

**Summary of the TNI NELAP Board Meeting
June 4, 2007**

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on June 4, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The minutes from 5-21-07 were reviewed. Richard noted that under Item #3, the text should read "TNI NELAP Board". George noted that item #9 should be re-number as item #5. A motion was made and seconded to approve the minutes from the 5-21-07 meeting as corrected. Motion passed. The program administrator was directed to post the minutes.

3. Recognition of NELAP Accrediting Authorities as TNI Accreditation Bodies

Dan Hickman reported that the motion for the TNI NELAP Board to recognize the NELAP AA's as TNI AB's passed unanimously. Dan and Carol now need to begin working on certificates.

Also, Dan will circulate a spreadsheet for the AB's to record their fields of accreditation. This table needs to be completed before the next TNI NELAP Board call which will be June 20.

4. TCEQ training event

Steve Stubbs, TCEQ, announced that TCEQ had contracted for lab assessor training and had some extra slots that he could make available to other ABs. He needs to know ASAP if anyone wishes to participate.

5. Policy Committee Issues

Steve Stubbs, TNI NELAP Board liaison to the Policy committee, reported that the policy committee was discussing some issues related to the TNI NELAP Board. These issues are:

1. a. With respect to the NELAP Board, must board members also be TNI members?

1. b. Are there any issues relating to TNI membership that are specific to the NELAP Board the Policy Committee should be aware of?

2. a. How would the NELAP Board like to receive communications from and communicate to the Policy Committee, e.g., email through Chair, report from AB representative on Policy Committee (currently me)?

2. b. A related question is - when would the NELAP Board like to receive communication from and communicate to the Policy Committee, e.g., distribution of policies, during review of draft policies?

6. Discussion on SOP for Evaluation of Accreditation Bodies

Dan reported that he had been invited by the EPA evaluators group to participate in their June 14 conference call to bring them up to date on the TNI NELAP Board's review of the evaluation SOP and plans for renewal of AB recognitions. Dan will present the concept of the Evaluation Coordinator (EC) to the EPA evaluators for their feedback. As a follow up to last week's discussion, Dan asked Ken to develop a draft of the roles and responsibilities of the EC. Ken will provide this draft to Dan by June 13.

Dan continued discussion on the SOP for Evaluation of Accreditation Bodies. The Board began at Section 6.2 and completed line by line editing of the SOP through Section 6.5. Dan asked Mike Miller to review and re-draft as necessary Sections 6.5.1 and 6.5.2 for consistency with Chapter 6 of the NELAC standards and NELAC policy.

The program administrator will make edits to the SOP as proposed and circulate prior to the next board call.

7. Next meeting.

The next meeting will be on June 20, 2007 at 12:30 CST rather than the regular schedule due to conflicts. Agenda items include continuing review of the SOP for Evaluation of Accreditation Bodies and discussion of AB Fields of Accreditation.

On the June 20 call, the board will decide whether to reschedule the July 2 call.

Attachment 1

State	Representative	Present
CA	<p>George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov</p> <p>Alternate: Jane Jensen, jjensen@dhs.ca.gov</p>	Yes
FL	<p>Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us</p> <p>Alternate: Carl Kircher, carl_kircher@doh.state.fl.us</p>	Yes
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us</p> <p>Alternate: Jim Shaw, james.shaw@illinois.gov</p>	No
KS	<p>Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us</p> <p>Alternate: Aurora Shields, ashields@kdhe.state.ks.us</p>	Yes
LA DEQ	<p>Karen Varnado T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	No
LA DHH	<p>Louis Wales T: (225) 342-8491</p>	

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

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	No
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes