



## **The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes November 12, 2007**

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday November 12<sup>th</sup> at 11:00 AM MST. This meeting was postponed due to federal and state holiday. A new meeting was scheduled for December 3<sup>rd</sup>, 2007. A list of action items is given in Appendix A. A list of participants is given in Appendix B.

A brief discussion on the committee voting period and final edits was conducted. The voting period will be November 13<sup>th</sup> to December 2<sup>nd</sup> for committee members. The December 3<sup>rd</sup> meeting will focus on voting outcome and final edits as approved by the entire committee.

All comments and modules will be distributed by November 13<sup>th</sup>, 2007.

The next TNI meeting and conference call is scheduled for December 3<sup>rd</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	11/12/07	Bob will distribute final modules and response to comments along with voting ballot to committee members by Nov 13th.	11/13/07	11/13/07
2	11/12/07	All committee members must vote by December 2 <sup>nd</sup> , 2007	11/13/07	12/2/07
3	11/12/07	Bob will summarize voting for distribution to committee	12/3/07	12/3/07
4	11/12/07	Bob will schedule conference cal for December 3rd ,2007	11/13/07	11/13/07

**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>	Absent	<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>	Present	<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>	Absent
<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>	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>	Absent		