



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on May 11, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

There has been no change in the status of the editorial revisions to the Standards. Once these are approved, they will be distributed to all committee members.

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

There was a discussion of the "needs" for the Quality Manual Template. It is anticipated that implementation of the new standards will be slow, so there is an extended timeframe under which this revision is needed. Clarification is requested regarding the implementation timeframe. Presumably, there will be a hard date set at which point all ABs would convert to the TNI Standard. Fred was asked how DOD might adopt the new standard. Since they aren't under any recognition agreements, they would be free to adopt them at their own pace, possibly quicker than the ABs.

Robin will be making a presentation at FSEA on changes that have been made in the TNI Standard as compared to the NELAC Standard. Information will be requested from Jerry Parr to aid in this talk.

The Committee discussed the six Requests for Standard Interpretation that had been submitted in the previous month. After some debate, and some e-mail discussions, the finalized interpretations were submitted.

New Committee member Gil Dichter (IDEXX Laboratories) introduced himself.

The Committee discussed the Tentative Interim Amendment that arose as a result of one of the Requests for Standards Interpretation. The TIA seemed like it shouldn't be a problem.

Next Meeting is scheduled for Monday, June 8 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
7	05/11/09	Request clarification with CSDB regarding timeframe of adopted standards	05/14/09	
8	05/11/09	Request clarification regarding QM Template – is it starting from scratch or revising the old one	05/14/09	

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>	Absent	<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@deg.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>	Absent
<p>Mr. Gil Dichter IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: gil-dichter@idexx.com</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>	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>	Present
<p>Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquery@a2la.org</p>	Present	<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:

Gary Dechant, Eric Denman, Eugene Klesta, Patsy Root