

Summary of the NELAP Accreditation Council Meeting

May 21, 2012

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on May 21, 2012. Minutes of the April 16 and May 7, 2012, meetings were approved. Those members in attendance are listed in Attachment 1.

2. Action Items Pending

- Response to Complaint from ACIL
- Draft Response to TNI Board regarding Use of DoD-DOE reports (AB/TF Option #5)
- Request from LAB Expert Cmte to consider surveillance assessments and whether/how to revise V2 to lengthen the mandatory reassessment time beyond 2 years
- SIRs – discussion of “needs discussion” votes, 1-2 each AC meeting
- Decision on TIA for PT corrections to the TNI Standard (V1,V2) – veto vote cast by MN
- Follow new Task Force addressing third party AB option
- Follow-up to commitments made in Sarasota – complaint process, consistent FoAs, and item from TNI Board letter of 3/10/10 requesting review of AB Operations
- Discussion of item raised by Michelle Wade concerning difference in “Technical Director” between 2003 NELAC and 2009 TNI standards.
- Policy Committee Review and request for revisions to Voting SOP (3-XXX, Rv 1)

3. Temporary Extension of Certificate of Recognition for NJ

Steve Stubbs moved and Michelle Wade seconded that the recognition of New Jersey’s program be extended until such time as the recommendation of the Evaluation Team can be voted upon by the AC. NJ’s existing certificate was dated to expire February 23. During the meeting, 9 yes votes were cast plus 1 abstention. As of May 25, 2 more yes votes were cast, so unless there is a veto vote (not expected), the certificate will be extended. [NOTE: there were 14 yes votes and NJ abstained.]

4. ACIL Complaint Letter to TNI Board

On May 1, ACIL delivered a letter signed by its Executive Director to Jerry and the TNI Board of Directors, filing formal complaint against a NELAP AB. This letter was made available to the Evaluation Team during its site visit to that state. The Board discussed this letter at its May 9 meeting, sent a preliminary response, and per the TNI Complaint SOP, passed the letter to the AC to be dealt with.

Since the state was not notified by ACIL of the complaint, a preliminary call was set up with state staff; top management was not available, so an additional call was scheduled for May 22, when all parties could join the conversation. [NOTE: This call was held and the state managers were aware of some of the complaints, but had not been notified of the letter until informed by Aaren. All agreed that 1) personnel issues can only be the responsibility of the state and 2) the evaluation will proceed normally, in accordance with the existing Evaluation SOP, and should routinely address the other issues noted, even

though no actionable information was provided by ACIL. The state may also perform its own investigation of the other complaint areas.]

Aaren requested volunteers for a small workgroup to prepare a response to ACIL, from the AC. There were no volunteers, so she and Vice Chair Steve Stubbs will undertake that task.

5. TIA for PT Modules V1, V2 and V3 Concerning WETT

This TIA was proposed to the AC with a strong request that it be immediately adopted at the next meeting, which was April 16. The AC declined to vote on it, given only 1.5 business days' notice, and asked that the LAS EC consider the proposal and decide whether to recommend it to the AC. The LAS EC did vote to approve the TIA at its April 18 meeting, and recommended that the AC adopt it. This May 21 meeting of the AC is the next regular meeting, and Aaren discussed the background of the request, noting that Susan had expressed concern that the language of the TIA may be considered punitive to labs. A request to Jerry for definitive nomenclature of the TIA-amended standard remains pending final response. The TIA is posted at www.nelac-institute.org/docs/standards/2012/TIA-PT/WET_TIA_11_03_09_revised4-4-12-12.pdf

Steve Stubbs moved and Steve Arms seconded to approve the TIA and make it effective upon the final vote. During the meeting 8 yes votes were cast, with 2 ABs requesting to vote by email along with the 5 absent ABs. [NOTE: one veto vote has been cast by email; the rationale for that veto will be distributed for consideration at the June 4 AC meeting.]

6. Follow-Up on Open AC Teleconference, May 7, 2012

Aaren explained that the call itself went well, and that she has committed to providing updates to the non-NELAP ABs through the State Assessor Group. She also remarked that many of the non-NELAP ABs seemed not to have been following the NELAP program at all. A cleaned-up email list of the non-NELAP ABs has been provided to Jerry and Carol for use in inviting them to the special session at conference in Washington, DC in August.

7. SIRs

SIRs # 80, 82, and 84 were discussed, as requested in the voting process. SIR 80 will be returned to the LAS EC with a request that the PT Expert Committee revise the response to eliminate the explanatory paragraph from the "PT Board," which is considered confusing, also with a request that LAS keep track of SIRs already answered and not add repeats to the queue.

SIR 82 will be returned to LAS EC with a request that Quality Systems Expert Committee clarify the issue of frequency of calibration so that it's clear that only one thermometer needs calibrated by NIST and kept stable, but does not require annual calibration by NIST, while other in-house thermometers must be calibrated against that NIST-certified reference annually.

SIR 82 was considered just another "help desk" query, it just needs another "yes" vote to

move it to the 2-week final voting period.

9. Next meeting

The next AC meeting will be Monday, June 4, 2012, at 1:30 pm EDT. Teleconference information and an agenda will be sent the week before. The agenda will include:

Update on the complaint letter

Actions from Sarasota

Further Actions as needed to reach a decision on TIA for WET PT

Other priority issues from #2, as time permits

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	Jane Jensen 510-620-3174 F: 510-620-3471 E: jjensen@cdph.ca.gov	yes
	Alternate: Fred Choske 510-620-3175 F: 510-620-3471 E: fchoske@cdph.ca.gov .	yes
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	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: none	
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	no
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: joseph.aiello@dep.state.nj.us	no
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: seo01@health.state.ny.us	no
	Alternate: Dan Dickinson E: dmd15@health.state.ny.us	no
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	no
	Alternate: 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@state.pa.us	yes
	Alternate: Dwayne Burkholder E: dburkholde@state.pa.us	no
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	yes
	Alternate: Steve Gibson E: jgibson@tceq.state.tx.us	yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	yes
	Alternate: Kristin Brown E: kristinbrown@utah.gov	yes
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 Program Administrator and Evaluation Coordinator 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
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes
	Oklahoma: David Caldwell	yes
	Guests: none	