



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes October 15, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday October 15<sup>th</sup>, 2007, at 11:00 noon. Mountain Standard Time (MST). A list of action items is given in Appendix A. A list of participants is given in Appendix B.

Arrangements for the face to face meeting on October 29/30 at Lancaster Laboratories in PA are complete. Additional projectors will be available for this meeting. A conference call is scheduled for Monday October 29<sup>th</sup> at 2:00 PM EST. This conference call will focus on Module 5 Microbiology. The committee will use live meeting and conference calling to allow input from TNI members.

The committee discussed membership needs for 2008. It was discussed that Karen Varnado should resign due to inactivity with committee activities. Bob will call Karen to explain this request. For 2008 the committee would like to add two new members. New members should be in the AA or Other categories and the committee would like to gain radiochemistry experience, if possible.

The rest of this meeting was conducted using a live meeting format and hard copy to review comments sorted by Modules and Section. Each response was documented online by Bob and verbally communicated to all attendees. The committee deferred some comments to the PA meeting and was able to get through comments up to 4.15 c) in section 4 of V1M2. The committee will start at comment # 446 at the next meeting. Bob will distribute the agenda and call in instructions for the meeting at Lancaster Labs on October 29/30. Bob will design an official report on comment responses for review at this meeting.

The next TNI meeting and conference call is scheduled for October 29<sup>th</sup> and 30<sup>th</sup>, 2007.

**APPENDIX A - 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	10/15/07	Membership request to Ken Jackson	10/17/07	10/17/07
2	10/15/07	Call Karen Varando on committee membership	10/17/07	10/17/07
3	9/10/07	Bob will design official report on comments for discussion in Lancaster.	10/29/07	
4	10/15/07	Conference Calls and live meetings will be setup by Bob for Lancaster meeting. An agenda will be distributed to TNI membership.	10/18/07	

**APPENDIX B - PARTICIPANTS**

<b>Name</b>	<b>Present/ Absent</b>	<b>Name</b>	<b>Present/ Absent</b>
<b>Ms. Laurie Carhart</b> NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : <a href="mailto:ljc09@health.state.ny.us">ljc09@health.state.ny.us</a>	Present	<b>Mr. Fred S. McLean</b> NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: <a href="mailto:fred.mclean@navy.mil">fred.mclean@navy.mil</a>	Present
<b>Ms. Robin Cook</b> City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : <a href="mailto:cookr@codb.us">cookr@codb.us</a>	Absent	<b>Ms. Michele Potter</b> NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3874 E : <a href="mailto:Michele.Potter@dep.state.nj.us">Michele.Potter@dep.state.nj.us</a>	Present
<b>Mr. Robert P. Di Rienzo</b> DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: <a href="mailto:dirienzo@datachem.com">dirienzo@datachem.com</a>	Present	<b>Mr. Randall Query</b> A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: <a href="mailto:rquery@a2la.org">rquery@a2la.org</a>	Absent
<b>Dr. J. Wilson Hershey</b> Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: <a href="mailto:jwhershey@lancasterlabs.com">jwhershey@lancasterlabs.com</a>	Present	<b>Ms. Aaren Alger</b> DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	Absent
<b>Mr. Paul Junio</b> Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: <a href="mailto:PJunio@testamericainc.com">PJunio@testamericainc.com</a>	Absent	<b>Jane M. Wilson, M.P.H.</b> Director of Standards NSF International T: 734.827.6835 E: <a href="mailto:Wilson@nsf.org">Wilson@nsf.org</a>	Present
<b>Ms. Silky S. Labie</b> FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: <a href="mailto:silky.labie@dep.state.fl.us">silky.labie@dep.state.fl.us</a>	Present		

**Associate members in attendance:**

Gary Dechant  
 Kathleen Roach

Philippa Durbin, Administrative support from NSF for onsite meeting on October 29<sup>th</sup> and 30<sup>th</sup> ,2007