



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on April 13, 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 the Consensus Standards Development Board (CSDB) feels it's difficult to set a format for Guidance Documents without knowing the purpose for a given Guidance Document. The discussion among CSDB was to wait and see if there were draft versions of Guidance Documents, and then see if a set format is needed. CSDB determined that it was best to present the Standards 'as is' to the NELAP Board, along with a statement that the Committee doesn't feel Guidance Documents are needed.

Edited versions of the Quality Systems Modules have been submitted to the Chair of the CSDB and to the NELAP Board. If it is agreed that the changes presented are those that we have agreed are editorial, then these will be distributed to the QS Committee. This would give all Committee members the same documents for future work. These documents would include SIO language, so each member will have to acknowledge either having a legal copy of ISO 17025, or will purchase such a copy.

No requests for Standards Interpretation were received by the committee this month. One outstanding issue from last month is still awaiting expert review.

The Committee has been drafted to work on portions of the new Quality Manual Template. Following a brief discussion of the Quality Manual Template, it was decided that Committee members would have a better idea of what is needed by seeing the current version of the Manual. Permission to distribute the Manual among the Committee will be sought. A link provided by Robin Cook to the Florida DEP webpage regarding Florida's interpretation of the standard will also be distributed to the Committee.

The "Chapter 5 Checklist" is of a lower priority than initially felt. It isn't needed for another 15 months (or so). There has been interest expressed by assessors in being

involved in the process of creating the new checklist. Paul will contact Jack Farrell for more details about who wants to be involved, and if there are any ideas on how to best accomplish this. The obvious way seems to be that each part of the Standard needs to be broken into a question, with the presumed answer of 'yes'.

The tentative schedule for the meeting in San Antonio was discussed. Since there is no QS Session scheduled, a working lunch meeting will be planned. A draft schedule will be distributed to the Committee.

Next Meeting is scheduled for Monday, May 11 at 1:00 PM EST.

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	04/09/09
2	03/09/09	Distribute decisions on Standards Interpretation to assure the decision is appropriately relayed; awaiting Radiochemistry clarifications	03/20/09	05/04/09
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; permission will be sought to distribute the existing Manual for comparison and inspiration	04/10/09 04/17/09	 04/17/09
4	03/09/09	Submit versions of the edited Modules to Committee members delayed until the editorial changes in the Modules have been approved as being "as described"	03/27/09 04/30/09?	
5	04/13/09	Contact Jack Farrell regarding participation on a Checklist subcommittee, and for any other ideas	04/21/09	04/22/09
6	04/13/09	Provide tentative schedule for San Antonio meeting to aid in scheduling QS Working session	04/21/09	05/04/09

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

Eric Denman, Patsy Root