

## Summary of the NELAP Accreditation Council Meeting

October 15, 2012

### 1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on Monday, October 15, 2012. Minutes of the October 1 were approved. Those members in attendance are listed in Attachment 1.

### 2. Action Items Pending

- Prepare certificates and distribute to ABs where recognition has been renewed
- Approving SIR recommendations from the workgroup; transmitting back to LAS EC.
- Follow ABTFII addressing NGAB option
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB
- Policy Committee Review and request for revisions to Voting SOP (3-101)

### 3. Standards Interpretation Requests

Aaren sent email and a spreadsheet on September 20, sharing her further thoughts after the September 17 discussion of SIRs, and asking that each AB representative be prepared to discuss their concerns about particular SIRs at the October 15 meeting as well as being prepared to discuss the larger package of recommendations (pdf file emailed October 11 w/ meeting announcement) as composed by Susan and representing the workgroup's efforts

#85 – the 2 “needs discussion” (ND) votes are being revised to “approve”

#115 – the ND vote will change to “against”

#122 – the ND vote will change to “approve”

#137 one ND vote changed to “approve”, remaining ND voter was absent but has been contacted about whether discussion still needed

# 104 – veto vote removed, 2 ABs still have not voted and are asked to do so

# 125 – discussion seemed to resolve the veto, but email post-meeting raised additional questions, this SIR will need to be discussed again.

From the larger package of recommendations, Susan discussed what was being recommended, but these still need to be individually approved at the next AC meeting devoted to SIRs. Virtually all of these (10 SIRs plus #125/above) lack enough votes to pass, as written. Although the expert committee is free to draft a revised response without using the AC's suggestion, the AC has provided a suggested revision in an effort to expedite the SIR process by conveying language that the AC believes is an appropriate

and implementable response. Susan will draft a cover letter to LAS EC describing why and how those suggested changes were generated.

NOTE: For the November 5 meeting, all AB representatives are asked to attend and be prepared to discuss and finalize the suggested changes from Susan's memo (again, as distributed October 11.)

## 5. Next Meeting

The next AC meeting will be Monday, November 5, 2012, at 1:30 pm Eastern. A confirmation with teleconference information and an agenda will be sent the week before. The November 5 agenda will focus on addressing the backlog of SIRs, a departure from the previous plan to utilize the mid-month meeting for SIRs.

The November 19 meeting, during a holiday week, is less likely to have adequate participation, and waiting another 2 months is not consistent with the urgency of completing this SIR work. The December 3 meeting will be devoted to assessor training.

Items not related to SIRs will be addressed at the AC's November 19 meeting, including:

- Last minute needs for the quarterly or bi-monthly NELAP Assessor discussions
- Discuss documents and possible revisions for old policy and SOP to make them current and usable
- EPA OW's announcement in mid-October that it will no longer certify labs testing for *cryptosporidium* but will seek to transfer this responsibility to state agencies.
- Other items that may arise.

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: <a href="tel:510-620-3471">510-620-3471</a> E: <a href="mailto:fred.choske@cdph.ca.gov">fred.choske@cdph.ca.gov</a>	yes
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FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a>	Yes
	Alternate: Carl Kircher E: <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	No
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>	no
	Alternate: Janet Cruse T: 217-785-0601 E: <a href="mailto:Janet.Cruse@illinois.gov">Janet.Cruse@illinois.gov</a>	no
KS	Michelle Wade E: <a href="mailto:MWade@kdheks.gov">MWade@kdheks.gov</a> Ph: <a href="tel:785-296-6198">(785) 296-6198</a> Fax: <a href="tel:785-296-1638">(785) 296-1638</a>	yes
	Alternate: N. Myron Gunsalus <a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a> <a href="tel:785-291-3162">785-291-3162</a>	no
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	no
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	yes
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OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: <a href="mailto:gary.k.ward@state.or.us">gary.k.ward@state.or.us</a>	no
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	Included for information purposes: Scott Hoatson T: (503) 693-5786 E: <a href="mailto:hoatson.scott@deq.state.or.us">hoatson.scott@deq.state.or.us</a>	No
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a>	Yes
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TX	Steve Gibson E: <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>	no
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NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>	Yes
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NELAP QAO	Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	yes
	Oklahoma: David Caldwell	no