



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

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on July 12, 2010 at 1:00 PM EST by conference call. The agenda is attached as appendix A, action items are listed in Appendix B and the attendees listed in Appendix C.

Silky reviewed and updated the action items (attached). She reported that progress has been made on finding an EPA liaison. Also that Kristina Spadafora had been confirmed by the TNI Board, and is now a member of the committee. She reported that the requests for interpretations 119, 120, 122, 123, 125, 126 were complete and forwarded to Jane Wilson.

The revisions were forwarded to Jane for posting on the web, and should be there for comment. The committee discussed strategy for the upcoming meeting in Washington DC. Since the standard on the web contains only non-ISO language, the committee discussed how the standard could be presented in Washington, as the significant additions were ISO. Silky will check with Jerry concerning distribution of a “controlled” copy of the full standard. The committee will stress that only changes that help interpret or clarify the 2009 TNI standard will be considered and will stress addition of definitions to clarify part of the standard. The standard will be reviewed by section for comments or input from the audience. Silky also reminded the committee that a teleconference line would be available for those members that cannot attend.

Silky introduced section 22 of the TNI template. The committee is taxed with the responsibility of developing the template based on section 5.4 of VIM2, and 1.4, 1.5, and 1.6 of the technical modules. She reported that she will be responsible for writing a majority of the text, subject to committee review, but needed help with examples of various procedures. She stated that the Template subcommittee wanted at least three examples. Laurie will be responsible for example method validation procedures for asbestos, Robin and Gil will take the lead on Microbiology, and Robert will take the lead for toxicity. The subcommittee has targeted the end of the year for completion of the template.

As an item of new business – Silky polled the committee on how exclusions from LOD requirements were interpreted. Currently the language excludes those analyte/parameters for which spiking is not feasible or QC samples are not available. Since QC samples are available for such tests as pH, specific conductance, and solids, the committee discussed how these might be excluded from the LOD requirement because an LOD is not meaningful. Paul offered to look at the Wisconsin standards to see how this requirement is handled. Kansas (Michelle) has no specific guidelines, and Florida DEP published a list of analytes that do not require LODs. A suggest was made that since all of the tests in question relate to physical parameters, that a definition might be added to characterize a physical parameter, and language added to exclude physical parameters for LOD determination. Dorothy will provide a draft proposal.

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The meeting was adjourned at 2:00 pm. The next meeting will be a face-to-face meeting in Washington DC during the conference.

**Conference Call Agenda:**



**The NELAC Institute Quality  
Systems Expert Committee**

**July 12, 2010 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: 52518

To Associate Members Only: Please RSVP your participation in this call with an email to Silky Labie at [elcat-llc@comcast.net](mailto:elcat-llc@comcast.net) (Subject: RSVP for *July 12, 2010*)

**Old Business:**

Roll Call	All	5 Minutes
Action Items (attached)	All	10 Minutes
Member Status	Silky	2 Minutes
Status of 119, 120, 122, 123, 125,126	Silky	2 Minutes
Revisions to ISO 17025	All	5 minutes
Status of Revisions	Silky	2 minutes

**New Business:**

Summer Conference Strategy for Presentation	All	20 Minutes
TNI Template Section 22 (Attached)	All	60 Minutes

**APPENDIX B - ACTION ITEMS**

**TNI Quality Systems Committee Meeting**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>	<b>Date Completed</b>
1	5-10-10	Circulate April Minutes for email approval	6-14-10	5-10-10
2	5-10-10	Circulate May Minutes for email approval	6-14-10	5-10-10
3	5-10-10	Provide additional names from EPA for consideration	6-14-10	Ongoing
4	5-10-10	Follow up on EPA candidates	6-14-10	Ongoing
5	5-10-10	Contact current members concerning membership	6-14-10	5-10-10
6	5-10-10	Complete vote on laboratory member	6-14-10	6-13-10
7	5-10-10	Pat to draft response for interpretation request 112	6-14-10	5-10-10
8	5-10-10	Silky to draft TIA for non standard methods	6-14-10	5-17-10
9	5-10-10	Fred to poll others concerning changes to 17025	6-14-10	Ongoing
10	6-14-10	Eugene to draft a response to Item 122	6-17-10	6-21-10
11	6-14-10	Gil and Robin to review the microbiology module for language changes	7-12-10	6-25-10
12	6-14-10	All – review revisions and provide relevant comments	7-12-10	6-30-10
13	6-14-10	Silky to follow-up with Jerry on arranging teleconferencing capabilities during the August meeting	7-12-10	6-15-10
14	7-10-10	Examples for QAM template	12-2010	
15	7-10-10	Paul to look at Wisconsin standards for ways to exclude certain parameters from LOD	7-26-10	7-23-10
16	7-10-10	Dorothy to propose a definition for physical measurement	7-26-10	7-16-10
17	7-10-10	Silky to check with Jerry concerning whether conference handout will contain ISO language	7-26-10	7-22-10

**APPENDIX C - PARTICIPANTS**

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**Associate Members:**

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