

## **Summary of Technical Assistance Committee Meeting September 8, 2008**

### 1. Roll Call

Chair Barbara Escobar called the meeting to order on September 8, 2008 at 1:00 PM CDT. Attendance is recorded in Attachment 1.

### 2. Review and approval of minutes from 7/14/08 and 8/14/08 meetings

Minutes for the July and August meetings were reviewed and approved for posting on the website. Barbara will final and send to the TNI webmaster. Len Schantz had a question about the comment from Gary Dechant at the August meeting regarding AWWA and WEF's development of operations guidelines. Carol will send Gary's contact information to Len for follow up. Barbara also indicated that she would update the Technical Assistance Committee contact information list and send to the webmaster for posting on the TNI website.

### 3. Chair Succession

Barbara announced that she will be stepping down as chair of the Technical Assistance Committee. She thanked members for their participation and support and indicated that she would still be active on the TAC. She nominated Betsy Kent as the new chair.

### 4. Miami Planning

#### A) AB Wannabe training efforts

Barbara reviewed the status of the development of training for potential new Accreditation Bodies (ABs). She indicated that Brooke Connor had developed a draft flow chart of the recognition process for use at training and posting on the website. The on-line training has been scheduled for 10/23/08 on EPA's training site. Brooke, Betsy and Barbara are included in meetings and planning. The online training will focus on "what to do" and the mentoring session in Miami focus on "How to do".

#### B) Training to be offered during Miami Conference – Barb indicated that Jerry needs feedback on training to be offered in Miami.

David Caldwell and Jarrett Thomas and workgroup will review proposals and decide on Miami training. Jerry needs input on the following questions:

"Need the committee to give me advice on training courses. We have a proposal from Marlene for a data handling class and one from LabServe for a Part 1000 Standard Methods class.

I am working on three possibilities (LabServe, EPA Cincinnati, IDEXX) for a Standard Methods Part 9000 class on the micro methods. This would like be a half-day.

Attached are the two proposals I have received and a look at the Miami schedule showing where these could fit. My questions:

1. Do we want to try and offer all three of these, or are there any of these that should not be offered?
2. Are there any other courses we should consider?
3. Does the micro course on Thursday pm create an issue for ABs that might be interested, like Matt Sica of Maine? If not then, when?
4. Should we have two competing courses on Friday or move one of these to Saturday?"

Carol will ask Jerry about the deadline for the committee.

#### C) Mentoring Session Planning

The mentoring session in Miami will include two parts: "How to" focus for potential new AB's and a detailed review of the new TNI QS module for labs. Betsy will take the lead on coordinating the session for labs and Barb will take the lead on the AB session.

#### D) Assessment Forum Planning

Jack Farrell will take the lead on coordinating this session. He suggested covering changes to the PT requirements in the new standard, an opinions and interpretations session, and review of one or more laboratory methods.

#### 5. Update on Web Access Training Efforts

John Applewhite and Brooke sent the training RFP to Jerry, Policy and NELAP Board. The RFP has been approved for posting and Jerry has added dates. The committee approved the dates and indicated that Barb should advise Jerry to post on the TNI website.

#### 6. Links to other training offered

TAC discussed how to provide links on the TNI website to other training opportunities (not sponsored by TNI). There was discussion about where to put these links. Brooke indicated that she would discuss this with Jerry and the Website Committee and report back to TAC.

#### 7. Regional Training Efforts

EPA has tentatively approved money for TNI to provide regional training for labs on TNI's new standards. Barb, Betsy, Jack and Carol will coordinate and start

developing a schedule and outline for the training. Carol will send out the section of the proposal to EPA that deals with training.

5. New Items

Carol indicated that Jerry had asked her to put the policy for awarding assessor training credits for attendance at assessment forum and mentoring session into the TNI SOP format. Carol will do that for TAC review.

Jack indicated that he had forwarded his notes from the opinions and interpretations session to the LASC for their action.

Betsy will forward Marlene's presentation to the committee for review and comment prior to posting on the web. Betsy indicated that it is important to have presentations for the mentoring session ahead of time. December 1 would be an appropriate deadline for presentations for the Miami meeting.

Committee members suggested that it would be helpful to have a listing of what committees the other members were on for coordination purposes.

Betsy Kent was selected as the new chair of TAC.

6. Upcoming meetings

October 13, 2008, Monday at 2 pm ET  
November 10, 2008, Monday at 2 pm ET  
December 8, 2008, Monday at 2 pm ET

Call in number **1-605-475-4150**  
**Participant Code is 369751**

**TAC Member Information Table: Attachment I**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>	<b>Present/Absent</b>
John Applewhite	St Johns River Water Management District NELAP Lab	386-329-4418 <a href="mailto:JPPLEWH@sjrwmd.com">JPPLEWH@sjrwmd.com</a>	Present
Barbara Escobar	Arizona DHS Associate/Affiliate state	602-616-1945 <a href="mailto:escobab@azdhs.gov">escobab@azdhs.gov</a>	Present
Maurice Downer	Florida DHS NELAP AAB	904-791-1576 <a href="mailto:maurice_downer@doh.state.fl.us">maurice_downer@doh.state.fl.us</a>	Absent
Brooke Connor	USGS	303-236-1877 <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>	Present
David Caldwell	Oklahoma Associate/Affiliate state	405-702-1039 <a href="mailto:david.caldwell@deq.state.ok.us">david.caldwell@deq.state.ok.us</a>	Present
Leslie Wentland	St. George RWRf Laboratory NELAP Lab	435-634-5849 <a href="mailto:lwentland@sgcity.org">lwentland@sgcity.org</a>	Absent
Betsy Kent	Reedy Improvement District NELAP Lab	407-824-1293 <a href="mailto:betsy.kent@rcid.dst.fl.us">betsy.kent@rcid.dst.fl.us</a> <a href="mailto:betsy17@earthlink.net">betsy17@earthlink.net</a>	Present
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 <a href="mailto:schrenkc@lionvillelab.com">schrenkc@lionvillelab.com</a>	Present
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a>	Present
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 <a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	Present
Carol Batterton	TNI	<a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	Present
Susan Wyatt	Minnesota Dept of Health Associate/Affiliate state	651-201-5323 <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	Absent
Gale Warren	State of New York	518-485-5570 <a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>	Present
Charles Morrow	TestAmerica – Colton, CA	909.370.4667 <a href="mailto:Charles.morrow@testamerica.inc">Charles.morrow@testamerica.inc</a>	Absent
Ronald Houck	Pennsylvania-DEP	717-346-8210 <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a>	Absent
Jarrett Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 <a href="mailto:jarrett@suburbanlabs.com">jarrett@suburbanlabs.com</a>	Present
Leonard Shantz	City of Rochester, Water Bureau	585-428-7378 <a href="mailto:Len.Schantz@cityofrochester.gov">Len.Schantz@cityofrochester.gov</a>	Present