



## The NELAC Institute (TNI) Quality Systems Committee

Meeting Minutes October 27<sup>th</sup>, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday October 27<sup>th</sup>, 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:** New Members

Six new members were chosen to be on this committee. The new members represent 2 Accreditation Bodies, 2 Others and 2 Accredited Laboratories. Resigning members are Bob Di Rienzo and Wilson Hershey. The balance on this committee stands at 5 ABs, 5 OTs, and 4 ALs. The balance is maintained and the committee now has 14 members pending executive review and approval by BOD.

### **Second Agenda Item:** Miami Mentoring Session

Betsy Kent joined this call and helped the committee discuss the upcoming meeting in Miami. All committee members present will be available for this mentoring session on Thursday morning. Topics for discussion include the Quality Assurance Manual, Required documents/procedures, Calibration of support equipment vs. instrument calibration, and the new format of technical modules including changes to DOC. Betsy will forward notes with other topics by end of week and this committee will develop presentation materials for the mentoring session. Presentations will be a simple format with the sections of the standard, Discussion items by the committee and an open mike Q&A with the committee. Presentations drafts are due in early December.

New Business: The LASC complete their review of the TNI standards. The committee discussed LASC concerns and made recommendations. Bob shared notes with Paul and Paul will formulate the committee response. This document will be sent to the committee for concurrence prior to responding to the LASC. The committee may revisit this on the next conference call.

Next Meeting is November 10<sup>th</sup>, 2008.

## 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	10/27/08	Bob will forward new members to Jerry Parr	10/27/08	10/27/08
2	10/27/08	Bob will forward notes on LASC comments to Paul	10/27/08	10/27/08
3	10/27/08	Paul will review standards for needed changes and propose changes to the committee	11/7/08	11/7/08
4	10/27/08	Betsy Kent will forward Bob and Paul some additional topics for the mentoring session in Miami	10/31/08	10/28/08
5	10/27/08	Bob and Paul will develop presentations for committee review	11/10/08	11/10/08

## 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>	Present	<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>	Absent
<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>	Absent
<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**  
**Betsy Kent**