

**Technical Assistance Committee (TAC)
Conference Call Minutes
July 14, 2008**

1. Roll Call –
The member list is attached.
2. Minutes from 5/12/08 and 6/23/08 meetings were reviewed and approved for posting.
3. Discussion of training proposal

Dr. Edward Askew presented a proposal for training to be offered at the Laboratory Forum winter meeting in Miami, FL. This course would be an expansion of the one hour talk he is giving at the NEMC meeting in August. A summary of his proposal follows:

Standard Methods Review and Use for Auditors

The class is structured to be either a 4-hr, 8-hr or 12-hr interactive session. The participant will follow along in their copy of Standard Methods (21st Edition) as the instructor explains in detail how an auditor would utilize the compendium to interpret method requirements as per the Standard Methods consensus body.

The 4-hour class will focus on Part 1000 (General QA/QC Section) and specific methods encountered by auditors at small to midsized water and wastewater laboratories. Some of these methods are: TSS, TS, TDS, Hardness, pH, BOD, CBOD, COD, and ammonia.

The 8-hour class will focus on Part 1000 (General QA/QC Section) and an expanded list of analysis approved for CWA and SDWA in Parts 2000-5000.

The 12-hr class will cover all the topics in the 8-hr class and also include a Bac-T section from Part 9000.

Committee members agreed that this seemed to be a relevant topic and would consider this proposal after seeing the evaluations from the DC meeting.

4. Update on Web Access Training Efforts

John Applewhite was not on the call, but Barbara asked for members to look over the RFP for web-based training that John had circulated earlier and provide comments to her by Friday, July 18.

5. Status of topics and presenters for Forum

- A. Assessment Forum – The purpose of this session is to share information among AB programs. There will be an opinions and interpretations session. Jerry Parr is considering options for getting questions ahead of time so that participants can be prepared to answer.
- B. Mentoring Session- David Caldwell agreed to moderate. All presenters need to circulate their PowerPoint presentations before the meeting. Betsy can make copies of anything needed as long as she gets them before Friday before the conference.
- C. TAC Meeting- Barbara asked for all to review the proposed agenda and provide comments by the end of the week.

6. FAQs

No action needed today. Follow up should be ongoing and the FAQs will be added to as necessary. TAC will coordinate with LASC.

7. Small Lab Advocate

Barbara reported that a TNI subcommittee has reviewed all the applicants for Small Lab Advocate and had selected two finalists for the position. After references are checked, the person will be selected by email vote of the TNI Board.

8. New Committee Members

Barbara reported that she had sent an email to all persons who had expressed an interest in the TAC to ask if they were still interested. She would like to make a final selection by August. She will send an Excel spreadsheet of the applicants to committee members for review and comment.

9. New Items

David Caldwell provided a flier that he received which details how a lab can become compliant with ISO 17025. He asked if a link could be set up from the TNI Website to this information.

Jack Farrell suggested that the TAC should consider developing a standard template for assessment reports. He noted that AB reports all followed different formats and he wonders if a template would be helpful. This item will be put on the TAC agenda for discussion at the August meeting in DC.

10. Next meeting

The next meeting of the TAC is in Washington, DC on August 14, at 1:30 PM.
CB 7-22-08

Member	Affiliation	Contact Information	7/14/08 Meeting
John Applewhite	St Johns River Water Management District NELAP Lab	386-329-4418 JPPLLEWH@sjrwm.com	Absent
Barbara Escobar	Arizona DHS Associate/Affiliate state	602-616-1945 escobab@azdhs.gov	Present
Maurice Downer	Florida DHS NELAP AAB	904-791-1576 maurice_downer@doh.state.fl.us	Present
Brooke Connor	USGS	303-236-1877 bfconnor@usgs.gov	Present
David Caldwell	Oklahoma Associate/Affiliate state	405-702-1039 david.caldwell@deq.state.ok.us	Present
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	Present
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 schrenkc@lionvillelab.com	Present
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 whall@des.state.nh.us	Present
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 aex@ix.netcom.com	Present
Carol Batterton	NFST	carbat@beecreek.net	Present