

Technical Assistance Committee (TAC)
Monday April 14, 2008 at 2 pm ET
1-605-475-4150, 369751#
Minutes

1. **Roll Call** – The member list attached with additional column identifying attendance.

Additional Attendants: Jerry Parr

2. **Review and approval of Minutes from 3/31/08 meeting.** Approved as is. Barbara will send to John Applewhite for posting after the call.

3. **Items to discuss regarding any e-mails since last meeting:**

- A. **Proposed Training Courses for TNI/NEMC DC Forum
Background and Comments from Jerry Parr
Final TAC voting results as of 4/10/08**

Jerry Parr reviewed the tally votes and proposals. Looks like the forum will offer Courses 1, 2 and 6 through NEMC, and will also offer 5, if Jerry can get the proposal from the presenter, otherwise 4 can be offered. EPA also asked to put on the CLP EDD for free, so that will also be included. Courses 3 & 4 could be offered during the winter session.

Jerry gets proposals and bids and evaluates surveys that are received during the Lab Forums. In the future, he'll submit surveys to TAC for the committee's review of evaluations.

- B. **Forum Schedule review with Jerry Parr**
Jerry Parr reviewed the proposed schedule. Noone opposed the schedule as is.

- C. **Measurement of Uncertainty string of e-mails and website forum discussion**

Possible training proposed from interest in clarifying the standard requirement on the Measurement of Uncertainty.

- D. **Note: New forum comment from John regarding meta-data suggestion and shortfalls.**

Subject will be discussed in the future.

How to initiate a notification that a forum discussion was initiated?

At this time there is no mechanism for sending out alerts that a forum

question was initiated, or responded to. Next website generation should have the capability. Maybe 6-7 weeks out still.

4. **Status of Technical SOP and Administrative SOP Templates**

During the last NELAP board meeting there was a request that TAC give a proposed fee, if any on the SOP template. An executive decision was made to propose a \$15.00 fee for the Technical SOP Template and examples. All future submittals for review of template or guidance documents will include the proposed fee from the TAC.

Suggestion for new guidance document and/or template for 2008

Possibly a meta data guidance document, but the subject will be discussed further in the next meeting.

5. **Status of topics and presenters for Forum**

A. **Assessment Forum – Jack**

A task group meeting will be scheduled soon. Looking to taking about three hours to dedicate to a panel of Abs to take on challenging questions submitted by the audience.

B. **Mentoring Session – Betsy**

No update was available, other than the times worked for Betsy which she confirmed by e-mail.

6. **Update on Regional Training Efforts**

Neither Betsy nor Maurice (at the time of discussion) was available on the call to update us.

7. **Update on Web Access Training Efforts**

John expressed the desire to take the Web Access training a focused direction, where there would be a curricula based on the new standards. There would be a request for bids on the training and someone within TNI to bless the course. TAC should first bless, give it a proposed fee, and then either a governing board to approval. John is ready to dedicate his time to this effort. There was no opposition to move forth with his proposed direction. Jack recommended Dane Wren to help John out.

8. **Update on FAQs to be posted on Website – Brooke Connors**

Brooke will forward the completed FAQs to the NELAP board and Alfredo for review and approval for posting. We don't want to hold up the posting of FAQs until we get all questions answered.

9. **Suggested Agenda Topics from TAC members:**

A. **Direction of our training efforts: should we focus on the 2003 standards, the recently adopted TNI standards, or some sort of hybrid**

(topics that didn't change much between the two standards)? – John Applewhite

For future training it should focus on the recently adopted standard. It appears that the small lab may also want direction with the new standards. Miami forum should focus on new standards.

B. Course topics: develop of list of suggested courses and rank the courses in order of most important to least important. – John Applewhite

There was no detailed discussion on this agenda item.

C. Proposal for Assessor Training Credits – Jack Farrell

No one objected to sending the proposal on to Jerry and NELAP board. Jack was going to add the action item and forward onward for approval.

Member	Affiliation	Contact Information	4/14/08
Applewhite	St Johns River Water Management District NELAP Lab	386-329-4418 JPPLFWH@sjrwmd.com	Present
Barbara Escobar	Arizona DHS Associate/Affiliate state	602-616-1945 escobab@azdhs.gov	Present
Maurice Downer	Florida DHS NELAP AAB		present
Brooke Connor	USGS		present
David Caldwell	Oklahoma Associate/Affiliate state	405-702-1039 david.caldwell@deq.state.ok.us	present
Wentland	St. George RWRf Laboratory NELAP Lab	435-634-5849 lwentland@sgcity.org	present
Betsy Kent	Reedy Improvement District NELAP Lab	407-824-1293 betsy.kent@rcid.dst.fl.us betsy17@earthlink.net	absent
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		present
Kristen Russell	ACZ, Inc. NELAP Lab		absent