

Summary of Technical Assistance Committee Meeting June 16, 2009

1. Roll Call

The chair, Betsy Kent, called the meeting to order on June 16, 2009, at 2:00 PM EST. Attendance is recorded in Attachment 1.

2. Review and approval of minutes from 5-18-09 meeting

Minutes for the May 18, 2009 meeting were reviewed. A motion was made by Barbara and seconded by Leonard to approve the minutes for posting on the website. The group unanimously agreed.

3. San Antonio Planning

3.1 Assessors Training

There will be a half day course on Tuesday morning. There will be ILAC AB representatives to talk about assessment consistency. Silky will have data users to talk about what they expect from assessments. The remainder of the time will be spent talking about what types of tools people need to help make assessments more consistent across the board. The information gained will be used to set agendas for future assessment forums. The next subcommittee call will be July 6 at 1pmEST.

3.2 Mentoring Forum – TNI mentoring workshop.

The workshop on method modifications will be held Thursday morning. Betsy will confirm that Jerry has received an agenda for the session. Barbara is volunteering to help with the session if any help is needed. David Caldwell is taking the lead on this session.

4. Small Lab Advocacy Group

The group has 40 members and 15 were present on their last call. They talked about concerns regarding initial and continuing demonstration of capability. They were concerned about the value of DOCs in a small lab environment. Len asked if we could use the website to post examples. Ilona mentioned that examples will also be posted as part of the QA Manual Template update. Betsy commented that the group should be made aware of the language in the new TNI Standard regarding DOCs. There is more flexibility. Jack suggested that Len include this on their next call so that people can see that the new standard is addressing the concerns they have raised. Ilona suggested

inviting Paul Junio (Quality Systems Chair) to the next meeting which is expected to be late June.

Use Board to share opinion. This makes concerns visible to TNI. The initial e-mails Len has received are very passionate about how small labs fit into TNI. Jack likes the idea of posting success stories – great training tool. If we need space on the TNI website, we should talk to Jerry.

The new Small Lab Brochures were given out at the FSEA meeting in Florida.

5. Training SOP

Betsy and Jack will be working on the Training SOP. They will meet and determine needs (continuing education for assessors, etc.)

The new standard does not require annual refresher training for assessors. This needs to be fixed. Jack has talked to Jerry. We need to establish a policy. This SOP will work with the current standard and then a new document will need to be prepared for the next standard.

6. New items

6.1 Sensitivity Guidance Document

Rock Vitale introduced a guidance document on issues of sensitivity, LOD, MDL, LOQ, RL, etc ..., at the last FSEA meeting Florida. He offered to Jack to work on such a document for TNI. Is this something that makes sense to work on? The committee decided that a group should be put to look at doing this. Richard Burrows should be invited to join this group.

Jack thinks many people are still stuck in the mindset of MDLs and the LOD and LOQ is confusing. Jack will have more discussions with Rock to see what he really has in mind. Jack would expect that the final product would give some examples of how to implement LOD and LOQ. This could be a very helpful tool.

Bill will join Jack to help start the group to look at the need and feasibility of putting something like this together. The suggestion was made to keep the focus on MDL, LOD and LOQ. Additional volunteers: Brook. Barbara is volunteering someone from Arizona, but will need to confirm. Need to set-up an introductory conference call. Betsy will set-up an introductory conference call and send-out invitations. She will cc the TAC membership when this call is set-up.

6.2 ,Training

Brook asked John Applewhite how things are going with production of the ethics training course for QA Officers. It is going slow and he would welcome any help people can provide.

6.3 Update to Part 136

Betsy will forward this information to Jerry and ask if the TNI Board will work on this.

7. Next Meeting

The next TAC meeting will be July 13, 2009 (Monday) at 2:00 PM EDT.

Summary of Meeting Action Items:

1. Betsy will invite Paul Junio to the next Small Lab Advocacy Meeting.
2. Jack will contact Rock Vitale regarding the sensitivity guidance document.
3. Betsy will set-up the next conference call.
4. Betsy will confirm with Jerry about 40 CFR part 136 update.
5. Betsy will confirm that Jerry has an agenda for the Thursday morning method modification session.

TAC Member Information Table: Attachment 1

Name	Affiliation	Phone/email	Present
John Applewhite	St. Johns River Water Management District NELAP lab	386-329-4418	X
Barbara Escobar	Arizona DHS Associate/Affiliate state	602-616-1945 escobab@azdhs.gov	X

Maurice Downer	Tracmac, Inc.	904-476-1854 tracmac5@gmail.com	X
Brooke Connor	USGS	303-236-1877 bfconnor@usgs.gov	X
David Caldwell	Oklahoma Associate/Affiliate state	405-702-1039 david.caldwell@deq.state.ok.us	Absent
Leslie Wentland	St. George RWRf Laboratory NELAP Lab	435-634-5849 lwentland@sgcity.org	X
Betsy Kent	Reedy Improvement District NELAP Lab	407-824-1293 betsy.kent@rcid.dst.fl.us betsy17@earthlink.net	X
William Lipps	OI Analytical Other	979-690-1711 wlipps@oico.com	X
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 schrenkc@lionvillelab.com	X
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 whall@des.state.nh.us	X
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 aex@ix.netcom.com	X
Carol Batterton	TNI	carbat@beecreek.net	Absent
Susan Wyatt	Minnesota Dept of Health Associate/Affiliate state	651-201-5323 susan.wyatt@state.mn.us	X
Gale Warren	State of New York	518-485-5570 ggw01@health.state.ny.us	X
Ronald Houck	Pennsylvania-DEP	717-346-8210 rhouck@state.pa.us	X
Jarrett Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 jarrett@suburbanlabs.com	x
Leonard Shantz	City of Rochester, Water Bureau	585-428-7378 Len.Schantz@cityofrochester.gov	X