

**Summary of Technical Assistance Committee Meeting
May 18, 2009**

1. Roll Call

Chair Betsy Kent called the meeting to order on May 18, 2009, at 1:00 PM CDT. Attendance is recorded in Attachment 1.

2. Review and approval of minutes from 4-13-09 meeting

Minutes for the April 13, 2009 meeting were reviewed. A motion was made and seconded to approve the minutes for posting on the website.

3. San Antonio Planning

3.1 Assessors Training: Barbara Escobar reported that there has been a change in the schedule for the Assessor's training. The session will be a half day session on Tuesday morning. There will be two panels to discuss consistent auditing procedures. One panel will be comprised of data users and the second of outside industries such as ILAC. Each panel will discuss routine auditing procedures and then open up the session to gather information on issues and techniques related to assessor consistency. This information will then be used to plan for the next two full day assessor training session.

3.2 Mentor Forum: Betsy Kent reported that the TAC will provide the handouts for the mentoring session including the comment form.

4. Small Lab Advocacy Group

Len Shantz reported that Jack Farrell was present on their last conference call. Jack summarized TNI and TAC and their capabilities to assist small labs. SLAG believes that there is a group in TNI that will assist in training. The small labs realize that they have an opportunity to make a difference and influence future laboratory standards. TNI will continue to participate in the SLAG conference calls with a member present on each call. The next SLAG call is scheduled for May 27, 2009 at 1:00 pm EDT.

The small lab group has also prepared a brochure for distribution. TAC reviewed the copy sent via emailed and made comments concerning wording and spelling. The brochure will be finalized very soon.

5. Training SOP

Carol Batterton forwarded a draft Training SOP to be completed by TAC. This SOP is required to document procedures which allow the Assessment Forums to fulfill the requirements of assessor refresher (update) training. TAC will review the SOP and provide comments to Betsy no later than May 27th. Jack and Betsy will work on finalizing the training SOP.

6. New items

Charles Morrow has returned to medical school and can no longer participate as a member of TAC.

7. Next Meeting

The next TAC meeting will be moved to Tuesday June 16, 2009 at 2:00 PM EDT.

TAC Member Information Table: Attachment 1

Name	Affiliation	Phone/email	Present
John Applewhite	St. Johns River Water Management District NELAP lab	386-329-4418	√
Barbara Escobar	Arizona DHS Associate/Affiliate state	602-616-1945 escobab@azdhs.gov	√
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	√
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	√
William Lipps	OI Analytical Other	979-690-1711 wlipps@oico.com	X
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 schrenkc@lionvillelab.com	√
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 whall@des.state.nh.us	√
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 aex@ix.netcom.com	√
Carol Batterton	TNI	carbat@beecreek.net	√
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	√
Ronald Houck	Pennsylvania-DEP	717-346-8210 rhouck@state.pa.us	√
Jarrett Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 jarrett@suburbanlabs.com	√
Leonard Shantz	City of Rochester, Water Bureau	585-428-7378 Len.Schantz@cityofrochester.gov	√