

Summary of the TNI NELAP Board Meeting April 21, 2008

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on April 21, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The summary of the April 7, 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. Update on AB renewals

Lynn Bradley reported that all applicants are in technical review and that 3 technical reviews are complete. All site visits are scheduled. Dan asked which states were going on lab assessment visits and stated he would have difficulty justifying two trips. Also it was noted that the issue of who is paying Carl Kircher's travel to the New Jersey evaluation has not been resolved. Florida is waiting to hear back from Joe Aiello.

4. Vote on Micro FoPT Recommendations from PT Board

Steve Arms reported that Florida cannot vote to approve the requirement for 10 out of 10 passing in the presence /absence test for SDWA samples. It would require a regulation change in FL. It was further noted that 9 out of 10 is stated in the NELAC standard (Chapter 2, E.3.1) and members questioned whether or not the standard could be changed by a footnote in the PT tables. Dan will email Carl on this, and voting will be delayed.

5. LASC/NELAP FAQ's and Policy Decisions

Members discussed the listing of NELAP and AAC decisions compiled by the Program Administrator. Steve Arms indicated that there were more AAC decisions and he will provide files to the Program Administrator for review. Once a complete list is compiled, it will be shared with the LASC and posted on the new website.

6. SOP Templates from TAC

Members discussed the SOP template for labs that had been developed by the TAC. A question had arisen about whether information in SOPs must be in the same order found in the standards or if another order was acceptable. In other words, should an SOP template be auditor friendly or lab friendly? The NELAP Board confirmed their previous

decision that SOPs could be in any format as long as long as all the information was present. Dan will send an email to Barbara Escobar thanking her for the committee's work and confirming this position.

8. Next meeting.

The next meeting of the NELAP Board will be May 5, 2008, at 12:30 CDT. Agenda items will include:

- Report on renewals
- Follow up on new Micro PT requirements
- The program administrator will not be able to participate on this call.

Attachment 1

State	Representative	Present
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@illinois.gov Alternate: TBA	No
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	<p>Melvin C. Mitchell E: Mitch.Mitchell@la.gov T: 225-219-9800 F: 225-219-9898</p> <p>Altérnate: Paúl Bergeron E: Paul.Bergeron@la.gov</p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov</p> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	Yes
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternante: Jeanne Chwasciak, jchwasciak@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>	No
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>	No
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p>	Yes

	<p>Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us</p>	
PA	<p>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Bethany Piper bpiper@state.pa.us</p>	Yes
TX	<p>Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us</p> <p>Alternate: Steve Gibson, jgibson@tceq.state.tx.us</p>	Yes
UT	<p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Kristin Brown kristinbrown@utah.gov</p>	Yes
	<p>Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net</p>	Yes
	<p>Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov</p>	Yes
	<p>Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com</p>	No