

MINNESOTA DEPARTMENT OF HEALTH

MNELAP- Forms & Templates Workgroup

MN Environmental Laboratory Accreditation Program Forms/Templates Workgroup June 4, 2012 Webex Teleconference Call Meeting Minutes

Attendees: Kim Sandrock, Gena Dahl, Steve Nyhus, Marion Graham, Bob Stark

1. Introductions were made.
2. Decided to meet the 1st Wed of every month from 1:00 – 2:00. Since the 1st Monday in July is the 4th of July, we will meet the week before – June 27th.
3. Reviewed the draft of the workgroup charter. Everyone agreed on the workgroup purpose and charter. Steve noted some member name misspellings – himself and Bob Stark.
4. Steve asked if anyone has ever surveyed the labs about their training needs. Kim said Stephanie recently drafted a survey and will be sending it out soon. We will use the survey results for our workgroup when they start coming back. Kim will check to see when and how the survey is going to be sent out (hard copy, internet, etc.)
5. Opened the meeting up to discuss and prioritize the forms and templates of most concern to labs:
 - Marion said a renewal checklist before the next round of renewals would be helpful. This checklist would describe the differences before and after the implementation of the 2009 standard.
 - Marion suggested that the Demonstration of Capability (DOC) forms for chemistry and microbiology and the form for Method Detection Limits (MDL) could be made interactive so that calculations are performed automatically and errors are auto-generated. Kim will check with Stephanie and Susan about this capability. Marion and Gena will let me know what calculations and errors they would like seen on the forms.
 - Marion asked who is doing the training on the NH₃ distillation studies? Where is the distillation study form on the website – it used to be there? Kim will check on this form. Marion also said it would be useful to have the distillation study form automated.



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- “-----“ said that the TNI QA Manual Template is extremely helpful, except TNI charges for it. It would be great if MDH could somehow offer this template on our website free of charge – could we somehow copy the non-copyrighted portions? Kim will look into this possibility.
 - Gena said the Small Lab Handbook written by Gerry Par is very helpful and will let us know how to get access to it.
6. TNI membership was discussed. Evidently smaller labs are not joining TNI. It was asked if it would be possible to sponsor labs for part or all of their membership fees. Kim will look into possible options for financial assistance at the state and/ or national level.
 7. Steve brought up inviting a representative from the MPCA to our committee. Kay Curtin and Roger Fisher were names of possible new members. Luke Charpentier could participate in the committee in a technical advisory capacity. Kim will send an e-mail to these MPCA contacts to see if they are interested.
 8. Closed meeting. Next meeting will be on June 27th at 1:00.



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