

## **Summary of the TNI NELAP Board Meeting February 19, 2008**

### 1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on February 19, 2008, at 10:30 AM CST. Attendance is recorded in Attachment 1.

### 2. Approval of minutes.

The summary of the February 4, 2008, meeting was reviewed. A motion was made and seconded to approve the summary for posting. Motion passed and the program administrator was directed to post the summary.

### 3. Review of changes to Voting SOP

At the last meeting, the Board agreed that the current voting procedure would be acceptable for voting on AB recognitions and standards acceptance, however, some minor modifications in wording are needed. A draft of proposed language was circulated prior to the meeting for discussion. Ken Jackson moved and Louis Wales seconded, that Section 4.0 of the current voting SOP be modified to state:

**Matters concerning laboratory accreditation include votes on all matters that are not matters of general business, such as recognition of ABs and acceptance and implementation of standards.**

By roll call vote, all members present voted in favor. Scott Siders and Mike Miller were absent and not voting. Dan directed Carol to solicit email votes from Scott and Mike.

### 4. QAO Role

Carol and Lynn Bradley reported from the evaluators' call that there was some confusion among the evaluators over the role of the QAO in the AB evaluation process. As a result, Lynn drafted and Paul Ellingson edited, an informal informational document to describe the QAO role. An unresolved question is the QAO's role in the lab assessment observation. After discussion, the Board determined that the QAO role as stated in the draft document should be modified to state that "The QAO may review documents related to the lab observation and report on any consistency issues". The redline sentence in the draft document will be deleted.

In a related matter, Lynn also reported from the evaluators' call that there was interest in adding evaluators to the group who were not on the current evaluation teams. The NELAP Board concurred with this idea, and Lynn indicated that she would need names from the ABs to add to the distribution list.

5. SOP for Review and Acceptance of the new TNI standards

A straw man SOP for standards review and acceptance was circulated previously for comment. After discussion, the Board directed the program administrator to make the following changes:

- Add definitions of expert committee and LASC
- Add language related to criteria for acceptance of the standard
- Add language to specify that implementation dates may be determined concurrently with acceptance or by separate vote.
- Other editorial changes

Dan indicated that he would like for these revisions to be circulated prior to the next meeting, so that the SOP can be voted on at that time.

6. Recognition Policy

LASC has forwarded the Recognition Policy and it is ready for NELAP Board consideration and voting. Carol will circulate for review prior to the next meeting.

7. Other business

Aaren Alger reported that the Quality Systems Expert Committee has asked if the NELAP Board would like for them to develop a QS checklist for the new standard. The NELAP Board thought this was a good idea, but will defer to the LASC to let the QS Committee know where they need help.

7. Next meeting.

The next meeting of the NELAP Board will be March 3, 2008, at 12:30 CST. Agenda items will include:

- Discussion and possible voting on the Standards Acceptance SOP
- Discussion and possible voting on the Recognition Policy
- Report on renewal applications received

Dan will not be available for that meeting and asked that Steve Stubbs chair the meeting.

**Attachment 1**

State	Representative	Present
CA	George Kulasingam	Yes

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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>	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: Paul.Bergeron@la.gov</p> <p>Alternate: Karen Varnado  Karen.Varnado@la.gov</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>	Yes
NH	<p>Bill Hall  T: (603) 271-2998</p>	Yes

	<p>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:jchwasciak@des.state.nh.us">jchwasciak@des.state.nh.us</a></p>	
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>	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>	Yes

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
	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>	Yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	Yes