

**Technical Assistance Committee (TAC)
Conference Call Meeting Minutes
Tuesday, February 12, 2008 at 2 pm ET**

Committee Members Present: Barbara Escobar; Betsy Kent, Leslie Wentland, John Applewhite, Brooke Connors, Carol Schrenkel, Kristen Russell, Jack Farrell.

Absent: Bill Hall, David Caldwell and Maurice Downer.

See full list at the end of the document.

I. Susan provided the minutes from our Newport TAC meeting.

After acknowledging that some of the names need to be corrected, the minutes were approved.

II. Other items for discussion:

1. Training Plans from Betsy and Maurice.

From the minutes reviewed it was evident that a great deal of consideration and work has begun and Betsy gave a recap of their meeting. Maurice is working on an 8 hours PPT that will provide info on Laboratory Quality Systems Using the TNI Quality Manual Template. It was commented that they may want to ensure that this presentation wasn't already provided to TNI and shouldn't be duplicated if it's already available.

It was reiterated that the TAC will recommend the cost of the training if and when provided but the TNI board makes the final decision on it.

Barbara provided Betsy and Maurice an agenda for an 8 hours wastewater workshop that was successfully put on in AZ at the request from several small labs within the state. Betsy stated that some of the same topics and speakers have been successfully presented in Florida as well and could be considered further.

A focus will be made on determining the training needed in the regional areas and the potential speakers.

Brooke and John Applewhite will begin looking into the different modes of providing web access training. Barbara commented on having come across a good EPA training webpage that listed all of the modes of training they offer for some of their classes. It may offer some potential web based training mechanisms to look into http://www.epa.gov/oar/oaqps/eog/course_listing.html#web

2. Discussion regarding the TNI On-site Assessment Committee Assessor Training Curricula. Denise Rice allowed an extension on comments to be received till the end of the month. Please refer to the TNI website for the curricula for review.

A workgroup will be formed to meet before the end of the month to discuss only the Curricula and offer suggestions to the On-site Expert Committee (Denise Rice, Chair). Barbara will schedule the call.

3. TAC Tasks reviewed:

Task
Complete guide in progress
Identify topics for new guides
Develop one new guide in 2008
Develop a state by state guide to state accreditation bodies to include state contacts, fee information, scope, etc.
Develop a technical template for laboratories
Develop an administrative template for laboratories
Develop a standard application form for Accreditation Body use.
Develop a list of laboratory consultants.
Develop a policy on fees.
Develop a policy on qualifications for those to be listed as laboratory consultants
Populate the accreditation center help page
Organize an Assessment Forum for each TNI meeting.
Provide Mentoring Sessions for each TNI meeting.
Increase participation in Forums and Mentoring Sessions.
Establish a One-on-One Mentoring Session.
Develop a training plan
Identify training needs
Identify training delivery options
Develop a training protocol
Establish a curricula development and approval process
Identify new training topics
Develop a mechanism to identify new training topics

4. Identify the lead on the Mentoring Session for the August TNI Meeting.
Betsy Kent will continue being the lead for the Washington Forum in August 11-15, 2008. It was agreed to take on the suggestion from the last session in Newport that asked to have bulleted topics, open for discussion.
5. FAQs for webpage. Brooke sent a list of some basic FAQs that the TAC committee should answer and have posted on the webpage, the following are the questions she provided:
 1. What happened to NELAC?
 2. Where do I start?

3. How much does it cost?
4. How much time is this going to take me?
5. Is it worth it?
6. How can I get help?
7. Does anyone see my PT data besides me and the PT supplier?
8. What kind of records do I need to keep?
9. Can I listen in on any TNI committee meetings?
10. How do I stay informed?
11. Which state should I ask to accredit my lab?
12. Does everything have to be perfect in order to get accredited?
13. If I disagree with a standard, is there anything I can do about it?
14. If I get accredited for pH only, can I say my lab is NELAC accredited?

Brooke will formulate answers and ask for assistance from other committees (Advocacy, PT, etc) if needed and once completed for review. TAC Committee Members were asked to provide any other questions that they think would be appropriate, as well as the answer if they already knew it.

III. Next meetings

It has been proposed to change the time to **2 pm** Eastern time on the second Monday of each Month with our usual number and participant access code which are **1-605-475-4150 & 369751**.

March 10, April 14, May 12, June 9, July 14.

3/10/08 BAE

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