

Summary of the NELAP Accreditation Council Meeting

October 3, 2016 1:30 pm Eastern

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm on Tuesday, October 3, 2016. In Aaren's absence, Paul chaired the meeting. Those members in attendance are listed in Attachment 1. Minutes of September 6, 2016, were approved.

2. Action Items Pending

- Donna to request that EPA/TSC identify items subject to possible non-conformities as "applicable federal regulations" in the definition of Findings in SOP 3-102

3. Recommendation from Evaluation Team to Renew Recognition of Oregon

The recommendation materials from Michelle Wade were forwarded to AC members. Yumi moved and Donnell seconded that the recommendation to renew the NELAP recognition of Oregon be accepted. Eleven "yes" votes were registered with OR abstaining. The remaining two ABs will be asked to vote by email.

4. Edits to the Evaluation SOP 3-106 to Accommodate Policy Committee Comments

During Policy Committee review of SOP 3-106, a few relatively minor changes to the substantially revised Evaluation SOP were requested, primarily about the application fee for a new AB to include additional expected expenses for a longer site visit and an observation, and that provisional recognition would not be applicable for a new AB, but that if there could be no observation of an assessment after one year, that the AB's Interim Recognition should be withdrawn, leaving the new applicant unrecognized. A revised document was provided before the meeting, with these minor changes added as a redline version.

Cathy moved and Bill seconded that the revised SOP be approved. Eleven "yes" votes were registered and the remaining three ABs will be asked to vote by email.

During discussion, one participant noted that the time required for an observation was not included in Appendix B of SOP 3-106, but since the additional time for an observation would be the exception and not the "normal" timeline, no change was requested.

Discussion after the vote centered on intended modifications to the application form and the technical review checklist. The application form will include a list of required documents and the Completeness Checklist can be dispensed with. Cathy stated that she has had difficulty finding time to make those final edits to the revised process, and Paul asked that Lynn undertake to revise both documents and have them ready for acceptance by the November meeting.

5. Revisions to Mutual Recognition Policy 3-100

At conference in California, a lunch meeting of the AC with the Information Technology Committee resulted in general agreement to add, as an AB responsibility, reporting updates to LAMS no less often than every two weeks. A revised document was circulated before the

meeting with this additional language added.

Cathy moved and Donnell seconded that the revised policy be adopted. During the discussion, Texas noted that it presently updates LAMS monthly, but asked to vote by email, in order to clarify their status. Eleven “yes” votes were registered and the remaining three ABs will be asked to vote by email.

6, Update on the Rejection of LASEC Recommendations

Lynn reported that LASEC discussed the reasons for rejection at its September 27 meeting, and that Judy Morgan (LASEC Chair) will transmit the AC’s reasons to the Chemistry and PT Expert Committees. NOTE: The Chemistry committee discussed those reasons on October 7, and agreed on some technical edits which will be returned to LASEC and the AC to see if the issues are resolved. If so, the CSDEC will be asked to accept those edits as technical clarifications. Also, a conversation with the PT Chair is scheduled for October 10.

7. Volunteer Opportunities

Paul asked for volunteers for a new committee working to streamline the differences between the TNI Environmental Laboratory Sector Standard and the Field Sampling and Measurement Operations Standard. Some labs seeking accreditations to both of these are finding conflicts, so that they cannot possibly meet both standards. No one volunteered during the meeting, but Paul requested that AB representatives contact him if they are willing to take on this activity.

Cathy asked for volunteers to help create a document identifying ways that ABs could be better served by EPA’s Certification Officer training course. The major issues are that course availability is extremely limited, leading to long wait times before newly employed assessors can be scheduled, and the approach of the training course, where the delivery sometimes consists of reading slides and that the final exam is not reflective of how assessors function in their actual work. EPA managers have indicated a willingness to consider helpful suggestions as they undertake course revision in the coming months. Celeste, Ken, Kristin, Sara and David asked to participate in this activity; Cathy has a rough draft that she committed to cleaning up and circulating to the volunteers within a week. Donna, as our EPA Liaison, recommended providing multiple options, rather than just a single recommendation set.

Paul asked about making it easier for contract assessors to take the training, and noted that both data users and the states show a strong preference for this EPA assessor training. This led to a brief related discussion about technical training for assessors. Lynn noted that the various expert committees might be a resource for developing such training (such as the WET Assessment Forum of August 2016) and Paul shared with the group two guidance documents about training that were prepared by the former On-Site Assessment Committee (presently available at <http://www.nelac-institute.org/committee/lab> under the Documents & Presentations tab.) One participant also noted that the 2003 NELAC Standard had language about assessor training that got lost in the transition to the TNI standard.

8. SIRs Needing Discussion and Other Actions

Two SIRs were scheduled for discussion. SIR #144 has a “needs discussion” request but the AB representative requesting that discussion was absent from the call. This discussion has been deferred to a later meeting.

SIR #246 has a “veto” vote that is not based on state regulations or statutes, but again, the AB representative casting that vote was not present. For a veto to stand, it must be ruled persuasive by vote of the Council, but the AB representative casting this veto was not present, so consideration of the veto was deferred to a later meeting.

5. Next Meeting

The next teleconference meeting of the Council will be on Monday, November 7, 2016, at 1:30 pm Eastern time. An agenda, teleconference information and meeting materials will be distributed with the meeting reminder, prior to the meeting.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: carl.kircher@flhealth.gov	Yes (arriving late)
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	No
IL	Celeste Crowley T: 217-557-0274 F: 217-524-6169 E: celeste.crowley@illinois.gov	Yes
	Alternate: Janet Cruse Janet.cruse@illinois.gov	No
KS	N. Myron Gunsalus 785-291-3162 E: ngunsalus@kdheks.gov	No
	Alternate: Sara Hoffman shoffman@kdheks.gov	Yes
LA DEQ	Paul Bergeron T: 225-219-3247 E: Paul.Bergeron@la.gov	Yes
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	Yes
	Alternate: TBD	
MN	Lynn Boysen E: lynn.boysen@state.mn.us	Yes
	Alternate: Stephanie Drier 651-201-5326 E: stephanie.drier@state.mn.us	No
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov	Yes
	Alternate: Tyler Croteau Tyler.Croteau@des.nh.gov	No

NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: michele.potter@dep.nj.gov	Yes
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	No
NY	Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: michael.ryan@health.ny.gov	No
	Alternate: Victoria Pretti victoria.pretti@health.ny.gov	Yes
	Included for information purposes: Lynn McNaughton lynn.mcnaughton@health.ny.gov	No
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	No
	Shannon Swantek T: 503-693-5784 E: Shannon.swantek@state.or.us	Yes
	Included for information purposes: Scott Hoatson T: (503) 693-5786 E: hoatson.scott@deq.state.or.us	No
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@pa.gov	No
	Alternate: Yumi Creason E: ycreason@pa.gov	Yes
TX	Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov	No
	Julie Eldredge E: Julie.Eldredge@tceq.texas.gov	Yes
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	No
	Alternate: Jill Jones T: (801) 965-3899 E: jilljones@utah.gov	No

VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	Yes
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: ed.shaw@dgs.virginia.gov	No
NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	Yes
EPA Liaison	Donna Ringel T: 732-321-4383 E: Ringel.Donna@epa.gov	Yes
California	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
Oklahoma	David Caldwell E: David.Caldwell@deq.ok.gov	Yes
Guests:		