



The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes May 12, 2008

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday May 12, 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 Issue: Status of Standards

The Standards will be available soon on the TNI Website

Second Issue: Committee Membership

There are at least four people that have applied to the QS committee and have expressed an interest. The committee was asked what information was needed. This process will be used to add new members next January. Bob will draft an information request for committee review which includes the following:

- *The TNI activity for each applicant, include attendance and participation with committees and meetings.*
- *The availability for meetings, travel and conference calls.*
- *Short narrative on why you want to be involved with Quality Systems and How I can help.*
- *Technical expertise with quality systems and testing.*

This information request will be sent on or about June 1, 2008 and is due back to the committee by September 1, 2008.

Third Issue: The committee was asked if any clarifications were needed in those sections of the checklist that was in their prevue. This initial attempt at a checklist only specifies the TNI reference, at some point a new checklist will be created with TNI language. This effort will only show that 1) there are not wholesale changes in the standards and 2) where NELAC 2003 sections exist in the new format. The committee need to be careful with technical requirements, like chlorine checking for Micro samples, that have been moved to technical modules. The committee will review the checklist in the June and July conference call.

Tentatively the QS meeting in Washington DC is schedule for the morning of August 11.

Next Meeting is June 9, 2008 at 11:00 AM MST.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	5/12/08	Bob will draft an information request for new members for committee review.	5/16/08	

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	Present
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	Present
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	Present
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