

## **Summary of Technical Assistance Committee Meeting September 13, 2010**

### 1. Roll Call

Betsy Kent called the meeting to order on September 13, 2010, at 2:00 pm EDT. Attendance is recorded in Attachment 1.

### 2. Review and Approve Minutes

Minutes from the August 10, 2010, meeting were reviewed. There was not a quorum available to vote, so Betsy will send out the minutes and ask for an email vote. If no one objects the minutes will be posted.

### 3. Environmental Measurement Symposium Review and Plans for Savannah

3.1 Mentor Session: The session went well in Washington, DC. Potential topics discussed for the Savannah meeting included Quality Manual template training, reporting tools (have states talk about what they need), and presentation of NELAC Simplified Handbook. Betsy will ask Jerry about additional topics that may have been mentioned in evaluation forms.

3.2 Quality Manual working session: This session went well and the group made significant progress. The goal is to have the final template available on the website by December.

3.3 Assessment Forum: The Assessment Forum was one of the highest rated we have ever had. Jack Farrell suggested that we continue to concentrate on the consistency improvement topics and the new standard at the Savannah meeting. Jack will also consult with Jerry on additional topics.

The Enforcement Session for ABs was successful and the main point that emerged was that ABs are hampered in enforcement by state regulatory processes. We may need to consider having another similar session for labs.

3.4 Accreditation Body Training on V2 of the new standards. This training for the ABs was provided by John Gumpper.

### 4. Role of TNI and other organizations providing training

4.1 Further revisions of the educational delivery draft SOP discussed in Washington will be done by Ilona Taunton. The expectation is that it will be in final draft form by next month. TAC will continue to be involved in training development and delivery especially in light of the grant recently awarded to TNI by EPA. Jerry will have a detailed workplan available for this grant soon. TAC will consider additional training needs and be prepared for requests from regional associations to provide additional training.

4.2 Regional Workshops- Training on the new TNI standards is going well. Houston and San Antonio are the next training sites.

## 5. LASEC Task spreadsheet

Item #1: QM template is in progress.

Item # 13: LOD/LOQ training and webinars has had no significant activity. Carol will pursue.

Item #16: Regional training can be closed out.

Item #21: Evalutaor training: Carol has prepared the RFP for this training.

## 6. SLAG activities

Keith Chapman was not available for this call.

## 7. NELAP Simplified: A Handbook for Small Laboratories

Gary Dechant reported that he had finished the rough draft of this document. Keith Chapman and the SLAG are looking at it one section at a time. Gary hopes to have a final draft in Savannah for discussion. TAC will need to evaluate how this document should be distributed. TAC will consider whether this needs to be provided as training at the regional level.

## 8. Additional discussion on TAC training development and delivery

There was additional discussion on TAC's role in training delivery which included the following comments:

- Regional training with other organizations needs to be scheduled now. We expect to have more requests now that TNI has done the standards workshops all over the country.
- The semi-annual meetings can be used to beta-test newly developed training and materials.
- TAC should come up with a training plan for the next year and be prepared tor respond to requests.

6.0 Next TAC Meeting: October 11, 2010

### TAC Member Information Table: Attachment 1

Name	Affiliation	Phone/email	Present
Barbara Escobar	Pima County Regional Wastewater Reclamation Department	520-443-6052 <a href="mailto:Barbara.Escobar@wrm.pima.gov">Barbara.Escobar@wrm.pima.gov</a>	Present
Maurice Downer	Tracmac, Inc.	904-476-1854 <a href="mailto:tracmac5@gmail.com">tracmac5@gmail.com</a>	Absent
Brooke Connor	USGS	303-236-1877 <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>	Absent
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
William Lipps	OI Analytical Other	979-690-1711 <a href="mailto:wlipps@oico.com">wlipps@oico.com</a>	Absent
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 <a href="mailto:schrenkc@lionvillelab.com">schrenkc@lionvillelab.com</a>	Absent
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a>	Absent
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
Ronald Houck	Pennsylvania-DEP	717-346-8210 <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a>	Absent
Tambra Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 <a href="mailto:tambra@suburbanlabs.com">tambra@suburbanlabs.com</a>	Absent
Gary Dechant	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>	Present
Charles Morrow	GeoLabs, Inc.	781 848 7844 / C – 971-570-0620 <a href="mailto:cmorrow@geolabs.com">cmorrow@geolabs.com</a>	Absent
Keith Chapman	City of Salem, OR	503-588-6380 <a href="mailto:kchapman@cityofsalem.net">kchapman@cityofsalem.net</a>	Absent