

Summary of the NELAP Accreditation Council Meeting

November 18, 2013

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, November 18, 2013. Minutes of the October 21 and November 4, 2013, meetings were approved. Those members in attendance are listed in Attachment 1.

Michelle Wade noted that this will be her last AC meeting, since she is leaving KS at the end of the week, and she expressed her appreciation and deep gratitude for the experience of working with the AC as well as the help and assistance of her AC colleagues over the past four and three-quarters years. Michelle will continue to be part of the TNI community and she may be contacted at the website of Wade Consulting, URL michellefromks.com

2. Action Items Pending

- Possible teleconference among Aaren, Paul B. and Bob Wyeth, CSD EC Chair – awaits feedback from Bob.
- 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.
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB (response deadline letter sent to CA)

3. Update on Responses to RFP

The Request for Proposals for a NELAP third party or contract evaluator closed on November 4. Five proposals were received and these are undergoing review for the technical portion of the proposal. Three reviewers were asked to complete their work by November 22, so that results could be combined, discussed if necessary, and be ready for final decision once the Finance Committee conducts its review of the cost proposals during the week after Thanksgiving. We still expect a contract award to be made by mid-December.

4. Updates on Ongoing Evaluations

Three evaluations remain to be completed, and two of these will overlap the next round of evaluations which begins in late December.

CA – the Lead Evaluator is prepared to present a recommendation to the AC but opted to delay until the next meeting in order to be present for discussion that might occur.

MN – the observation part of the evaluation is delayed until MN's new contract assessors are trained and its assessment schedule resumes. The site visit is otherwise complete, and the observation will likely occur in January 2014 or early February.

IL – this evaluation was severely delayed through no fault of Illinois. The technical review should be completed by early December, and the site visit and observation are being scheduled, probably for mid-February. The team seeks to avoid the time period of the possible next federal government shutdown, which could happen in the second half of January 2014.

Scott inquired about the scheduling of the next evaluation for IL, and was hoping that it would be three years from the close of this current evaluation, but the policy in place now is that evaluations occur every three years from the renewal date that was established at the end of the first round of evaluations conducted under TNI. IL presently has a “temporary extension” due to the delays, but the renewal date for its certificate would be April 18, 2013, regardless of when the team’s recommendation is voted upon, meaning that the next IL evaluation will begin in late July, 2015. After considerable discussion, it was agreed not to alter the current schedule for the up-coming round of evaluations. All agreed that in the future, timelines in the SOP should be honored.

5. SIR Discussions

The Standards Interpretation Requests with outstanding “Needs Discussion” votes that were “left over” from the October 21 meeting, plus a few new ones, were circulated in advance of the meeting.

SIR #67 – the “needs discussion” vote was changed, but this should be flagged for possible addition to the standard during the next revision.

SIR #160 – this should return to LAS. It’s a “how to” question that should be answered by the AB based on the specific details of an individual lab’s circumstances.

SIR #171 – this is not a SIR but rather a request for permission to “qualify” data where the analysis doesn’t meet the requirements of the standard. AC members are unable to identify an interpretation request in the question, but if there is one, the response needs more supporting information, so that ABs not accrediting asbestos can assess the response.

SIR #172 – was removed from website, so not discussed.

SIR #202 – was withdrawn by verbal request from submitter (P. Bergeron, LDEQ.) Discussion clarified that oil is technically part of “soil” matrix, but that some ABs accredit for both oil and soil, and it’s the “prep method” that makes the difference, but prep is sometimes accredited separately and sometimes as part of the method itself. If a lab performs analyses for oil as well as for soil, PTs should be performed for both.

SIR #204 – discussed, the “needs discussion” vote has been changed to against, but may be ready for 2-week notice.

SIR #206 – AC members were asked to reassess their votes, and consensus was that this should be flagged for possible addition to the standard during the next revision.

SIR #216 – the “needs discussion” vote will be changed so that this should be ready for

2-week notice.

7. Next Meeting

The next regularly scheduled meeting of the AC will be on Monday, December 2, 2013, at 1:30 pm Eastern. A reminder with teleconference information and the agenda will be distributed prior to the meeting.

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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	yes
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	no
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	Yes
	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	yes
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	yes
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	no

	Alternate: Stephanie Drier 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: 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	No
	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	no
TX	Alice Colt T: (512) 239-3927 Alice.Colt@tceq.texas.gov	Yes
	Ruthie Wedig Ruth.Wedig@tceq.texas.gov	Yes
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	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	Marvelyn Humphrey T: (281) 983-2140 E: Humphrey.Marvelyn@epa.gov	No
NELAP QAO	Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	Yes
Oklahoma	David Caldwell	Yes
Guests:		