

The NELAC Institute (TNI) Quality Systems Committee Meeting Minutes January 22, 2007

The Quality Systems Committee of The NELAC Institute (TNI) met on Monday, January 22, 2007, at 11:00 a.m. Mountain Standard Time (MST). A list of action items is given in Appendix A. A list of participants is given in Appendix B.

This meeting began with a new agenda item to review the current committee charter. Edits were made and Bob will send this to all members for review. We will take five minutes in Denver to review and approve this charter.

Aaren asked if modules will be reviewed for legal defensibility prior to the vote this July. The discussion centered on who might accomplish such a review. Bob suggested that he ask the board this question. The committee understood that if such a review was to take place than the comments from Denver may need to be incorporated into modules sooner than July 2007.

The meeting then focused on new membership. After a discussion of several new members it was proposed to get new members from those not already involved in TNI. The committee tabled applications from Ray Frederici and Gary Derchant until a request for new members can be posted in the Denver meeting. The committee then reviewed an application from Michele Potter. Michele fills the role as a Toxicology expert. A motion was made and seconded without further discussion and Michele was approved by all attendees.

The next discussion involved the Denver meeting format. It was noted that documents for review will be newly renumbered (modules 2 to 7) redline/strikeout and blue double underlined versions. The meeting will begin with a review of changes from comments received. We will start with the General Requirements Module and work through the technical modules until finished. The committee decided to use Thursday night in Denver for hearty refreshment and merriment.

The final discussion centered on how meeting minutes will be approved in the future. It was decided that minutes would be send for review, final edits will be made and approval will be done by email within two weeks of any conference call.

Bob will send out newly renumbered WDS to all committee members by the 1/25/07.

The next TNI conference call is scheduled for February 12, 2007.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	1/22/07	Edited Charter to all members for review (Bob)	1/22/07	1/22/07
2	1/22/07	Newly renumbered WDS to all QS members (Bob)	1/25/07	1/27/07
3	1/22/07	Minutes for review (Bob)	1/22/07	1/22/07

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	Absent	Mr. Fred S. McLean NAVSEA Programs Field Office (SEA 04XQ LABS) 1661 Redbank Road, Suite 104 Goose Creek, SC 29445-6511 T: (843) 764-7337 E: mcleanfs@navsea.navy.mil	Absent
Ms. Robin Cook Harbor Branch Environmental Laboratories 255 Enterprise Road, Suite 1 De Hona, FL 32725 T : (386) 860-1198 E : rcook@hboi.edu	Absent	Mr. Randall Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 T: (301) 644-3221 E: rquery@a2la.org	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	Ms. Aaren Shaffer PA-DEP Evans Press Building, Room 100 P.O. Box 1467 Harrisburg, PA 17105 T: (717) 705-2431 E: ashaffer@state.pa.us	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. Karen Varando DEQ/Laboratory Accreditation, LA 1209 Leesville, Avenue Baton Rouge, LA 70802 T: (225) 219-9800 E: karen.varando@la.gov	Absent
Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 T: (920) 261-1660 E: PJunio@testamericainc.com	Present	Jane M. Wilson, M.P.H. Director of Standards NSF International T: 734.827.6835 E: Wilson@nsf.org	Present
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 in attendance:

Gary Derchant
 Pat Conlon