

## **Summary of the TNI NELAP Board Meeting August 23, 2007**

### 1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on August 23, 2007, at 1:30 PM at the TNI meeting in Cambridge, MA. Attendance is recorded in Attachment 1.

### 2. Review of Accomplishments of the TNI NELAP Board

Dan Hickman presented an overview of the accomplishments of the TNI NELAP Board since the Denver meeting. This presentation and all others from this meeting will be available on the TNI website by September 15, 2007.

### 3. Overview of the NELAP Board.

Dan Hickman (aka “Grunt Man”) introduced Aaren Alger of the PA DEP. Aaren gave an overview of the NELAP Board roles and responsibilities.

Questions/comments received during Aaren’s presentation include:

What does consensus mean with the Accreditation Bodies?  
How are decisions memorialized or recorded?

Dan Hickman and Aaren responded that the NELAP Board’s voting policy detailed how decisions are made within the group. Decisions are recorded in the Board’s minutes. The voting policy will be posted on the web following review by the TNI Policy Committee.

### 4. Review of Draft SOP for Evaluation of TNI Accreditation Bodies

Dave Mendenhall, Mike Miller, and Steve Arms presented the draft SOP for evaluation of accreditation bodies. Questions/comments received following their presentation include:

Some Regional evaluators expressed concern about the timeline for completeness review. The completeness review may need to be more thorough than can be done by the evaluation coordinator.

The NELAP Board may need to consider granting a “provisional” status to ABs if the paperwork cannot be completed by July 2008.

The EC needs to keep track of the actual timelines for later use in evaluating the process.

All members of the evaluation team should be required to read the NELAC standard.

In 6.4.1.3 of the draft SOP, a time frame for the lead evaluator to notify the AB of the completeness review should be added.

In 6.4.2.7, add “TNI” before NELAP Board.

In 6.11.2, “car” should be “CAR”.

A requirement to review deficiencies from previous assessments should be added.

Change the term “NELAP assessors” to “NELAP evaluators”.

How many lab accreditation observations should be required? Some regions observe multiple assessments, some observe only one. Dan requested that the EPA evaluators come up with a consistent number.

Need to use a systems approach to the observations of lab assessments.

## 5. Discussion of Duties of Evaluation Coordinator.

Ken Jackson presented an overview of the proposed roles and responsibilities of the evaluation coordinator. Ken presented the original description prepared by the Board as well as several alternatives. The stated role of the EC is to monitor the process for timeliness and perform a QA function to assure consistency in the evaluations. Questions/comments received included:

Could the coordination function be disseminated among all members of the team?

There could be a dedicated core group of 3-4 EPA LEs to provide the coordination and QA function.

This may be two separate tasks. Could be two different people or groups of people. One is the coordination of administrative functions. The other is the QA function which could be performed by the EPA evaluators.

TNI should find the resources even if we have to go slow.

The NELAP Board should take small steps toward consistency. Delay the EC. Getting the evaluations done is more important for this round than consistency.

Originally, NELAC had an Executive Director and an Executive Secretary. Now, the NELAP Board is the Executive Director. All that is needed is an Executive Secretary.

Dan agreed to send the draft SOP and the timeline to the EPA Regional Evaluators for their further review and comment.

#### 6. Next meeting.

The next meeting will be on September 17, 2007 at 1:30 EDT. The September 3, 2007 meeting is cancelled (Labor Day holiday).

## Attachment 1

State	Representative	Present
CA	<p>George Kulasingam  T: (510) 620-3155  F: (510) 620-3165  E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a></p> <p>Alternate: Jane Jensen,  <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a></p>	No
FL	<p>Stephen Arms  T: (904) 791-1502  F: (904) 791-1591  E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a></p> <p>Alternate: Carl Kircher,  <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	Yes
IL	<p>Scott Siders  T: (217) 785-5163  F: (217) 524-6169  E: <a href="mailto:scott.siders@epa.state.il.us">scott.siders@epa.state.il.us</a></p> <p>Alternate: Jim Shaw,  <a href="mailto:james.shaw@illinois.gov">james.shaw@illinois.gov</a></p>	No
KS	<p>Jack McKenzie  T: (785) 296-1639  F: (785) 296-1638  E: <a href="mailto:jmckenzi@kdhe.state.ks.us">jmckenzi@kdhe.state.ks.us</a></p> <p>Alternate: Aurora Shields,  <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Paúl Bergeron  T: 225-219-9800  F: 225-219-9898  E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p> <p>Alternate: David Boucher  <a href="mailto:david.boucher@la.gov">david.boucher@la.gov</a></p>	Yes
LA DHH	<p>Louis Wales  T: (225) 342-8491</p>	No

	<p>F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a></p> <p>Alternate: Ginger Hutto, <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a></p>	
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a></p> <p>Alternante: Jeanne Chwasciak, <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a></p>	Yes
NJ	<p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: <a href="mailto:michael.w.miller@dep.state.nj.us">michael.w.miller@dep.state.nj.us</a></p> <p>Alternate: Joe Aiello, <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p>	Yes
NY	<p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: <a href="mailto:jackson@wadsworth.org">jackson@wadsworth.org</a></p> <p>Alternate: Dan Dickinson, <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a></p>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a></p> <p>Alternate: RaeAnn Haynes, <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a></p>	Yes
PA	<p>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a></p> <p>Alternate: Ronald Houck, <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a></p>	Yes

TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a>  Alternate: Steve Gibson, <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>	No
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>  Alternate: Paul Ellingson, <a href="mailto:pellings@utah.gov">pellings@utah.gov</a>	Yes
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