

**Summary of the NELAP Accreditation Council Meeting**  
**December 5, 2011**

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on December 5, 2011. Minutes of the November 21, 2011, meeting were approved. Those members and guests in attendance are listed in Attachment 1.

2. Updates on AB Renewals

Lynn reported on the status of ongoing evaluations:

CA – completeness review transmitted, awaiting response

FL – on-site and observation conducted week of November 14

KS – awaiting revised SOPs to address technical review and findings from site visit; extension granted until December 31

LA DHH – site report in preparation

NH – onsite report sent Nov 15

NJ – technical review sent, scheduling of site visit initiated

NY – recommendation for renewal approved at 11/21 meeting

PA – recommendation for renewal approved at 11/21 meeting

UT – recommendation for renewal pending vote

TX – renewal letter pending

3. Voting on Recommendations from Evaluation Team for UT

The Evaluation Team's recommendation letter for UT was sent to the AC on November 30. The AC voted unanimously (w/ UT abstaining) to renew UT's recognition as a NELAP Accreditation Body, so this was approved, as of December 5, 2011.

4. Updates on other AC Items

Lynn reported that Jerry and Ilona have been working with the TNI Finance Committee to determine how to make the NELAP Evaluator Training course publicly available and whether to charge a fee for it, for non-governmental students.

Lynn also reported that the LAS EC plans to have, by the end of December, a document about availability and accessibility of the DoD and DOE assessment reports. At that point, the AC can begin its decision process about whether and how to utilize these reports in the NELAP accreditation process.

5. ACIL Newsletter Item about Environmental Sciences Section Activity

The ACIL newsletter (Nov/Dec 2011) contained an item about its Environmental Sciences Section's (ESS's) efforts to expand its "nongovernment accreditation initiative" from NJ into NC, MN, CA, FL, KS and VA, identifying coordinators and approach for promoting a non-government-based accreditation system. This was the second AC meeting devoted to discussion of this item.

A letter from ACIL's Executive Director and the Chair of ACIL's ESS written to "clarify" the newsletter item was circulated to AC members by Steve Arms as our teleconference began. (NOTE: Judy Morgan, the ESS Chair, had sent it to Lynn for distribution to the AC, but that email wasn't read until after our meeting was over.) This follow-on letter did not indicate that any of the facts of the newsletter item were in error.

Steve Arms noted that Jack Farrell has resigned from the ESS and stated his belief that Judy Morgan had also resigned as chair but in a follow-up email, clarified that Judy did not resign; Steve also noted that Dave Spies was "dismayed" by the article.

Scott Siders reported that the article and the ACIL white paper were shared with the State Assessors Forum, and that a number of state assessors have contacted him with their concerns. He indicated that APHL also intends to address the issue, independently.

Susan Wyatt said she would be meeting with Steve Vanderboom of Pace Labs (as mentioned in the ACIL newsletter) and volunteered to ask him questions from other AC members. Michelle Wade offered that she spoke with Doug Leonard of L-A-B (also named in the newsletter,) who suggested that the newsletter item was blown out of proportion.

Joe Aiello stated that it is a fact, that ACIL wants a non-governmental accreditation program; the ACIL representatives meeting with government officials in NJ have been clear about seeking to establish such a program, and others noted that position is supported by the white paper available on the ACIL website. ACIL will host a "workshop" for NJ DEP employees later in December, as follow-on to its meeting with the NJ governor's office.

Participants discussed whether some type of partnership might be developed by the three parties -- ACIL, APHL and TNI -- that promotes "national accreditation" without demolishing the NELAP program. Since the AB Task Force survey exposed some NELAP vulnerabilities, some wondered if there might be assistance and support for continuing governmental involvement in accreditation from that Task Force, particularly as it works on the AB TF Report's Option #8 -- not to replace state ABs but to utilize non-governmental ABs in ways that strengthen the NELAP program. Otherwise, ACIL's efforts will hinder the implementation of Option #8.

Steve Arms noted that this issue will definitely be on the TNI Board's agenda, for its December 14 meeting, and while stating that he is unclear how the discussion might proceed, expressed that he values the diversity of opinion that's likely to emerge, as a way to bring out new ideas. Several participants expressed their desired outcomes; Michelle noted her role representing state ABs (not just NELAP) in the ELAB. (NOTE: Jack Farrell represents TNI on ELAB, and thus the NELAP program as part of TNI.)

On a slightly different tactic, a question was raised about whether and how the AC can work together, for ABs to help one another? For instance, if ABs cannot meet the 2 year assessment timeframe, can they halt taking on additional work until they catch up? Several ABs responded that legally they cannot decline to accept any application, but that

in preliminary conversations, they do indicate that new applications may not be able to get timely review and suggest checking with other ABs in hopes of quicker attention. This is an area where, clearly, non-governmental ABs have an advantage, since state ABs are bound by governmental process and staffing limitations. The number of states that accept or even require NELAP accreditation, but are not NELAP ABs, is a mixed blessing – it indicates widespread respect and acceptance of the NELAP program, but it adds a disproportionate workload to the 15 NELAP ABs.

#### 6. Request from IL to Address Consistency Issues

Scott Siders noted that there are many issues the AC can address within itself – self-policing, PTs, and consistency in particular, as well as others. Scott requested a survey of NELAP Assessors and accredited labs to identify gaps and improvements needed to improve consistency across ABs.

This led to a discussion of the work of the Consistency Improvement Task Force, and it was agreed that one of the CITF subcommittee chairs, Kathy Gumpfer, should be invited to the next AC meeting. Susan Wyatt had presented MN's ELDO software to that subcommittee at conference in Bellevue or Savannah, and Susan agreed to send that PowerPoint presentation to the AC, as well as to share (again) the Consistency SOP that MN developed. (NOTE: Ms. Gumpfer has been asked, as these minutes were being written.)

The Chair noted that, in reading the three renewal recommendations voted on thus far, she sees definite improvement over the previous cycle of evaluations, and suggested that some “consistency” complaints may be residual but no longer actual. Paul Ellingson, the NELAP QAO, echoed that sentiment.

#### 7. Next meeting

The next AC meeting will be Monday December 21, at 1:30 pm EST. Agenda items (thus far) will be:

- Welcome and Roll Call
- Approval of Minutes
- Update on Renewals and also efforts agreed upon by NELAP evaluators to revise the evaluation documents and process
- Vote(s) on renewal recommendations for NELAP ABs (if received in time to distribute)
- CITF discussion, Kathy Gumpfer invited
- Follow-up to the TNI Board meeting

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@cdph.ca.gov">gkulasin@cdph.ca.gov</a>	yes
	Alternate: Jane Jensen E: <a href="mailto:jjensen@cdph.ca.gov">jjensen@cdph.ca.gov</a>	no
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>	yes
	Alternate: TBA	
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: none	
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>	yes
	Alternate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	yes
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	yes

	Alternate: Stephanie Drier E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>	yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:george.hall@des.nh.gov">george.hall@des.nh.gov</a>	yes
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	yes
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: <a href="mailto:seo01@health.state.ny.us">seo01@health.state.ny.us</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>	yes
	Alternate: 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
	Alternate: Dwayne Burkholder E: <a href="mailto:dburkholde@state.pa.us">dburkholde@state.pa.us</a>	
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a>	yes
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UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>	yes
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VA	Cathy Westerman T: 804-648-4480 ext.391 E: <a href="mailto:cathy.westerman@dgs.virginia.gov">cathy.westerman@dgs.virginia.gov</a>	yes
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: <a href="mailto:ed.shaw@dgs.virginia.gov">ed.shaw@dgs.virginia.gov</a>	no
	NELAP AC Program Administrator and Evaluation Coordinator 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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EPA Liaison effective 2012	Marvelyn Humphrey T: (281) 983-2140 E: <a href="mailto:Humphrey.Marvelyn@epa.gov">Humphrey.Marvelyn@epa.gov</a>	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	yes
	Oklahoma: David Caldwell	yes
	Guests: Chris Mayeux, LA DEQ manager, and Alicia Ryan, Charles Leonard, Cindy Gagnon, and Jacqueline Prudente, LDEQ assessors (staff)	