TNI Information Technology Committee Meeting Summary
February 20, 2014

1. Roll Call

Participants	Present
Caldwell, David	
Clark, Arthur	X
Daystrom, William	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	
Parr, Jerry	X
Pierrot, Rebecca	
Shepherd, Mei Beth	
Starr, Rip	
Varner, Pam	X
Ward, Keith (Vice Chair)	X
Wlodarski, Jan	X

2. Vote to Elect IT Committee Chair from Existing Members for 2014 Year per SOP-1-101

We do not have a quorum to do this so we will hold until next meeting in March.

3. Initiate Discussion: What is TNI's contingency plan to cover duties of Dan & William if either of them got sick or became unable to perform their current duties?

We don't have one. If something happened, we would do an RFP to find someone to fill in. We need to develop procedures for certain projects/tasks so others know at least where to begin if they have to step in. We should document what are we doing, what tools we are using, passwords, etc., as much as possible. We will give this info to the accountants to hold in the event that we need it. Jerry will send William Danielle's address so he can send his information to her directly.

4. LAMS

A. Add (small) LAMS section to newsletter – maybe a quick tip for how to obtain information. Dan has already received a request to create this. The "basics" of using LAMS.

B. Suggestion: Film a webinar on using LAMS

   This was discussed in Louisville. Presentation was well received and we thought we should turn that into a 30 minute webinar. How about a FAQ/How to Use written instruction document? A "Here's what's in LAMS and here's why you should be interested" kind of document. There is a slide regarding LAMS on the home page. When you click on the slide, it goes directly into LAMS. Perhaps we need a campaign to increase people's awareness of it. And maybe we need more basic information on the LAMS home page. Jerry will take the assignment to add a little pizzazz to the LAMS home page to highlight information and FAQs.

C. Discussion of future inclusion of NEFAP into LAMS as requested by Field Activities Chair, Justin Brown & NEFAP Executive Committee Chair, Kim Watson.

   No. If anything, we may want to create something completely separate. The scopes of accreditation are completely different. There are also some other questions to research:

- Do we have a problem – we don't have the same arrangement with the 3rd party accreditation bodies as we do with the states.
- How are we going to fund it?
- Is this what they should be doing? Do they even need to?
- Should we invite Justin in – a joint conference call – maybe they need to understand what LAMS is.

Jerry will contact Justin and try to get him on the agenda for the next call.

D. Initiate the discussion of inclusion of other non-NELAP candidates into system. This came up in Louisville. We should be pursuing this. What are the issues:

- Non-NELAP ABs. They could fit right into the database and have all their information there, maybe for a fee.

- We would need to modify database for NELAP/Non-NELAP, etc., Change search function for labs, NELAP – Non-NELAP – or ALL.

- Doesn't seem to be too hard to do, but how would we fund it? We would need an MOU…there is a mutual obligation – you provide the upload information. We will maintain for a fee.

Idea: It's free if the AB is a patron member of TNI. Otherwise, there would be a higher annual fee. *Suggestion:* Get it working for OK, then use OK as an example.

The other question was from the DoD – would we be interested in putting them in as an AB?

E. Fees to cover services - cost, infrastructure, time, support, etc.?...If adopted contingency duty coverage plan would likely be critical.

6.   **General Application Plan – Update on presentations at Louisville (Dan)**

COMMENTS: Can it accommodate non-NELAP? It is hacker-proof and filterable on multiple fields?

Do we need formal request go ahead from the Lab Accreditation Body & Lab Accreditation System Executive Committees?

Jerry – where do we go from here?

Ready to go ahead and start building…William will get started.

7.   **Method Compendium Update**

There may be an insert for newsletter article.

9.   **Next Meeting:**

March 20, 2014; 3pm EST