



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on February 9, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

The Committee discussed the recent TNI Meeting in Miami. While the Committee didn't have a designated meeting, it was involved in the preparation and presentation of the Mentoring session held by the Technical Assistance Committee. There was also discussion of the status of LASC Review. The final document that the QS Committee had agreed upon as its comments isn't what LASC used in their final review. As a result, there was discussion of the creation of a Guidance Document that QS hadn't thought necessary.

There are no Tentative Interim Amendments needed for the QS Committee. All TNI members were advised to see the TNI Website for information on the TIAs that were posted.

Interpretations of the NELAC Standard – requests for Standard Interpretations have been routed to Bob DiRienzo and Paul Junio as the chair/past chair. Until now, Bob and Paul have been handling those requests without input (for the most part). There hasn't been anything that was controversial, so in the interest of getting a response posted, that's been the procedure we followed. From this point on, since Standard Interpretations are supposed to be slowing down, the QS Committee will be included in drafting the response. Previous responses will be submitted for review to show everyone what the process has been.

With the addition of 6 new members, the committee did introductions. Following the introductions, Robin Cook was elected as Vice Chair. The committee rotation schedule was also discussed. Each member may serve two, three year terms. The calculation of these terms would have begun with the formation of TNI at the January 2007 meeting in Denver.

The committee discussed the Guidance Document that was requested at the Miami Forum by the LASC. This Guidance Document was not in the final document that QS

had presented to LASC. As a result of editorial clarifications made in the QS Modules, the original clarification regarding ongoing or initial DOCs isn't necessary. There may be a need for a Guidance Document regarding the requirements for DOCs in the future. The Committee discussed the format of Guidance Documents and the process for creating and managing them. It is important that a Guidance Document not be lost to the future, and that it be something that is enforceable if it is meant to be included in the Standard, or clearly identified as explanatory guidance if outside the Standard. The Committee Chair will request Guidance from the CSDB on this (EDIT – CSDB doesn't feel that specifying a format for Guidance Documents is appropriate, as they may take multiple formats. This will be discussed further).

After some discussion, the Committee affirmed its decision that the editorial changes involving the use of the words mandated method, reference method, and standard methods should proceed as originally made.

Future Assignments for the committee include clarifying the use of the terms procedure / protocol / process; identifying an appropriate outcome for the use of validation as it relates to ISO language; clarifying the use of the terms validation / verification; providing definitions for the terms source water and target compounds; clarifying the meaning of Blind Sample / PT Sample, analytes / analyte groups, and pass/fail as they relate to ongoing DOCs.

Next Meeting is scheduled for Monday, March 9 at 1:00 PM EST.

APPENDIX A - ACTION ITEMS

TNI Quality Systems Committee Meeting

Item No.	Date Proposed	Action	Date to be Completed	Date Completed
1	02/09/09	Distribute previous Requests for Standards Interpretation to Committee	03/09/09	2/26/09
2	02/09/09/	Distribute Committee Roster to Committee	03/09/09	2/26/09
3	02/09/09	Request feedback from CSDB on the format and process of Guidance Documents	02/12/09	ongoing

APPENDIX B - PARTICIPANTS

<p>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</p>	Present	<p>Mr. Brian R Boling Oregon Dept. of Environmental Quality 3150 NW 229th Suite 150 Hillsboro, OR, 97124 P: 503-693-5745 E: boling.brian@deq.state.or.us</p>	Present
<p>Ms Laurie Carhart NYS DOH ELAP PO Box 509, ESP Albany, NY 12201 P: (518) 486-2538 E: ljc09@health.state.ny.us</p>	Absent	<p>Mr. Patrick Conlon Environmental Standards 1140 Valley Forge Road PO Box 810 Valley Forge, PA 19482-0810 P: 610-955-8319 E: pconlon@envstd.com</p>	Present
<p>Ms Robin Cook City of Daytona Beach 3651 LPGa Blvd Daytona Beach FL 32124T P: (386) 671-8856 E: cookr@codb.us</p>	Present	<p>Ms Tamara DeMorest Utah Department of Health PO Box 142109 Salt Lake City, UT 84114-2109 P: 801-538-9372 E: tdemorest@utah.gov</p>	Present
<p>Ms Michelle Henderson USEPA, ORD 26 W ML King Dr. MS 207 Cincinnati, OH 45268 P: 513-569-7353 E: henderson.michelle@epamail.epa.gov</p>	Present	<p>Mr. Paul Junio Test America 602 Commerce Drive Watertown, WI 53094 P: (920) 261-1660 x127 E: Paul.Junio@testamericainc.com</p>	Present
<p>Ms Silky S. Labie FL Dept. of Environmental Protection 2600 Blair Stone Road, MS 6511 Tallahassee, FL 32399-2400 P: (850) 245-8065 E: silky.labie@dep.state.fl.us</p>	Present	<p>Ms Dorothy M. Love Lancaster Laboratories, Inc. 2425 New Holland Pike, P.O. Box 12425 Lancaster, PA 17605-2425 P: (717) 656-2300 x1204 E: dmllove@lancasterlabs.com</p>	Present
<p>Mr. Robert Martino QC Laboratories 60 James Way, Unit 6 Southampton, PA 18966 P: 267.699.0103 E: RMartino@qclaboratories.com</p>	Present	<p>Mr. Fred S. McLean NAVSEA 04XQ(LABS) 1661 Redbank Road Goose Creek, SC 29445-6511 P: (843) 764-7266 E: fred.mclean@navy.mil</p>	Absent
<p>Ms Michele Potter NJDEP 9 Ewing Street, 2nd Floor Trenton, NJ, 08625 P: (609) 984-3870 E: Michele.Potter@dep.state.nj.us</p>	Present	<p>Mr. Randall Querry A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquerry@a2la.org</p>	Present
<p>Ms Jane M. Wilson, M.P.H. Director of Standards NSF International P: 734.827.6835 E: Wilson@nsf.org</p>	Absent		

Associate Members Attending:

Erik Denman, Bob DiRienzo, Patsy Root