



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes May 14, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday May 14th, 2007, at 11:00 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 comments for module 4 and any final edits proposed by the committee.

The committee voting schedule was outlined with module 4, 6 and 7 being available for a committee vote by May 15th, 2007 with modules 3 and 5 following within a week or so. All committee members were reminded to vote, comment on editorial changes and hold general comments for the official membership voting period starting 6/15.

Module 2 was approved by the committee prior to this meeting and was submitted to the Consensus Standards Development Board.

The committee decided not to have an additional meeting but to complete Module 3 and 5 by email.

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

The next TNI conference call is scheduled for June 11th, 2007.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	5/14/07	Module 3 and 5 will be edited by Paul, Laurie, Silky and Robin sent to Bob by May 25th	5/25/07	5/28/07
2	5/14/07	Bob will do final edits on module 2, 6 and 7 and send to the committee for voting.	5/15/07	5/15/07
3	5/14/07	All voting will be complete by 6/10 and submitted to Consensus Standard Development Board if approved	6/10/07	6/1/07

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	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	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present

Associate members in attendance:

None