



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on March 9, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

The committee heard that no decisions have been made yet regarding formatting or requirements for Guidance Documents. The topic is expected to be discussed further by the Consensus Standards Development Board.

Four requests for Standards Interpretation were received by the committee this month. Each was discussed. Decisions were made on three of the four, with the fourth requiring additional research. The decisions can't be posted in these minutes since they need to be approved by the NELAP Board prior to distribution. Posting them here, even in Draft format, might cause problems in consistency if the interpretation were to be rejected.

The Committee has been drafted to work on portions of the new Quality Manual Template. A list of items that would be necessary for inclusion in the manual was sent to Committee members. Anyone who has examples of the requested forms or documentation is to submit that to the entire Committee by April 10. The Committee will review and suggest which items should be included in the template.

Next Meeting is scheduled for Monday, April 13 at 1:00 PM EST. This is the day after Easter, but didn't seem to be an issue for those on the call.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	02/09/09	Request feedback from CSDB on the format and process of Guidance Documents	02/12/09	ongoing
2	03/09/09	Distribute decisions on Standards Interpretation to assure the decision is appropriately relayed; Aaren and Paul are checking with two sources regarding Radiochemistry clarifications	03/20/09	
3	03/09/09	Any items that could be used in support of the new Quality manual Template should be distributed to the Committee for comment	04/10/09	
4	03/09/09	Submit versions of the edited Modules to Committee members	03/27/09	

APPENDIX B - PARTICIPANTS

<p>Ms Aaren Alger DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: aaalger@state.pa.us</p>	Present	<p>Mr. Brian R Boling Oregon Dept. of Environmental Quality 3150 NW 229th Suite 150 Hillsboro, OR, 97124 P: 503-693-5745 E: boling.brian@deq.state.or.us</p>	Present
<p>Ms Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 P: (518) 486-2538 E: ljc09@health.state.ny.us</p>	Present	<p>Mr. Patrick Conlon Environmental Standards 1140 Valley Forge Road PO Box 810 Valley Forge, PA 19482-0810 P: 610-955-8319 E: pconlon@envstd.com</p>	Present
<p>Ms Robin Cook City of Daytona Beach 3651 LPGa Blvd Daytona Beach FL 32124T P: (386) 671-8856 E: cookr@codb.us</p>	Present	<p>Ms Tamara DeMorest Utah Department of Health PO Box 142109 Salt Lake City, UT 84114-2109 P: 801-538-9372 E: tdemorest@utah.gov</p>	Present
<p>Ms Michelle Henderson USEPA, ORD 26 W ML King Dr. MS 207 Cincinnati, OH 45268 P: 513-569-7353 E: henderson.michelle@epamail.epa.gov</p>	Present	<p>Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 P: (920) 261-1660 x127 E: Paul.Junio@testamericainc.com</p>	Present
<p>Ms Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 P: (850) 245-8065 E: silky.labie@dep.state.fl.us</p>	Absent	<p>Ms Dorothy M. Love Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 P: (717) 656-2300 x1204 E: dmllove@lancasterlabs.com</p>	Present
<p>Mr. Robert Martino QC Laboratories 60 James Way, Unit 6 Southampton, PA 18966 P: 267.699.0103 E: RMartino@qclaboratories.com</p>	Absent	<p>Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 P: (843) 764-7266 E: fred.mclean@navy.mil</p>	Present
<p>Ms Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 P: (609) 984-3870 E: Michele.Potter@dep.state.nj.us</p>	Absent	<p>Mr. Randall Querry A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquerry@a2la.org</p>	Absent
<p>Ms Jane M. Wilson, M.P.H. Director of Standards NSF International P: 734.827.6835 E: Wilson@nsf.org</p>	Absent		

Associate Members Attending:
Eugene Klesta, Patsy Root