

Summary of the TNI NELAP Board Meeting September 17, 2007

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, IA, 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

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>Paúl Bergeron T: 225-219-9800 F: 225-219-9898 E: Paul.Bergeron@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491</p>	Yes

	<p>F: (225) 342-7494 E: lwales@dhh.la.gov</p> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	
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, rhouck@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	Yes
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes