

Summary of the NELAP Accreditation Council Meeting
December 16, 2013

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, December 16, 2013. Minutes of the December 2, 2013, meeting were approved. Those members in attendance are listed in Attachment 1.

2. Action Items Pending

- Aaren to contact David Mazzera (CA); depending on outcome, possible vote(s) on CA recommendation at January 6 meeting.
- 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. Discussion with TNI Executive Director about Lead Evaluator Contracts

Jerry Parr explained the selection process, from submission of 5 proposals through review of the technical aspects of the proposals and finally the review of the cost proposals by the TNI Finance Committee. Four of the 5 proposals were technically acceptable, and the Finance Committee selected Wade Consulting Services (WCS.) A second, back-up, contractor was chosen, AQS, Inc., in the event that some other Lead Evaluator might be needed for whatever reason.

The Finance Committee raised concerns about potential conflicts of interest (COI) that WCS might have with Kansas (the principal recently resigned from KS employment, having written most of the AB's SOPs and so forth) and Florida (where the principal has a contract to perform laboratory assessments), and asked for the AC to consider whether the COIs warranted assigning AQS to those ABs, instead of WCS.

Several AB members expressed concern about the WCS' COI with KS, although the current KS AB representative, Myron, stated that he had discussed this possibility with Michelle and that he believed she could be fair, but acknowledged that the perception of COI would be unavoidable.

The consensus of the AC was that AQS should be assigned as the Lead Evaluator for Kansas.

Regarding Florida, several participants mentioned that as long as the lab files reviewed were not from labs where WCS did the assessment, there ought not to be a problem. The decision was made to wait until closer to Florida's renewal date and re-visit the issue.

Participants also agreed that any AB could raise the COI issue with any team member upon receiving the initial team assignments in the renewal letter, even though all have seen the tentative assignments and raised no concerns.

4. Consideration of Evaluation Team Recommendation to Not Renew California's Certificate of Recognition as a NELAP AB

Aaren described the Team's recommendation and then asked that participants who were neither part of the team nor AB representatives please depart the call, but did ask Marvelyn (EPA Liaison) to remain. Jerry Parr and David Caldwell departed. The following discussion is considered "closed" and the details will not be reported in the minutes. The outcome of the discussion was that Aaren will contact David Mazzera of CA within the next couple days about whether CA would prefer to withdraw voluntarily, and report back to the AC by email.

Depending on the outcome of that conversation, any needed vote will occur at the January 6, 2014, AC meeting, at which time draft documents regarding transition for the laboratories will also be available for AC consideration, if needed.

5. Next Meeting

The next regularly scheduled meeting of the AC will be on Monday, January 6, 2014, at 1:30 pm Eastern. A reminder with teleconference information and the agenda will be distributed prior to the meeting. The status of CA as a NELAP AB will likely be the major agenda item for this call.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: 510-620-3471 E: fred.choske@cdph.ca.gov	yes
	Alternate: Dave Mazzera T: 510-449-5600 E: david.mazzera@cdph.ca.gov .	No
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve.arms@flhealth.gov	no
	Alternate: Carl Kircher E: carl.kircher@flhealth.gov	yes
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	N. Myron Gunsalus ngunsalus@kdheks.gov 785-291-3162 Fax: (785) 296-1638	yes
	Alternate: TBD	
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	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	Marc Ferko Sitting in for info purposes
	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	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	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	yes

	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	yes
NELAP QAO	Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	Yes
Oklahoma	David Caldwell David.Caldwell@deq.ok.gov	Yes
Guests:	Jerry Parr, TNI Executive Director Jerry.parr@nelac-institutte.gov	