

Summary of the TNI NELAP Board Meeting July 30, 2007

1. Roll call.

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

2. Approval of minutes.

The minutes from 7-16-07 were reviewed. Steve Arms noted that the word "review" was misspelled. With that correction, the minutes were approved for posting. The program administrator was directed to post the minutes.

3. Recognition Certificate

Dan Hickman reviewed the wording changes that had been made to the draft AB recognition certificate. The certificate will be an electronic master that the program administrator or the EC will fill in for each AB.

4. Fields of Accreditation

At the previous meeting, Mr. Hickman requested that each AA provide a list of the technology/matrix combinations for which the AAs offer NELAP accreditation before the TNI meeting in Boston. Dan has received responses from NY, PA, TX, NJ, LADHH, NH, and OR. Dan agreed to send out a method/technology cross reference table to assist the remaining ABs in their response. Dan needs responses from the remaining ABs ASAP.

5. Agenda for Cambridge Meeting

Dan suggested the following agenda for the Cambridge meeting.

1. Review of NELAP Board accomplishments since the last meeting – Dan
2. Review and discussion of evaluation coordinator job description – Ken
3. Review and discussion of evaluation SOP – Mike Miller, Bill Hall, Dave Mendenhall, and Steve Arms
4. Introduction to the NELAP Board, roles and responsibilities – Aaren Alger

Dan will assist speakers with slide preparation.

6. Evaluation SOP

Dan accepted changes to date on the SOP document and pointed out areas where he had made additional changes. An updated, clean version of the SOP will be circulated before the next meeting. Dan expects a final vote on the Evaluation SOP at that time.

9. Next meeting.

The next meeting will be on August 13, 2007 at 12:30 CST. Agenda items include final review and voting on the Evaluation SOP and final preparations for the Cambridge meeting.

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>	Yes
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>	Yes
LA	Louis Wales	

DHH	<p>T: (225) 342-8491 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>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Ronald Houck,</p>	Yes

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