

**Radiochemistry Expert Committee (REC)
Meeting Summary**

September 28, 2016

1. Roll Call and Minutes:

Bob Shannon, Chair, called the meeting to order at 1 pm Eastern on September 28, 2016 by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate Members: Yoon Cha, Jim Chambers, Terry Romanko and Bill Ray.

The July 27, 2016 minutes were distributed by email for review. No comments were received. They are considered approved and will be posted on the TNI website.

There was no meeting in August.

2. Training for Assessors and ABs

Carolyn is marking up a copy of the 2016 Standard. She will be using Bob's document he used for the training in Tulsa.

3. Subcommittee Updates

Assessor Training

See above.

Assessor Checklist

Bob asked who has sent comments to Larry. Tom has. Was noted he sent comments in the beginning of the process. Bob did a line-by-line review of the checklist and sent that out to committee members and Larry asking for review and additional comments.

Bob will follow-up with Richard and Nile and get their perspective since they do assessments. He also asked Terry for feedback as a recipient of assessments. He would like this to be the basis of the discussion next month.

Bob has been sending the sections out in smaller chunks and hopes this has been helpful to people.

Was asked if the checklist reflect the wording in the Standard? Or is there an attempt to make the checklist more user friendly?

Bob commented that it addresses the requirements, but it is not necessarily word for word. It is not a total reiteration and there are some parts where the Standard has been deconstructed. For that reason, he is very interested in having committee members do a careful review and provide detailed comments.

Laboratory Training

Bob asked if this an overlap? Ilona noted that this is different than what has been done in other areas of TNI. She suggested looking at combining the two due to the amount of overlap.

Vas asked if the handbook would roll into this too? Bob does not see that. He sees that Laboratory and Assessor training could be combined into one activity, but the Handbook would remain a separate activity. Vas supported merging these two trainings.

Marty noted that labs will understand things differently than the assessors and this is why it was originally separated.

When Bob did the training in Tulsa, he noted that both labs and assessors do want a lot of the same type of training, and that they were both benefiting from hearing both viewpoints at the same time. For the time being, and given substantial, while not complete, overlap, Bob would like to merge the two committees and try to address the issues with one training effort..

Small Laboratory Handbook

Dave noted that there has been no firm decision on what the format should be.

Ilona commented that there was discussion at the last Quality Systems Expert Committee meeting and they really liked Dave's approach and have decided to use a similar approach throughout the Handbook. The only suggestion was to have more examples.

Vas, Carolyn and Bob provided detailed feedback that Dave will incorporate into his draft. Dave asked people to send examples for incorporation too.

Dave relied on a lot of text Bob prepared for the Tulsa training. He asked if there is too much redundancy with what Carolyn is doing.

Vas thinks multiple documents can cause conflicts. He is open to one document.

Ilona agreed with Vas's sentiment, but the two documents may have different uses. The Handbook would need to be purchased and the document Carolyn is working on is for training. If you use the Handbook instead, people would need to purchase the document.

Bob can see them each having their own purpose.

Ilona noted that timing for completion of the Handbook is March 2017, so the Quality Systems Expert Committee would really appreciate receiving the Radiochemistry before the end of the year.

Dave asked that people review the info he prepared and help put examples together. Dave will have comments updated into the Rev 1 of the Handbook before the next meeting. This will be a topic at the next meeting.

Vas asked if Dave could include an example box to encourage everyone to provide examples. He will go through and ask for specific types of examples.

4. New Business

None.

5. Action Items

A summary of action items can be found in Attachment B.

6. Next Meeting and Close

The next meeting is scheduled for October 26, 2016 at 1pm Eastern. Topics will include review of the updated assessment checklist and the Handbook.

A summary of action items and backburner/reminder items can be found in Attachment B and C.

The meeting was adjourned 1:46 pm Eastern.

Attachment A
Participants
Radiochemistry Expert Committee

Members	Affiliation		Contact Information	
			Phone	Email
Bob Shannon (Chair) Present	QRS, LLC Grand Marais, MN	Other	218-387-1100	BobShannon@boreal.org
Tom Semkow (Vice Chair) Present	Wadsworth Center, NY State DOH Albany, NY	AB	518-474-6071	thomas.semkow@health.ny.gov
Sreenivas (Vas) Komanduri Present	State of NJ Department of Environmental Protection Trenton, NJ	AB	609-984-0855	Sreenivas.Komanduri@dep.state.nj.us
Marty Johnson Present	US Army Aviation and Missile Command Nuclear Counting Redstone Arsenal, AL	Lab	865-712-0275	Mjohnson@tSC-tn.com
Dave Fauth Present	Consultant Aiken, SC	Other	803-649-5268	dj1fauth@bellsouth.net
Carolyn Wong Absent	Lawrence Livermore National Laboratory Livermore, CA	Lab	925-422-0398	CTWRACE@gmail.com
Keith McCroan Absent	US EPA ORIA NAREL, Montgomery AL	Lab	334-270-3418	mccroan.keith@epa.gov
Nile Ludtke Absent	Dade-Moeller and Associates Oak Ridge, TN	Other	865-481-6050	nile.luedtke@moellerinc.com
Larry Penfold Present	Test America Laboratories, Inc; Arvada, CO	Lab	303-736-0119	larry.penfold@testamericainc.com
Richard Sheibley Absent	Sheibley Consulting, LLC	Other (Former AB)	651-485-1875	RHSHEIB111@yahoo.com
Ron Houck Present	PA DEP/Bureau of Laboratories	AB	717-346-8210	rhouck@pa.gov
Ilona Taunton (Program Administrator) Present	The NELAC Institute	n/a	828-712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – REC

	Action Item	Who	Target Completion	Completed
63	Send note to QS to ask them to consider making all references to “days” more clear by stating “calendar” days.	Bob	7/13/15	Complete
68	Send common lab assessment findings to Dave for his use in preparing the chapter for the Small Lab Handbook.	All	10/20/15	Ongoing
70	Send a request to get “Lesson Learned” ideas from committee and associate members.	Dave	11/17/15	Complete
71	Follow-up with Ken and Shawn regarding PT Standard Issue.	Bob	11/17/15	Complete
75	Prepare copy of Standard annotated with summary document language.	Carolyn	6/15/16	
76	Send Handbook to committee for review by the next meeting.	Bob All	8/24/16	Complete
77	Combine changes to checklists and send out new update.	Larry	8/3/16	
78	Send Checklist Review requests in smaller chunks to make it easier and quicker to review.	Bob	Ongoing	

Attachment C – Back Burner / Reminders

	Item	Meeting Reference	Comments
1	Update charter in October 2016	n/a	Delayed due to new Charter format.
2	Issue of noting modifications to methods.	1/16/13	
4	Look at need to reference year for any standard references– which version is being referenced. Is this necessary?	5/22/13	
5	Form subcommittee of experts in MS and other atom counting techniques to see that these techniques are adequately addressed in the radiochemistry module.	9/24/14	