



## The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes July 14, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday August 14, 2008 at 11:00 AM MST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

### **First Agenda Item:** Status of Standards

The Standards are available on the TNI Website. The appeals process has begun. The LASC and NELAC BOD are reviewing these simultaneously.

### **Second Issue:** TNI Public Meeting – Washington, DC

Bob and Paul will develop a draft agenda for review by this committee based on discussion items below. See Action Items

#### Agenda Items

1. Introduction of the Final TNI Consensus Standards.
2. Committee Activities including
  - a. Introduction of NELAC TNI Crosswalk Checklist
  - b. Presentations that will be given at this conference
  - c. Membership Issues
3. Some of the Improvements
  - a. Structure
  - b. Clarifications
  - c. DOC
  - d. Technical Modules
4. Comments on Hold Discussion
5. Improvements Needed in Standards - Open Mike
  - a. TNI QSE Committee

b. Attendees at meeting

**Third Issue:** The NELAC Checklist

The committee assignments were all received and the final draft of the NELAC 2003 Checklist with TNI References was reviewed and completed. The checklist will be reviewed at the Assessment Forum on Tuesday August 12<sup>th</sup> at the TNI/NEMC meeting in Washington DC.

The committees efforts was to assign TNI references to the current NELAC Checklist but to not modify the wording as a guide to show were these NELAC sections exist. The language therefore does not match the TNI Standard.

This effort by the committee showed that 1) there are not wholesale changes in the standards and 2) where NELAC 2003 sections exist in the new format.

Next Meeting is August 11<sup>th</sup>, 2008 in Washington DC

**APPENDIX A - ACTION ITEMS**

**TNI Quality Systems Committee Meeting**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>	<b>Date Completed</b>
1	7/14/08	Bob will complete edits in the NELAC Checklist for distribution by the committee.	7/15/08	7/14/08
2	7/14/08	Bob and Paul will draft an agenda for Washington DC and submit for comments by committee	7/18/08	7/18/08
3	7/14/08	This committee will review checklist and meeting agenda and give feedback to Paul or Bob	8/1/08	
4		Bob and Paul will complete presentation for Assessment Forum	8/11/08	

## APPENDIX B - PARTICIPANTS

Name	Present/ Absent	Name	Present/ Absent
<b>Ms. Laurie Carhart</b> NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 T : (518) 486-2538 E : <a href="mailto:ljc09@health.state.ny.us">ljc09@health.state.ny.us</a>	Absent	<b>Mr. Fred S. McLean</b> NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 T: (843) 764-7266 E: <a href="mailto:fred.mclean@navy.mil">fred.mclean@navy.mil</a>	Present
<b>Ms. Robin Cook</b> City of Daytona Beach 3651 LPGA Blvd Daytona Beach FL 32124T T: (386) 671-8856 E : <a href="mailto:cookr@codb.us">cookr@codb.us</a>	Present	<b>Ms. Michele Potter</b> NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 T : (609) 984-3870 E : <a href="mailto:Michele.Potter@dep.state.nj.us">Michele.Potter@dep.state.nj.us</a>	Present
<b>Mr. Robert P. Di Rienzo</b> DataChem Laboratories, Inc. 960 West LeVoy Drive Salt Lake City, UT 84123 T: (801) 266-7700 E: <a href="mailto:dirienzo@datachem.com">dirienzo@datachem.com</a>	Present	<b>Mr. Randall Query</b> A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: <a href="mailto:rquery@a2la.org">rquery@a2la.org</a>	Present
<b>Dr. J. Wilson Hershey</b> Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 T: (717) 656-2300 E: <a href="mailto:jwhershey@lancasterlabs.com">jwhershey@lancasterlabs.com</a>	Present	<b>Ms. Aaren Alger</b> DEP-Bureau of Laboratories Laboratory Accreditation Program 2575 Interstate Drive Harrisburg, PA 17110 P: (717) 346-8212 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	Present
<b>Mr. Paul Junio</b> Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 x127 E: <a href="mailto:Paul.Junio@testamericainc.com">Paul.Junio@testamericainc.com</a>	Present	<b>Jane M. Wilson, M.P.H.</b> Director of Standards NSF International T: 734.827.6835 E: <a href="mailto:Wilson@nsf.org">Wilson@nsf.org</a>	Absent
<b>Ms. Silky S. Labie</b> FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 T: (850) 245-8065 E: <a href="mailto:silky.labie@dep.state.fl.us">silky.labie@dep.state.fl.us</a>	Present		

### Associate Members