



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes December 3, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday December 3rd at 11:00 AM MST. A list of action items is given in Appendix A. A list of participants is given in Appendix B.

The committee discussed the outcome of voting. All modules passed.

The meeting then focused on committees comments from voting period and several editorial changes were made to final modules with approval of all members present. There was an issue with technical training required for radiochemistry technical managers being different than other technical managers. Michelle Potter will discuss changes with Aaren Alger and Laurie Carhart and email changes after the meeting. It was generally accepted that these requirements should be the same as other modules.

The final modules will be submitted to the CSDB by end of week for posting to TNI website in December. Bob will send a response document to each commentor.

The next TNI meeting and conference call will be scheduled for January 7th, 2008 to discuss meeting format in Newport.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	12/3/07	Bob will send CSBD the final modules and response to comments	12/7/07	12/6/07
2	12/3/07	Bob will send each commentor their comments and the committees response	12/7/07	12/6/07
3	12/3/07	Michelle will work with Laurie and Aaren on radiochemistry technical manager requirements	12/5/07	12/5/07
4	12/3/07	Bob will schedule conference cal for January 7, 2008	12/27/07	12/27/07

APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
Ms. Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : ljc09@health.state.ny.us	Present	Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: fred.mclean@navy.mil	Present
Ms. Robin Cook City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : cookr@codb.us	Present	Ms. Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 E : Michele.Potter@dep.state.nj.us	Present
Mr. Robert P. Di Rienzo DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: dirienzo@datachem.com	Present	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	Present
Dr. J. Wilson Hershey Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: jwhershey@lancasterlabs.com	Present	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	Absent
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: PJunio@testamericainc.com	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present
Ms. Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: silky.labie@dep.state.fl.us	Absent		