



The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes September 15th, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday September 15th, 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: Review of Appeal

An appeal was filed in June concerning the requirement for annual DOC. A letter was prepared and sent in September. The response was accepted.

Second Agenda Item: CSBD Meeting from 9/11/08

Paul reviewed the topics that were discussed. The LASC has asked for a document detailing changes in the TNI standard from the NELAC 2003 standards. Paul will submit a draft to this committee for review.

Third Agenda Item: Training for January

There will be no QS meeting in Miami instead will will participate in training in mentoring sessions. Each committee members was asked to submit topics for review by the committee at the next meeting. The TAC and LASC are also developing list on needed training.

Fourth Agenda Item: New membership for the TNIQS

7 applications were received and distributed. The committee was asked to review each application and comment to the rest of the committee with additional information if available on the applicants. This is due by October 3, 2008. Bob will distribute a ballot with the instructions by 9/19/08. Voting on ballots should occur by the next meeting. Selections need to be made and submitted in November.

New Business: None

Next Meeting is October 27th, 2008.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	9/15/08	Bob will send a voting ballot for new members with instructions	9/19/08	
2	9/15/08	Paul will submit a draft of changes document to the committee for review.	9/26/08	
3	9/15/08	Each committee members will submit items for training to Bob or Paul	10/24/08	

APPENDIX B - PARTICIPANTS

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

Associate Members

None