

**Accreditation Body Expert Committee
Teleconference Minutes
November 17, 2009**

1 Attendance

Joseph Aiello	Present
Dan Dickinson	Present
Jane Wilson	Absent
Jeff Flowers	Present
Linda Geddes	Present
Lynn Bradley	Present
Sharon Mertens	Present
Steve Arms	Excused
Steve Stubbs	Excused

2 ABC Membership

Adding new members to the ABC was discussed. Lynn Bradley reminded the committee that she would no longer be a USEPA employee in a couple of months, and recommended that we find another USEPA employee to serve on the ABC. Lynn also agreed to continue her service on the ABC as an “Other.” It was also recommended by ABC members that Kevin Kubik be asked to serve as the USEPA representative on the ABC. Other members were also discussed, to include Rebecca Pierrot (laboratory representative) and Bethany Piper (AB representative). ABC members also agreed that these professionals would be good additions to the ABC.

Action: Joseph Aiello will contact Kevin Kubik, Rebecca Pierrot and Bethany Piper to confirm their interest in serving as an ABC member. He will also contact Jerry Parr and Steve Arms to have these appointments confirmed.

3 Minutes from San Antonio ABC Meeting

Action: Sharon Mertens will forward to ABC members another copy of minutes and committee will vote by email to approve.

4 Secondary Accreditation

The requirement that Recognized Accreditation Bodies accept Primary Accreditation for the purpose of granting Secondary Accreditation was discussed. It was felt by all ABC members that it is important for the NELAP to have a written and fully acceptable policy for Recognized ABs to follow. A limited discussion also was held as to the recent activities of the NELAP Board for establishing a documented policy. ABC members also felt that, if appropriate, the committee could offer its resources to activities involved in developing a policy.

Action: Jeff Flowers will discuss future ABC activities with the LASC Chair. Joseph Aiello will forward copies of the draft policies currently with the NELAP Board.

5 ABC Committee Charter

A draft charter was circulated to ABC members prior to this meeting. The committee discussed changes to the draft.

Action: Joe Aiello will make additional changes to the draft and circulate before the next meeting.

6 NELAP Assessor Training

Steve Stubbs continues to work to seek information from Texas A&M since it's the ABC's understanding that the university is offering a successful training program for wastewater plant operators and water purveyor staff.

Action: Steve Stubbs will obtain more detail about the Texas A&M program for use as the ABC decides on any future plans.

7 Evaluation of Accreditation Bodies SOP

The draft Evaluation of Accreditation Bodies SOP was briefly discussed. The ABC vote to approved the SOP is on hold pending comments from Kevin Kubik. Mr. Kubik had some questions concerning the SOP and needed to discuss these with his associates throughout the country. Lynn Bradley and Kevin Kubik will be working together to assure that any USEPA concerns are addressed.

Action: Lynn Bradley will contact Kevin Kubik to get an update on his activities relating to this SOP.

8 Next ABC Teleconference

Date: December 15, 2009

Dial-in Number: 1-270-696-2525

Participant Access Code: 77621#

9 Meeting Adjourned at 1:30