

**Summary of Technical Assistance Committee Meeting
March 9, 2010**

1. Roll Call / Meeting Information

The chair, Betsy Kent, called the meeting to order on March 9, 2010, at 2:00 PM EST. Attendance is recorded in Attachment 1. There were 9 members present.

The meeting was adjourned at 2:50 pm. The next meeting is scheduled for April 12th at 2pm EST.

2. Review and Approve Minutes

The minutes from January 27th and February 8th were reviewed.

A motion was made by Maurice to approve the minutes from the 1/27/10 meeting with a correction to Section 3.2 (San Antonio instead of insane.). The motion was seconded by Barbara and it was unanimously approved.

A motion was made by Jack to approve the minutes from the 2/8/10 meeting with the correction to Section 4 – Paragraph 4 (Betsy will chair the mentoring session.). It was seconded by Maurice and unanimously approved by the committee.

The minutes will be forwarded for posting on the TNI website.

3. New Member

Betsy introduced the new SLAG (Small Laboratory Advocacy Group) Chair – Keith Chapman. He was not present on today's call, but should be in attendance next month.

4. Standard Interpretation Requests (SIRs)

Standards Interpretation Subcommittee – Barbara Escobar, Carol Schrenkel, Gale Warren, Jack Farrell, Bill Hall, Betsy Kent. The Subcommittee will meet on Thursday (3/11/10), 1pm EST, to review and respond to SIRs.

5. Summer Meeting in Washington, DC

5.1 Mentor Session – Monday 9:00 am – 12:00 pm

Laboratory issues - Betsy Kent plus 1-2 additional speakers

Ideas:

Lab Issue Session – Looking for someone to help on this. Suggestions: Corrective Actions, Documentation, Quality Manual. Gary is willing to help Betsy. They will work on some ideas and begin developing a topic. ELAB is meeting at the same time, so he can't be there for session. Barbara and Maurice will also help. Maurice will help lead the meeting with Betsy.

5.2 Quality Manual Session – Monday 9:00 am – 12:00 pm

David will take the lead for TAC. Ilona will take lead for TNI support. It will be a working session. Brooke Connor, David Caldwell and additional speakers as determined.

5.3 Mentor Session – Monday 1:30 pm – 5:00 pm

Methods Panel – Jack Farrell, plus 1 additional speaker. Include discussion on EPA regulations.

5.4 Assessment Forum – Tuesday 9:00 am – 5:00 pm

Jack Farrell plus additional speakers. Details to follow.

5.5 Assessor Training Volume 2- Thursday morning 1.5 hours

TAC will facilitate session. Get Speakers from AB and On-Site Committees. Charles is willing to be the TAC lead for this. Betsy will help too. This will be Volume II training for ABs.

5.6 Assessor Training – Enforcement Thursday 1:30 pm – 5:00 pm

Jack Farrell will coordinate this. It is a closed session for AB's on working with attorney's on accreditation issues.

5.7 Accreditation Workshop (The TNI Standard) – Friday

Trainers: Jerry Parr, Jack Farrell, Silky Labie, Tom McAninch

Carol and Betsy are working on these. Betsy will be sending out an e-mail asking people about regional meetings that they can tie into for training. The following is a list of meetings that she is currently aware of:

NY

PA

FSEA

Texas

Illinois Lab Association

Oregon Lab

CA
Utah
Contacts in EPA Region 1

Speakers are set-up for some of the presentations, but they are also looking for people in other regions that would be willing to do some training on their own. This will get more info out and keep travel costs down. The emphasis of the training will be on changes to the standard.

They are working on Train the Trainer training too.

6. LOD, LOQ, RL etc. Guidance Document – Richard Burrows

They have been meeting on Fridays. They will report at the next TAC meeting.

7. Development of “The TNI Standard for Dummies”

Intended for use by small laboratories. Need to form a sub-committee. Betsy has a copy of Tom McAninch’s “NELAC for Dummies” and this could be a starting point. Jack suggested that TAC work with the SLAG on this. Gary would be happy to work on this too. John Applewhite would be able to help after his schedule clears up. Betsy will bring this up with Keith.

8. New items

8.1 Implementation of the TNI Standard

LASC is listing all the projects/tasks that committees and boards are working on towards implementation of the new standard. These are the items TAC is involved in:

Worshops
AB Training
LOD/LOQ
QA Manual
Evaluator Training – Savannah

Discussion: Is LOD/LOQ presentation being given again? It is posted already on the website as a PDF. Is a webinar a possibility? We would be doing it for a fee. Another option is to make it an on-line course . Brook will contact Richard and have the subcommittee look at what the best way would be to continue to present this information.

8.2 Advocacy Committee

Request for comments on Judy Morgan’s Survey - Judy Duncan or another member of the Advocacy committee

The topic was postponed until the next month. No one from the Advocacy committee could make the call today.

8.3 Representative to Policy Committee – John Applewhite.

The guidance document policy has been completed and has been voted on. It will be going to the TNI Board next. They are now working on the SIR SOP.

Summary of Action Items:

1. Send e-mail regarding Regional Meeting dates/locations. Betsy
2. Determine best way to use LOD/LOQ presentation. Brooke
3. Invite new SLAG Chair to next meeting. Betsy

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	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	Absent
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	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	Absent
Gale Warren	State of New York	518-485-5570 ggw01@health.state.ny.us	Absent
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
Gary Dechant	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com	X
Charles Morrow	GeoLabs, Inc.	781 848 7844 / C – 971-570-0620 cmorrow@geolabs.com	X