

**Summary of Technical Assistance Committee Meeting
October 13, 2009**

1. Roll Call

The chair, Betsy Kent, called the meeting to order on October 13, 2009, at 2:00 PM EDT. Attendance is recorded in Attachment 1.

2. Review and Approve Minutes 9-21-09

The minutes for 9-21-09 were reviewed and approved for posting on the TNI website.

3. Planning for Chicago TNI Meeting

3.1 Assessor Forum – Assessment Consistency. Jack Farrell is organizing this session, but he was not able to be on the call due to a family emergency. Len Schantz has also requested that small lab issues be included in this session.

3.2 Mentoring Session – The TNI Standard. A workshop session on the new standards will be held on Friday.

4. Small Laboratory Advocacy Group – Len Schantz. was not able to be on the call, but had earlier forwarded the following email to Betsy:

Sorry but I have another meeting that I need to attend. I was hoping to use today's meeting as an opportunity to discuss with Jack Farrell the possibility of a program on small lab issues at the Chicago meeting. Jack had already mentioned the small lab issue theme as a possibility during one of our slag conference calls. If there is an opportunity today, I would appreciate it if you could discuss with Jack / TAC. Jerry would like feedback asap so he can include in conference agenda.

Carol and Jack will coordinate on a response.

5. Regional Workshops – Betsy Kent

Betsy informed the committee that Jerry and Carol have prepared a draft list of workshop locations. Once the list is final, speakers will be identified. Betsy is working on the major part of the presentation. In addition to the workshops, we will prepare a summary sheet of changes and also a shortened version of the workshop as a webinar for fall of 2010.

6. LOD, LOQ Guidance Document – Richard Burrows

Carol reported that the LOD/LOQ subcommittee has a site on the TAC committee page where minutes and other documents are being posted. There is a draft introductory document posted and soon there will be a PowerPoint presentation. The subcommittee intends to have a complete draft document for discussion in Chicago.

7. Standards Interpretation

- 7.1 Finalization of #11 – The NELAP Board has asked for more explanation. Betsy Kent will fix.
- 7.2 Finalization of # 60 – too vague. Betsy will fix and re-submit.
- 7.3 New requests for input - # 66, 68, 69, 83 & 84: the subcommittee needs to meet to go over these. A separate call will be set up.

8. Committee Membership Nominations & Elections

Betsy indicated that the following members are resigning as members of TAC and continuing as associate members:

Leslie Wentland
Susan Wyatt
Ronald Houck

The following members have volunteered to be nominated to serve on TAC for a 3 year term:

John Applewhite
David Caldwell
Maurice Downer
Barbara Escobar
Betsy Kent
Charles Morrow
Carol Schrenkel
Gale Warren
Jack Farrell
Bill Hall
Brooke Connor

A motion was made to appoint these members for another 3 year term. All present voted in favor. William Lipps and Jarrett Thomas will be removed a full members and Betsy will notify them by email. The TAC roster will have 5 names deleted.

9. TAC Web Page Update

Betsy asked if there was any system for global alerts when new standards interpretations or other information went on the website. Brooke indicated that she thought this was on the TNI webmaster's task list.

10. QA Manual Revision

Ilona is still working on this. Brooke is unsure of the status. Betsy indicated this would be left as a standing item on the TAC agenda.

11. Finalize SOP on refresher training credit for attendance at assessment forum and mentoring session

Maurice downer volunteered to help Betsy finalize this SOP.

12. Next Meeting

The next meeting is November 9, 2009, at 2:00 PM EST.

TAC Member Information Table: Attachment 1

Name	Affiliation	Phone/email	Present
John Applewhite	St. Johns River Water Management District NELAP Lab	386-329-4418	absent
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	X
Leslie Wentland	St. George RWRf Laboratory NELAP Lab	435-634-5849 lwentland@sgcity.org	Absent
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	Absent
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	Absent
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 aex@ix.netcom.com	Absent
Carol Batterton	TNI	carbat@beecreek.net	X
Susan Wyatt	Minnesota Dept of Health Associate/Affiliate state	651-201-5323 susan.wyatt@state.mn.us	Absent
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	Absent
Jarrett Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 jarrett@suburbanlabs.com	Absent
Leonard Shantz	City of Rochester, Water Bureau	585-428-7378 Len.Schantz@cityofrochester.gov	Absent
Charles Morrow	GeoLabs, Inc.	781 848 7844 / C – 971-570-0620 cmorrow@geolabs.com	Absent