

**Summary of the NELAP Accreditation Council Meeting  
December 20, 2010**

1. Roll call

The NELAP Accreditation Council (AC) met at 1:30 PM EST on December 20, 2010. Those members in attendance are listed in Attachment 1. In the Chair's absence, the Vice Chair ran the meeting.

2. Minutes

Minutes from the 12-8-10 meeting were reviewed and approved for posting as presented.

3. Next round of evaluations

Renewal letters for KS, LADHH, and NH are ready for signature.

Team assignments were approved at the October 18 meeting, but the NH team requires adjustment in order to have a lead evaluator available for the NY evaluation. Scott Hoatson agreed to lead NY and Susan Wyatt to lead NH (as well as observing NY.) The AC approved these changes by consensus. NOTE: Letters were mailed 12/21/10 and pdf copies distributed to the teams and the QAO as well as to the AC member.

The evaluation SOP as well as the application form, completeness checklist, technical review checklist and the Field of Accreditation (FoA) spreadsheet are now posted to the NELAP AC web page.

4. Update Implementation of new PT standards

The AC was asked to address Kirsten McCracken's question that followed our 12/8/10 call: "I have been told that some ABs have this specific version of the TNI standard references in regulation. A TIA changes the version of the standard so even if we issued a TIA for the lab module; the new version with the TIA would not be recognized and for that reason we needed to find an alternative solution. Is this assumption true?"

Steve Stubbs rephrased this question to "For any AB, would adoption of a TIA for the PT standard cause problems with implementation?" The ABs on the call were polled individually, and the 3 absentees were polled by email.

| <b>STATE</b> | <b>response concerning impact of TIA to PT standard</b>   |
|--------------|---|
| CA           | no impact, statute refers to "national standard"  |
| FL           | rulemaking "on hold" awaiting final changes to PT standard. Remaining time to implementation may be problematic, especially if TIA is delayed |
| IL           | no impact   |
| KS           | likely no impact, standard is referenced  |

|        |   |
|--------|---|
| LA DEQ | no impact   |
| LA DHH | rulemaking underway, approaching no-turnback point in current rule but change can be incorporated if TIA happens very quickly   |
| MN     | no impact. Standard referenced is that adopted by the AC  |
| NH     | no impact anticipated   |
| NJ     |   |
| NY     | no impact   |
| OR     | no impact foreseen  |
| PA     |   |
| TX     | regulations refer to standard adopted by NELAP  |
| UT     | no impact   |
| VA     | <p>VA's regulation "establishes" a NELAC certification program on January 1, 2012. The new regulation to adopt the TNI Std cannot begin until after that date, so it will likely be finalized well beyond the date of any TIA for the PT standard. Thus, VA has no impact from the TIA being contemplated.</p> <p>VA's regulations DO refer to a specific date for the standards it adopts and, for future purposes, a TIA that significantly changed something in the Standard would have to be formally promulgated for VA to enforce it.</p> |

## 5. Standards Interpretation Requests

Ilona Taunton joined the call to explain that the SIR voting website has been modified to give AC members access to both the votes and comments of other members, and to permit “no” and “veto” votes, in addition to “yes” and “needs discussion.” An explanatory email was sent to all AC members from Ilona.

A revised version of the NELAP Voting SOP was presented, and Ilona had also offered a revised SIR SOP with specifics for the NELAP voting process. It was agreed that the language in the draft revision to the SIR SOP should be moved to the NELAP Voting SOP and incorporated by reference into the SIR SOP. (neither SOP has a number, yet.)

The revised voting SOP will be prepared by Lynn and Ilona, and distributed to NELAP AC members in advance of the January 3, 2011, teleconference. The revised SIR SOP will also be distributed.

The intent is that acceptable SIRs can be adopted without consuming AC meeting time. Any SIRs needing discussion, or with veto votes will be brought before the NELAP AC for consideration. As with other accreditation matters, a two-thirds “yes” vote will be necessary for acceptance. By adopting this voting procedure into the SOP, it will be deemed acceptable to vote on the SIRs as presented without a formal motion during an AC meeting.

The SIRs that had been removed from the voting website in anticipation of AC discussion

and vote at our 12/8/10 meeting will be restored, and may be voted upon by AC members, and votes may be changed if desired.

Steve Arms raised the point that approved SIRs need to be considered by the related committee, when changes to the standard are initiated.

The Vice Chair obtained formal approval of a motion to vote on the SOP revision and the individual SIRs that were posted previously, during the 1/3/10 meeting. The intent is to clear out the SIRs that were already "in process" before the new voting procedure was established.

6. The Vice Chair requested that any AC members anticipating difficulty attending the Forum on Laboratory Accreditation in Savannah, GA, please notify Aaren.
7. Next meeting

The next regular conference call of the NELAP AC should be on January 3, 2011.

Potential agenda items will include:

- Approval of minutes
- Update on renewals, including approval of teams for PA, UT, and NY
- Review and approval of the Voting SOP revisions and consideration of the SIR SOP revisions
- Formal voting on the outstanding SIRs that were presented during the 12/8/10 meeting, individually – with additional online votes that may have been cast since they were reposted taken into consideration
- Other items as may become known

## Attachment 1

| STATE     | REPRESENTATIVE  | PRESENT |
|-----------|---|---------|
| CA        | George Kulasingam<br>T: (510) 620-3155<br>F: (510) 620-3165<br>E: <a href="mailto:gkulasin@cdph.ca.gov">gkulasin@cdph.ca.gov</a>        | yes     |
|           | Alternate: Jane Jensen<br>E: <a href="mailto:jjensen@cdph.ca.gov">jjensen@cdph.ca.gov</a>   | no      |
| FL        | Stephen Arms<br>T: (904) 791-1502<br>F: (904) 791-1591<br>E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a> | yes     |
|           | Alternate: Carl Kircher<br>E: <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>                            | no      |
| IL        | Scott Siders<br>T: (217) 785-5163<br>F: (217) 524-6169<br>E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>   | yes     |
|           | Alternate: TBA  |         |
| KS        | Dennis L. Dobson<br>785-291-3162<br>E: <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a><br>F: (785) 296-1638      | Yes     |
|           | Alternate: Michelle Wade<br>E: <a href="mailto:MWade@kdheks.gov">MWade@kdheks.gov</a>   | no      |
| LA<br>DEQ | Paul Bergeron<br>T: 225-219-1244<br>F: 225-219-8244<br>E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>                | yes     |
|           | Alternate: TBD  |         |
| LA<br>DHH | Louis Wales<br>T: (225) 342-8491<br>F: (225) 342-7494<br>E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a>                    | yes     |
|           | Alternate: Ginger Hutto<br>E: <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a>  |         |

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|----|---|-----|
| MN | Susan Wyatt<br>T: 651.201.5323<br>F:<br>E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>                             | yes |
|    | Alternate: Stephanie Drier<br>E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>                               | no  |
| NH | Bill Hall<br>T: (603) 271-2998<br>F: (603) 271-5171<br>E: <a href="mailto:george.hall@des.nh.gov">george.hall@des.nh.gov</a>                | yes |
|    | Alternate: TBD  |     |
| NJ | Joe Aiello<br>T: (609) 633-3840<br>F: (609) 777-1774<br>E: <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a> | No  |
|    | Alternate : TBD   |     |
| NY | Stephanie Ostrowski<br>T: (518) 485-5570<br>F: (518) 485-5568<br>E: <a href="mailto:seo01@health.state.ny.us">seo01@health.state.ny.us</a>  | Yes |
|    | Alternate: Dan Dickinson<br>E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>                                       | no  |
| OR | Irene Ronning<br>T: 503-693-4122<br>F: 503-693-5602<br>E: <a href="mailto:irene.e.ronning@state.or.us">irene.e.ronning@state.or.us</a>      | no  |
|    | Alternate: Raeann Haynes<br>E: <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a>                             | no  |
|    | Alternate for 12/20/10: Scott Hoatson<br>E: <a href="mailto:hoatson.scott@deq.state.or.us">hoatson.scott@deq.state.or.us</a>                | yes |
| PA | Aaren Alger<br>T: (717) 346-8212<br>F: (717) 346-8590<br>E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>                    | no  |
|    | Alternate: Dana Marshall<br>E: <a href="mailto:dmarshall@state.pa.us">dmarshall@state.pa.us</a>   | no  |

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| TX             | Stephen Stubbs<br>T: (512) 239-3343<br>F: (512) 239-4760<br>E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a>                        | yes            |
|                | Alternate: Steve Gibson<br>E: <a href="mailto:igibson@tceq.state.tx.us">igibson@tceq.state.tx.us</a>   | no             |
| UT             | David Mendenhall<br>T: (801) 584-8470<br>F: (801) 584-8501<br>E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>                      | no             |
|                | Alternate: Kristin Brown<br>E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>  | yes            |
| VA             | Cathy Westerman<br>T: 804-648-4480 ext.391<br>E: <a href="mailto:cathy.westerman@dgs.va.gov">cathy.westerman@dgs.va.gov</a>                                  | no             |
|                | Alternate: Ed Shaw<br>T: 804-648-4480 ext.152<br>E: <a href="mailto:ed.shaw@dgs.va.gov">ed.shaw@dgs.va.gov</a>   | no             |
|                | NELAP AC Program Administrator and<br>Evaluation Coordinator<br>Lynn Bradley<br>T: 703-867-5966<br>E: <a href="mailto:LmbTbird@aol.com">LmbTbird@aol.com</a> | yes            |
| EPA<br>Liaison | Arthur Clark<br>T: 617-918-8374<br>F: 617-918-8274<br>E: <a href="mailto:clark.arthur@epa.gov">clark.arthur@epa.gov</a>                                      | no             |
|                | Quality Assurance Officer<br>Paul Ellingson<br>T: 801-201-8166<br>E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>                              | yes            |
|                | Oklahoma<br>David Caldwell<br>Judy Duncan  | yes (Caldwell) |
|                | Guests:<br>Jeff Lowry, ERA (unannounced but present per<br>email)  |                |