



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes July 9, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday July, 9<sup>th</sup>, 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 was focused on categorizing comment received so far for the Cambridge meeting. Categories for the following were used for comments:

- Typo and Format
- Wordsmith
- Definition
- ISO Language
- Redundant Language
- Acroynm
- Can of Worms

Bob will put a database together to categorize comments and for presentation purposes in Cambridge. The committee briefly discussed the format for the meeting in Cambridge with no decision made. Bob will schedule a second meeting on August 15<sup>th</sup> to compete comments if needed.

The next TNI conference call is scheduled for August 13<sup>th</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	7/9/07	Bob will develop database to manage comments and categorizations	7/15/07	7/13/07
2	7/9/07	Schedule Conference Call for August 15 <sup>th</sup>	7/15/07	7/13/07

**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>	Absent
<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>	Present	<b>Ms. Aaren Alger</b> DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@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:**

None