TNI Information Technology Committee Meeting Summary
June 20, 2013

1.   Roll Call

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

May 2013 Meeting Minutes: Ok to send to William to post.

2.   Generic Application Form for Laboratories

Jeff Flowers – ELAB, as well as those on our committee are interested in getting this done. All feel it would be a useful tool. ABs want FOAs to be a part of this generic application in order for it to be useful.

Dan ran through a review of the Generic Application Form plan and William's thoughts about his preliminary review (see email dated 6/20/13). William will take a closer look at the plan for review and comment and Dan will insert some of William's ideas regarding the webpage and how it will work/what features will be available.

We also need to manage security in terms of not being able to access and change other lab information. This also brings up the question of whether labs want to, or should be able to, see other lab's information. We will have to check with the laboratories on this.

Discussion about linking methods to analytes: There is concern about labs using the wrong method(s). Do we need to talk about a plan to indicate which methods go with what analytes? Dan's plan was to list analytes by the approved method. All analytes that people run by a method plus identify all that are on the list. Then build the FOA by picking the method, then the matrix, then the analyte(s). The master list of analytes will be controlled by TNI.

Next Steps:

Dan will add what he knows needs to be added plus William's input. He will get it all on paper, and once a draft is approved, send it to Jeff and committee for review and comment. Right now, he needs everyone to review what we have today and submit comments.

Plan is to provide a draft to AB committee in August, if ready.

2.   IT Committee Planning, San Antonio Meeting

Jerry has a draft agenda; will add the Generic Application to the agenda. The session is scheduled for Monday afternoon for 1 ½ hours. Agenda includes: Methods Compendium, LAMS, Generic Application, Open Forum.

3.   Methods Compendium Development Plan Update

Dan reviewed what we want to put in the method compendium and everything we need is in LAMS. Question: Why would we not give them a way to pick what they want in LAMS and then go to an electronic copy? Will our LAMS be comprehensive enough that people will find what they want? Yes. Everything is working except for the link to the electronic copy and a modified search for search by analyte.

NEMI allows for search by matrix, source, method #, instrumentation, method subcategory, method type.

Add to 2013 Charter: Start building links to the electronic copy of the methods. Start with all the current approved methods, then those that are readily and publicly available. Non-public records will be a link to the website or the specific method webpage (i.e., ASTM).

Goal: Have one method linked by next call so we can see how it works.

4.   IT Committee Charter

No update. Hold topic over to July 2013 Agenda. Jerry will have a revised document by next call.

5.   LAMS Update

Dan has completed all 22nd edition standard methods. He will do others by request.

Active method: 4124
Active analytes: 2663
Active labs: 1594
Current Accreditations: 248,242. Last upload was 5/9.

6.   Website Update

Web stats graph provided by William. We will use it in the upcoming newsletter.

7.   Adjournment

Next call will be Thursday, July 18 at 3:00pm EST.