



The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on July 13, 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 was informed that the Quality Systems Tentative Interim Amendment (TIA) passed the Committee by a 10-0 vote. Based on SOP 2-100 (Procedures Governing Standards Development), the TIA will remain in effect for 2 years.

Aaren, Paul, and Tamara participated in a Small Lab Advisory Group (SLAG) Conference Call by that group's invitation. The SLAG was interested in getting clarification and feedback on the requirements for Demonstration of Capability. It was pointed out to the SLAG that a lab can use V1M4 1.6.3.2 d) as a non-traditional way of documenting ongoing DOC. If the lab has a demonstrated process of a supervisor reviewing the analyst's data, this would meet the intent of that section. There was a fair amount of talk by the SLAG members of "requesting changes" in the Standard. There may need to be some outreach so that people understand that there isn't a plan to make changes for awhile at this point.

The draft checklist has been divided into 15 roughly equal sections. Each member will need to volunteer for a portion and convert their part into the new checklist. This will be done by noting where an item needs to be deleted due to not being auditable, is a statement, or where something may need to be divided for ease of tracking in the checklist.

Finally, there was a lunch meeting agreed upon for the San Antonio meeting. We'll get together, either in the lunch room provided or in another room if necessary, on Tuesday, August 11.

Next Meeting is scheduled for Monday, September 14 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	Request feedback from CSDB on the format and process of Guidance Documents	02/12/09	04/09/09
2	03/09/09	Distribute decisions on Standards Interpretation to assure the decision is appropriately relayed; awaiting Radiochemistry clarifications	03/20/09	05/04/09
3	03/09/09	Any items that could be used in support of the new Quality manual Template should be distributed to the Committee for comment; permission will be sought to distribute the existing Manual for comparison and inspiration	04/10/09 04/17/09	04/17/09
4	03/09/09	Submit versions of the edited Modules to Committee members delayed until the editorial changes in the Modules have been approved as being "as described"	03/27/09 04/30/09?	09/14/09
5	04/13/09	Contact Jack Farrell regarding participation on a Checklist subcommittee, and for any other ideas	04/21/09	04/22/09
6	04/13/09	Provide tentative schedule for San Antonio meeting to aid in scheduling QS Working session	04/21/09	05/04/09
7	05/11/09	Request clarification with CSDB regarding timeframe of adopted standards	05/14/09	09/14/09
8	05/11/09	Request clarification regarding QM Template – is it starting from scratch or revising the old one	05/14/09	
9	06/08/09	Determine process for revising a TIA	06/11/09	06/10/09
10	06/08/09	Find out if paraphrased ISO language can be used in the Quality Systems Checklist	06/25/09	09/14/09
11	07/13/09	Each member of the Committee will need to prepare a portion of the checklist	07/31/09	08/10/09

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>	Absent	<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@deg.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>Mr. Gil Dichter IDEXX Laboratories One Idexx Dr Westbrook, ME 04092 P: (207) 556-4687 E: gil-dichter@idexx.com</p>	Absent	<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>	Absent
<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>	Present	<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 Query A2LA 5301 Buckeystown Pike, Suite 350 Frederick, MD 21704 P: (301) 644-3221 E: rquery@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:

Gary Dechant, Patsy Root