

**Summary of the TNI NELAP Board Meeting  
October 6, 2008**

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on October 6, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes

The summary of the September 15, 2008, meeting was reviewed. Motion was made and passed to accept the minutes. The program administrator was directed to post the summary.

3. Update on AB evaluations and team recommendations

Lynn Bradley, EC, was not present on the call, but had earlier forwarded to Carol the following status report on AB evaluations.

<b>Table 1. Round 1 Evaluation Teams' Progress – October 6, 2008</b>			
<b>Region</b>	<b>State</b>	<b>Respondent</b>	<b>Status</b>
1	NH		Renewal approved by the NELAP Board, September 15, 2008.
2	NY		Additional corrective action responses under review
2	NJ		Technical Review complete, Corrective Actions reviewed notification to AB pending.
3	PA		Recommendation for recognition has been submitted to the NELAP Board.
4	FL		Draft report under review by team members. (Delay in preparation due to hurricanes hitting Louisiana.)
6	LA DHH		Renewal approved by the NELAP Board, September 15, 2008.
7	KS		Renewal approved by the NELAP Board, September 15, 2008.
8	UT		Recommendation for recognition has been submitted to the NELAP Board.
9	CA		Draft report reviewed by EC before final edits, probably sent by 10/6

#### 4. Renewal Recommendations

Renewal recommendations and reports had previously been forwarded to members for PA and UT. Jack McKenzie moved and George Kulasingam seconded the motion that these recommendations are voted on at the next meeting. All present voted in favor.

#### 5. Recommendations for changes to DW Enumerative PT for total coliform

Carl Kircher had previously forwarded to the board a recommendation for changes to the requirements for DW enumerative PTs for total coliform. These changes would be effective in January 2009 and had been inadvertently omitted from the revised tables that were sent earlier.

Steve Arms moved acceptance for the revised table. Dave Mendenhall seconded. All present voted in favor. Those absent will be allowed to vote electronically.

#### 6. Interpretations

Dan Hickman reviewed the LASC process for receiving and acting on requests to TNI for standards interpretations. There are two kinds of requests. One kind is for a NELAP Board answer and the other kind is just for NELAP Board review. Dan will email the requests he gets from the LASC to the NELAP Board and this item will be on the next agenda.

#### 7. Budget and potential fees

The NELAP Board continued discussion on possible fee assessment to the ABs and AB applicants. Significant points of discussion included:

- Fees should be assessed on new ABs applying after January 2010.
- Fees should be assessed on renewal ABs beginning in July 2010.
- Fees should be announced to the agency heads by letter that delineates what the fee is for.
- The fee should include a TNI organizational membership or equivalent
- The fee should include travel for state personnel to attend TNI meetings and cover travel for renewal evaluations.

Dan asked Carol to use these ideas to develop a fee proposal to be discussed at the next meeting.

#### 8. Question/clarification

Paul Bergeron had sent out the following question for discussion prior to the meeting:

Does the evaluator working for an Accreditation Body have a conflict of interest if the evaluator conducts an observation of the assessment of a laboratory assigned to the same state department-office-division as the Accreditation Body of the evaluator?

After discussion, the NELAP Board determined that a conflict did not exist, primarily due to the fact that this was the second lab observation for this particular AB. The standard only requires one observation and the evaluation recommendation can be based on the first lab observation.

Bill Hall had also submitted a question for the Board's consideration:

What method and analyte codes does everyone intend to use? Are they using the latest version of the NELAC / TNI method codes?

The Board decided to table discussion on this item until the next call when Bill can be present.

Carol also advised the NELAP Board that the TNI board had received a letter from ACIL requesting resolution of the issue about accreditation of various SW 846 method updates. The letter will be discussed at the next meeting.

## 9. Next Meeting

The next meeting of the NELAP Board will be Monday, October 20, 2008, at 12:30 PM CDT. Tentative agenda items include:

- Review and approval of minutes
- Update on renewals
- Discussion of issues with SW 846 updates
- Fees for old and new ABs
- NELAP Board interpretations for the web

Carol will not be able to attend the meeting. A substitute note taker is needed. Jerry Parr will participate for the fee discussion.

## Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a>	Yes

	<p>Alternate: Jane Jensen  <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a></p>	
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@illinois.gov">scott.siders@illinois.gov</a></p> <p>Alternate: TBA</p>	Yes
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: Dennis L. Dobson  785-291-3162  <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Donna Haydel  T: 225-219-9800  F: 225-219-9898  E: <a href="mailto:Donna.Haydel@la.gov">Donna.Haydel@la.gov</a></p> <p>Alternate: Paul Bergeron  E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p>	Yes
LA DHH	<p>Louis Wales  T: (225) 342-8491  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>	No
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>Alternate: Jeanne Chwasciak</p>	No

	<a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a>	
NJ	<p>Joe Aiello  T: (609) 633-3840  F: (609) 777-1774  <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a></p> <p>Alternate : TBD</p>	No
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: Bethany Piper  <a href="mailto:bpiper@state.pa.us">bpiper@state.pa.us</a></p>	Yes
TX	<p>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></p> <p>Alternate: Steve Gibson  <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a></p>	No
UT	<p>David Mendenhall  T: (801) 584-8470  F: (801) 584-8501  E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></p>	Yes

	Alternate: Kristin Brown <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a>	No
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	No