

# MINNESOTA DEPARTMENT OF HEALTH

## MNELAP- Forms & Templates Workgroup

### **MN Environmental Laboratory Accreditation Program Forms/Templates Workgroup June 27, 2012 Webex Teleconference Call Meeting Minutes**

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

1. Conducted roll call.
2. Lab Training Survey. Kim reported to the group that the “Feedback and Improvement Survey” is now on the MNELAP website. It is located on the right side of the web site under “Upcoming Events”. Kim noted that the survey will be on the website permanently for labs to use at any time. The survey can be filled out and delivered online. Kim will give an update of all surveys submitted at the next meeting.
3. Auto calculations on DOC and MDL forms. Kim reported that Susan Wyatt agreed that our workgroup could create Excel spreadsheets to perform the calculations on the DOC and MDL forms. Kim asked for volunteers to help create the spreadsheets. Bob said he will check with his lab technician about sending us their existing spreadsheets. When we receive the spreadsheets Kim will request volunteers to start modifying it.

It was mentioned that there should be references on the DOC forms to explain the “C” and “I” footnotes. Kim will modify forms to bring to Advisory Committee for review.

Marion spoke with Kim before the meeting and brought up the following items for discussion:

- a. DOC form - Marion said that the sample ID number needs to be added. The group suggested that the ID # be added in the box under the “Replicate No.” So the heading would say “Replicate No/ID Number”.
- b. DOC form – Marion said that there should be signature lines. The group looked at the DOC form and did find places for 3 signatures. Kim will ask Marion where she thought signature lines needed to be added.



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4. NH3 Distillation Study Form. Kim reported that this form is located under the MN Specific Requirements on the right side of the website. Kim will get this form moved so it is also under the Forms tab on the website.
5. TNI Funding. Kim discussed the funding issue that labs are having with purchasing TNI membership and materials. MDH cannot fund labs for these items because we are a fee based program and if we funded one lab we would have to fund all labs. Gena will contact AWWA and Kim will contact League of MN Cities to see if there is any grant or scholarship money available for WWTP labs.
6. New Forms/Templates. Marion told Kim that she recommends that the QAM and SOP templates be reviewed next by our workgroup. Everyone agreed.

Steve recommended that a separate template, or hot link be created for linking the user to the appropriate section of MN Rules. Steve also suggested that this new template have a disclaimer.

Gena asked about the old Crosswalk document that linked the NELAC 2003 Standard to MN Rules. Kim will find out where this is.

7. Kim reported that she e-mailed Roger Fisher and Kay Curtin about joining our group. Kay said she is currently too busy to join right now, but will contact us if that changes. Roger said he will be getting back to us.
8. Kim thanked Gena for sending the Small Lab Handbook to our group. We should all try reviewing this handbook to look for sections we can use for our forms and templates.
9. Closed meeting. Next meeting will be on Aug 1, 2012 at 1:00 pm.



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