1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on September 17, 2007, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Review and approval of minutes

Minutes from the August 23, 2007, meeting in Cambridge were reviewed and approved for posting.

3. Lead Evaluators for AB Recognition Evaluations.

EPA staff has reported to Dan Hickman and the TNI Board that EPA regional evaluators will not automatically be the lead evaluators on this upcoming round of AB recognition evaluations. EPA believes that it sends a better message if the states are lead. EPA regional evaluators are not prohibited from serving as the lead, but it will be up to each Region to decide. The Evaluation SOP will need to be revised to be silent on who serves as the lead evaluator.

4. Role of the Evaluation Coordinator and SOP Revisions

Using the comments from the TNI Board and comments received at the Cambridge meeting, options for revising the duties of the evaluation coordinator (EC) were discussed. The Board agreed to Ken Jackson’s proposal that the duties be split into two positions: one would be an administrator and the other a QA officer.

Carol Batterton will revise the SOP to reflect these changes along with the changes in lead evaluator. The revised SOP will be forwarded to Dan Hickman for review, and then sent to the entire board for an email vote to adopt.

5. Identification of State Evaluators

Dan asked for each AB to identify an evaluation team member to be used on this next round of evaluations. It was suggested that LA, LA, OR, and TX should identify an evaluator since they are not up for renewal. LADEQ indicated that they would be willing to provide a person.

There are issues regarding how to pay for the state person’s travel. Some states cannot pay for a person to travel out of state, and therefore the AB being evaluated would need to pay. Arrangements for state evaluators’ travel will vary from state to state. The EC can coordinate the evaluation team members.
6. Next meeting.

The next meeting will be on October 1, 2007 at 1:30 EDT. Dan Hickman and Carol Batterton will not be available for the call. Steve Stubbs will chair the meeting and arrange for a note taker.

Agenda items will include:
- Identification of state evaluators
- Discussion of the PT frequency issue as requested by the PT Expert Committee
- Policies and SOP’s to be drafted by the Accreditation Body Committee
<table>
<thead>
<tr>
<th>State</th>
<th>Representative</th>
<th>Present</th>
</tr>
</thead>
</table>
| CA    | George Kulasingam  
 T: (510) 620-3155  
 F: (510) 620-3165  
 E: gkulasin@dhs.ca.gov  
 Alternate: Jane Jensen, jjensen@dhs.ca.gov | Yes |
| FL    | 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 | Yes |
| 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 | Paúl Bergeron  
 T: 225-219-9800  
 F: 225-219-9898  
 E: Paul.Bergeron@la.gov  
 Alternate: David Boucher david.boucher@la.gov | Yes |
| LA DHH | Louis Wales  
 T: (225) 342-8491 | Yes |
<table>
<thead>
<tr>
<th>State</th>
<th>Name</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email 1</th>
<th>Email 2</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH</td>
<td>Bill Hall</td>
<td>(603) 271-2998</td>
<td>(603) 271-5171</td>
<td><a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a></td>
<td></td>
<td>Alternate: Jeanne Chwasciak, <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a></td>
</tr>
<tr>
<td>NJ</td>
<td>Michael Miller</td>
<td>(609)292-3950</td>
<td></td>
<td><a href="mailto:michael.w.miller@dep.state.nj.us">michael.w.miller@dep.state.nj.us</a></td>
<td></td>
<td>Alternate: Joe Aiello, <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></td>
</tr>
<tr>
<td>NY</td>
<td>Kenneth Jackson</td>
<td>(518) 485-5570</td>
<td>(518) 485-5568</td>
<td><a href="mailto:jackson@wadsworth.org">jackson@wadsworth.org</a></td>
<td></td>
<td>Alternate: Dan Dickinson, <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a></td>
</tr>
<tr>
<td>OR</td>
<td>Dan Hickman</td>
<td>(503) 229-5983</td>
<td>(503) 229-6924</td>
<td><a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a></td>
<td></td>
<td>Alternate: RaeAnn Haynes, <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a></td>
</tr>
<tr>
<td>PA</td>
<td>Aaren Alger</td>
<td>(717) 346-8212</td>
<td>(717) 346-8590</td>
<td><a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a></td>
<td></td>
<td>Alternate: Ronald Houck, <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a></td>
</tr>
<tr>
<td>State</td>
<td>Name</td>
<td>Contact Information</td>
<td>Alternate Contact Information</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------------------</td>
<td>----------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX</td>
<td>Stephen Stubbs</td>
<td>T: (512) 239-3343, F: (512) 239-4760, E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a></td>
<td>Alternate: Steve Gibson, <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UT</td>
<td>David Mendenhall</td>
<td>T: (801) 584-8470, F: (801) 584-8501, E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></td>
<td>Alternate: Paul Ellingson, <a href="mailto:pellings@utah.gov">pellings@utah.gov</a></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Administrator: Carol Batterton</td>
<td>T: 830-990-1029 or 512-924-2102, E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>