



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes October 29<sup>th</sup> and 30<sup>th</sup>, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday October 29<sup>th</sup> and 30<sup>th</sup> 2007, at Lancaster Laboratories in Lancaster, PA. The meeting was initiated at 8:00 AM EST and concluded at 2:30 PM EST on October 30<sup>th</sup>. A list of action items is given in Appendix A. A list of participants is given in Appendix B.

A conference call with Live Meeting was scheduled for October 29<sup>th</sup> at 2:00 PM EST. This conference call will focus on Module 5 Microbiology. The committee used live meeting and the conference call to allow input from other committee members not present and any other interested parties.

The meeting discussed comment received and the committee responses. All comments are captured in the response to comments documents that will be posted at the end of December.

All comments were reviewed and the meeting was adjourned at 2:30 PM EST on October 30<sup>th</sup>, 2007.

The next TNI meeting and conference call is scheduled for November 12<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	Bob will design official report on comments for discussion in Lancaster.	11/12/07	11/12/07
2	10/30/07	All comment will be distributed to committee members before the next conference call	11/12/07	11/12/07
3	10/30/07	Bob will review comments and modify modules for committee voting.	11/12/07	11/12/07

## APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
<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>	Absent
<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>	Present
<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>	Present
<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>	Present	<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		

### Others in attendance:

Carol Schrenkel  
 Philippa Durbin, Administrative support from NSF

### Others on conference call:

Fred McLean  
 Robin Cook  
 Kathleen Roach