Summary of the NELAP Board Meeting January 8, 2007

1. Roll call.

Dan Hickman called the NELAP Board meeting to order on January 8, 2007, at 12:30 p.m. CST. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The board approved the minutes for December 4 and December 18, 2006, with the note that the date needed to be corrected on the December 18 minutes. Approved minutes will be forwarded to John Applewhite for posting on the TNI website.

3. Accreditation bodies.

At the December 4, 2006, meeting, the NELAP board voted to replace the term "accrediting authorities" with "NELAP accreditation bodies" for consistency with ISO language. Richard Sheibley moved that the term be further modified to "TNI NELAP accreditation bodies". Ken Jackson seconded and the motion was approved.

4. Accreditation body work group.

The accreditation body recognition work group, consisting of Ken Jackson, Richard Sheibley, Mike Miller and Steve Arms, reviewed the notes of their recent meeting. This group was appointed by Chair Dan Hickman to brainstorm options for the recognition and renewal of accreditation bodies under TNI.

The group presented three options for the standards to be used for the next round of AB renewals. These included:

- 1. Follow the 2003 NELAC standards and renew existing state programs under these standards.
- 2. Use the 2003 NELAC standard but pare down (simplify) the checklist.
- 3. Write a new policy.

After considerable discussion of the pros and cons of each option, it was the consensus of the group to use the 2003 NELAC standards but develop a simplified checklist (Option 2). The group agreed that in the long term a new policy should be written, but with the next round of renewals needing to get underway by July 2007, there was not time to write a new policy.

With respect to the composition of the evaluation team, the work group presented two options:

- 1. Use state and EPA personnel exclusively as was done in the past.
- 2. Use contract personnel with a team consisting of three contractors supplemented with one state person and one EPA assessor. The same contractors would conduct all, but the state and EPA personnel could vary from state to state.

After considerable discussion of pros and cons and taking a vote, it was the opinion of the majority that the evaluation team should continue to be just state and EPA employees. The cost of adding contract evaluators was a major issue for some states.

Dan directed Carol Batterton, Program Administrator, to let the TNI board know that NELAP wished to have the continued involvement of EPA in the AB evaluations. The TNI board will advise the NELAP board on how to best communicate that wish to EPA and find out at what level EPA wants to continue to participate. We also need to determine the scope of the EPA assessors' project with NFSTC.

5. Next meeting.

The next meeting is scheduled for February 5, 2007, at 12:30 CST.

Attachment I

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen,	Yes
FL	ijensen@dhs.ca.gov Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us Alternate: Carl Kircher, carl kircher@doh.state.fl.us	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us Alternate: Jim Shaw, james.shaw@illinois.gov	Absent
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields, ashields@kdhe.state.ks.us	Yes
LA DEQ	Karen Varnado T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov Alternate: David Boucher david.boucher@la.gov	Yes

LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov Alternate: Ginger Hutto, ghutto@dhh.la.gov	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us Alternate: Jeanne Chwasciak, jcchwasciak@des.state.nh.us	Yes
NJ	Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us	Absent
NY	Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org Alternate: Dan Dickinson, dmd15@health.state.ny.us	Yes
OR	Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us	Yes
PA	Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us Alternate: Aaren Alger,	Yes

	aaalger@state.pa.us	
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us Alternate: Steve Gibson, jgibson@tceq.state.tx.us	Yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov Alternate: Paul Ellingson, pellings@utah.gov	Yes
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes