



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on October 19, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

Members were asked to review the minutes from the September 14 call and comment or approve them by Friday, October 23. There was some discussion regarding the intent of Lem Walker's plans for revising the list of approved methods in 40CFR. The opinion was that this applied to Standard Methods, not necessarily to all methods.

13 new Requests for Standards Interpretation were received on October 11. By October 26, the QS Chair will provide a first draft of a response to the rest of the committee. E-mail discussion is encouraged among the committee so that the final decisions can be made during the next scheduled committee conference call.

The final review of the new Quality Systems Checklist will be done by assigning each member of the committee a different part of the Standard than what they previously reviewed. This review will give each member a chance to see how someone else divided the parts, and to see if more or less division is required. This review should be done in time to be discussed on the next committee call.

The Committee Charter was distributed prior to the call. Comments on the charter should be submitted to the Chair by November 11.

Guidance items should be in a presentable format for the meeting in Chicago. Any ideas for such items should be brought to the committee's attention. The Chair will review minutes from past meetings, as well as comments made at previous Conferences, for items that have already been suggested. It was stressed that Guidance is only that, and can't be used as a requirement. Further discussion revolved around a sort of "GLP for Environmental Labs", wherein such items as working class as opposed to reference class weights could be addressed. The potential risk basis for various things that a lab does could be highlighted and guidance drawn from that. This may be a potential mentoring session topic. Robin will discuss this with the TAC Chair.

Next Meeting is scheduled for Monday, November 9, 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>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>	Excused	<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>	Present
<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>	Excused	<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 Env. Lab Consulting & Technology, LLC PO Box 13324 Tallahassee, FL 32311 P: (850) 656-6298 E: elcat-llc@comcast.net</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: dmlove@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>	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:

Patsy Root, Erick Denman, Gary Dechant