



## **The NELAC Institute (TNI) Quality Systems Expert Committee**

### Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on November 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.

Minutes from the October 19 meeting were approved and submitted to the TNI Webmaster for posting.

The Committee Charter was reviewed. Pending the update of the Committee roster and the date of issue, the Charter was deemed acceptable. Success measures may need to be added

The Committee discussed 13 requests for Standard Interpretations. 9 of them were approved as written by the Chair. 4 required changes following Committee discussion. The modifications will be sent to the Committee for approval. Two additional requests were received just prior to the call and will be forwarded to the Committee for review.

Comments have been submitted for the Checklist. The Chair will go through them all to make a final version. Based on discussions with the Consensus Standards Development Program, there is still uncertainty on where the Checklist will go next.

Next Meeting is scheduled for Monday, December 14, 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?	09/14/09
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	09/14/09
8	05/11/09	Request clarification regarding QM Template – is it starting from scratch or revising the old one	05/14/09	
9	06/08/09	Determine process for revising a TIA	06/11/09	06/10/09
10	06/08/09	Find out if paraphrased ISO language can be used in the Quality Systems Checklist	06/25/09	09/14/09
11	07/13/09	Each member of the Committee will need to prepare a portion of the checklist	07/31/09	08/10/09
12	09/14/09	Review the checklist as a total document for any possible changes	12/31/09	
13	09/14/09	Provide any guidance issues that should be addressed by Quality Systems	12/31/09	
14	10/19/09	Review the Committee Charter	11/09/09	

## APPENDIX B - PARTICIPANTS

<p><b>Mr. Brian R Boling</b> Oregon Dept. of Environmental Quality 3150 NW 229<sup>th</sup> Suite 150 Hillsboro, OR, 97124 P: (503) 693-5745 E: <a href="mailto:boling.brian@deq.state.or.us">boling.brian@deq.state.or.us</a></p>	Present	<p><b>Ms Laurie Carhart</b> NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 P: (518) 486-2538 E: <a href="mailto:ljc09@health.state.ny.us">ljc09@health.state.ny.us</a></p>	Absent
<p><b>Mr. Patrick Conlon</b> Environmental Standards 1140 Valley Forge Road PO Box 810 Valley Forge, PA 19482-0810 P: (610) 955-8319 E: <a href="mailto:pconlon@envstd.com">pconlon@envstd.com</a></p>	Present	<p><b>Ms Robin Cook</b> City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T P: (386) 671-8856 E: <a href="mailto:cookr@codb.us">cookr@codb.us</a></p>	Present
<p><b>Ms Tamara DeMorest</b> Utah Department of Health PO Box 142109 Salt Lake City, UT 84114-2109 P: (801) 538-9372 E: <a href="mailto:tdemorest@utah.gov">tdemorest@utah.gov</a></p>	Present	<p><b>Mr. Gil Dichter</b> IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a></p>	Present
<p><b>Ms Michelle Henderson</b> USEPA, ORD 26 W ML King Dr. MS 207 Cincinnati, OH 45268 P: (513) 569-7353 E: <a href="mailto:henderson.michelle@epamail.epa.gov">henderson.michelle@epamail.epa.gov</a></p>	Absent	<p><b>Mr. Paul Junio</b> Test America 602 Commerce Drive Watertown, WI 53094 P: (920) 261-1660 x127 E: <a href="mailto:Paul.Junio@testamericainc.com">Paul.Junio@testamericainc.com</a></p>	Present
<p><b>Ms Silky S. Labie</b> Env. Lab Consulting &amp; Technology, LLC PO Box 13324 Tallahassee, FL 32311 P: (850) 656-6298 E: <a href="mailto:elcat-llc@comcast.net">elcat-llc@comcast.net</a></p>	Absent	<p><b>Ms Dorothy M. Love</b> Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 P: (717) 656-2300 x1204 E: <a href="mailto:dmlove@lancasterlabs.com">dmlove@lancasterlabs.com</a></p>	Absent
<p><b>Mr. Robert Martino</b> QC Laboratories 60 James Way, Unit 6 Southampton, PA 18966 P: (267) 699-0103 E: <a href="mailto:RMartino@qclaboratories.com">RMartino@qclaboratories.com</a></p>	Present	<p><b>Mr. Fred S. McLean</b> NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 P: (843) 764-7266 E: <a href="mailto:fred.mclean@navy.mil">fred.mclean@navy.mil</a></p>	Present
<p><b>Ms Michele Potter</b> NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 P: (609) 984-3870 E: <a href="mailto:Michele.Potter@dep.state.nj.us">Michele.Potter@dep.state.nj.us</a></p>	Present	<p><b>Mr. Randall Querry</b> A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: <a href="mailto:rquerry@a2la.org">rquerry@a2la.org</a></p>	Present
<p><b>Ms Jane M. Wilson, M.P.H.</b> Director of Standards NSF International P: (734) 827-6835 E: <a href="mailto:Wilson@nsf.org">Wilson@nsf.org</a></p>	Absent		

### Associate Members Attending:

Gary Dechant