one. Section 5.8.5 was edited to remove leftover language.

Other comments received after Denver were considered non persuasive or had already been completed.

The voting for module 2 by committee members will take place between May 2nd and 7th, 2007. If approved the module will be a Draft Interim Standard and will be voted on by TNI membership in June and July prior to Cambridge.

The committee may need an additional meeting after May 14th to complete Module 3 to 8.

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 14th, 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	4/9/07	Module 3 and 5 will be edited by Paul, Laurie, Silky and Robin and changes will be after edits to module 4 are completed	?	
3	5/1/07	Bob will do final edits and send module 2 to the committee for voting.	5/2/07	5/2/07

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	Present	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	Present	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	Present	Ms. Aaren Alger PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: aalger@state.pa.us	Absent
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	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Absent

Associate members in attendance:

Kathleen Roach