



The NELAC Institute (TNI) Quality Systems Expert Committee
Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on June 13, 2011 via teleconference. The agenda is attached as Appendix A, the action items are listed in Appendix B, and the attendees are listed in Appendix C.

The roll was taken and the action items reviewed and updated. The May minutes were approved with no changes.

The committee began a final review of the working draft standard. Silky pointed out the changes that were made as a result of the May teleconference and the committee discussed revisions to clarify some of the items:

LOQ – clarified the verification as annually on each instrument.

Reference Method – explained as needed to determine how a laboratory must validate a method (validation per ISO requirements vs. validation based on a shorter set of requirements).

Data Integrity – changed the definition from a process to a condition.

Stephanie Drier brought up some points relative to enforcing certain statements in the standard: She was concerned that wastewater laboratories will have a problem meeting the standards which appeared to be based on drinking water and were therefore “too prescriptive”. Discussion on this subject was tabled for future consideration.

4.1.7.1 – The dual role of a quality manager and technical manager was moved to a statement, rather than a specific requirement.

5.8.7.3 – Reference was changed to the correct reference.

1.5.1 Added language stating that all method must be validated before use/

The committee began looking through the checklist. No comments were made during the meeting. Silky reminded the committee that comments on the checklist were due by June 27.

The meeting adjourned at 2:49 pm EDT. The next meeting will be via teleconference on July 11, 2011.

Conference Call Agenda:



**The NELAC Institute Quality
Systems Expert Committee**

**June 13, 2011 1:00 pm EDT
1 Hour, 55 Minutes
Conference Call**

Please Call Dial-in Number: 1-219-509-8222 (East Coast)

Your Participant Access Code is: 816895#

To Associate Members Only: Please RSVP your participation in this call with an email to Silky Labie at elcat-llc@comcast.net (Subject: RSVP for *June 13, 2011*)

Old Business:

Roll Call	All	5 minutes
Action Items	All	5 minutes
Review of May Minutes	All	5 minutes
Final Review of Working Draft Standard	All	45 min

New Business:

Checklist Review	All	55 min

Appendix B - Action Items

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
30	3-14-11	Fred to consult with Radiochemistry experts concerning comments made on V1M7.	4-11-11	4-11-11
31	3-14-11	Silky to review the spread sheet to ensure that all negative comments were discussed.	ASAP	4-11-11
32	3-14-11	Silky will prepare a new draft standard for review	4-11-11	4-11-11
33	3-14-11	Silky will forward the January and February minutes to the TNI website, and the finalized SIRS to LASC.	ASAP	3-17-11
34	5-9-11	Silky to send out the TNI checklist	ASAP	5-17-11
35	5-9-11	Silky to send out revised standard for final review	ASAP	5-17-11
36	5-9-11	Silky to schedule a July teleconference	ASAP	6-5-11

Appendix C - Participants

<p>Ms. Katie Adams USEPA Region 10 Manchester Laboratory 7411 Beach Drive East Mail Code: LAB Port Orchard, WA 98366 P: (360) 871-8748 E: Adams.Katie@epamail.epa.gov</p>	<p align="center">P</p>	<p>Ms Silky S. Labie Env. Lab Consulting & Technology, LLC PO Box 13324 Tallahassee, FL 32311 P: (850) 656-6298 E: elcat-llc@comcast.net</p>	<p align="center">P</p>
<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>	<p align="center">A</p>	<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: dmlove@lancasterlabs.com</p>	<p align="center">E</p>
<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>	<p align="center">P</p>	<p>Mr. Robert Martino QC Laboratories 60 James Way, Unit 6 Southampton, PA 18966 P: (267) 699-0103 E: RMartino@qclaboratories.com</p>	<p align="center">A</p>
<p>Ms Robin Cook City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T P: (386) 671-671 8885 E: cookr@codb.us</p>	<p align="center">P</p>	<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>	<p align="center">A</p>
<p>Ms Tamara DeMorest Utah Department of Health 4431 South 2700 West Salt Lake City, UT 84119-8600 P: 801-965-2541 E: tdemorest@utah.gov</p>	<p align="center">A</p>	<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>	<p align="center">P</p>
<p>Mr. Gil Dichter IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: gil-dichter@idexx.com</p>	<p align="center">P</p>	<p>Mr. Randall Querry A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquerry@a2la.org</p>	<p align="center">E</p>
<p>Ms. Stephanie Drier Minnesota Department of Health P.O. Box 64899 601 Robert Street North St. Paul, MN 55164-0899 P: (651) 201-5326 E: stephanie.drier@state.mn.us</p>	<p align="center">P</p>	<p>Ms. Kristina Spadafora Frontier Global Sciences 414 Pontius Avenue North Seattle, WA 98109 P: (206) 957-1423 E: kristinas@frontiersgs.com</p>	<p align="center">P</p>

Mr. Eugene Klesta 110 South Hill Street South Bend, IN 46617 P: 574-472-5580 eugene.j.klesta@us.ul.com	E	Ms. Michelle L. Wade Kn Dept of Health and Environment Forbes Field, Building 740 Topeka, KS 66620 P: (785) 296-6198 E: mwade@kdheks.gov	P
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Associate Members: Carl Kircher
Eric Denman
Gary Dechant
William Ray