

Summary of the NELAP Accreditation Council Meeting

October 7, 2013

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on Monday, October 7, 2013. Minutes of the September 16 and 19, 2013, meetings were approved with one edit to the September 16 document. Those members in attendance are listed in Attachment 1.

2. Action Items Pending

- Prepare and issue new certificate to LDEQ for renewal date 9/10/13, to expire November 16, 2015; PA will notify the Regional Office once copy of certificate is available.
- Review and adoption of Evaluation SOP 3-102 and “tools”
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB (response deadline letter sent to CA)

3. Updates

The revision to NPW FoPT Table was approved unanimously, with the final vote arriving Monday, September 30.

The NELAP Evaluation SOP 3-102 was approved unanimously, with the final vote arriving Monday, September 30. There were no comments or recommendations for further revisions to the Evaluation Tools accompanying the SOP.

The RFP for a Contract or Third Party Evaluator was released on the TNI website this morning. Lynn asked for an AC volunteer to review proposals. NOTE: a member has agreed to do this.

The web page for listing possible third party “Contract NELAP Assessors” is now available under the Professional and Technical Resources button on the TNI home page. In response to this, Aaren noted that it will be helpful in an unanticipated way. PA has begun requiring that, as part of consent decrees with laboratories found to have unacceptable practices, the laboratory hire a NELAP third party assessor for an “extraordinary assessment.” The lab must send the report to the state, but this saves state resources and does seem to be improving laboratory quality. PA offers to assist in selection of the assessor, but does not make pre-approval mandatory; however, if the chosen assessor is not qualified as a NELAP assessor, the extraordinary assessment is not accepted by the state. Several other ABs liked this concept, and all thought that having a list of third party assessors available would be beneficial.

The two errors from the previous posting of SIR revised responses on the AC voting site have been corrected, and one new SIR was posted. Lynn asked that all AB representatives please cast their votes in timely fashion for all of these as well as those items posted in late July.

4. Results of Review of NELAP Documentation with Recommendations for Needed Policies and Procedures

Susan Wyatt was asked by Policy Committee to perform this review, and asked to present her results to the AC before finalizing for Policy Committee. She reminded us all of the time when “policies” were stripped out of the NELAC Standard and supposedly put into a separate handbook, but has not been able to find such a document. Alice shared the electronic copy she found when taking over the program manager’s role in TCEQ.

Susan indicated that a number of the requirements to become an AB are incorporated into the Evaluation SOP, the Application Form and the Completeness Checklist, so that they may not require separate documents, but items like the requirement to update the national database are presently not documented anywhere. She asked that AB representatives please review the “Accreditation Body Application and Evaluation” PowerPoint, on the “How to Become an AB” web page located at <http://www.nelac-institute.org/howto-ab.php> to see if they believe it needs to be updated further. Lynn had updated this (as a volunteer on LAB Expert Committee) several years ago.

Susan will continue with her review and return to the AC at its next meeting.

5. New Business

Stephanie Ostrowski stated that NY has an increasing number of laboratories making method modifications (in SOPs) that are outside of the “approved methods.” NY is trying to document ways to approve these methods – in policies and SOPs – as well as criteria for what constitutes a “significant” modification. Another participant mentioned that NJ has a relevant policy, and several others thought that using the Alternative Test Procedure language might be satisfactory (for a single-lab modification). Carl offered to share a presentation on method validation that he used for an earlier Assessment Forum. [In his October 7 email sharing this, Carl also offered a number of citations to the standard that are relevant to use of modified methods and the validation/verification that may be required.] Other participants noted that ensuring the client is aware of the use of a modified and possibly “unapproved” method might also be a concern.

6. Next Meeting

The next regularly scheduled meeting of the AC will be on October 21, 2013, at 1:30 pm Eastern. A reminder with teleconference and agenda will be distributed prior to the meeting.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: 510-620-3471 E: fred.choske@cdph.ca.gov	yes
	Alternate: Dave Mazzer T: 510-449-5600 E: david.mazzer@cdph.ca.gov	No
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	no
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	No
	Alternate: Janet Cruse T: 217-785-0601 E: Janet.Cruse@illinois.gov	No
KS	Michelle Wade E: MWade@kdheks.gov Ph: (785) 296-6198 Fax: (785) 296-1638	Yes
	Alternate: N. Myron Gunsalus ngunsalus@kdheks.gov 785-291-3162	yes
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov	No
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	No
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	yes

	Alternate: Stephanie Drier E: stephanie.drier@state.mn.us	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov	yes
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: joseph.aiello@dep.state.nj.us	no
	Alternate : Rachel Ellis E: rachel.ellis@dep.state.nj.us	no
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: seo01@health.state.ny.us	Yes
	Alternate: TBD	
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	yes
	Shannon Swantek T: 503-693-5784 E: Shannon.swantek@state.or.us	no
	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	yes
	Alternate: Yumi Creason E: ycreason@pa.gov	yes
TX	Alice Colt T: (512) 239-3927 Alice.Colt@tceq.texas.gov	Yes
	Ruth Wedig Ruth.Wedig@tceq.texas.gov	No
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	No

	Alternate: Robert Aullman T: 801-965-2541 F: 801-965-2544 E: raullman@utah.gov	No
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	no
	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	Marvelyn Humphrey T: (281) 983-2140 E: Humphrey.Marvelyn@epa.gov	no
NELAP QAO	Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	no
Oklahoma	David Caldwell	No
Guests:		