

Summary of the NELAP Accreditation Council Meeting

June 1, 2015

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, June 1, 2015. The minutes from May 18, 2015, were approved. Those members in attendance are listed in Attachment 1. With the Chair on vacation, the Vice Chair moderated the meeting.

2. Action Items Pending

None

3. Presentation on Reference Materials – Matt Sica

Matt Sica had requested to give a short presentation on reference materials to the AC, several months ago, and asked that it be accomplished prior to conference, so this was the best day. Matt distributed a PowerPoint presentation prior to the meeting, which formed the basis of his talk. He covered the standards (“guides” in this case) that govern reference materials as well as their production and preparation including quality control measures typically used in those processes.

Paul thanked Matt for his presentation.

4. Review and Approval of Mutual Recognition Policy 3-100

A second round of revisions to include secondary accreditations in this policy was circulated prior to the meeting, with the most recent edits by Aaren and another edit from Paul. This revision does not seek to address any aspects of the non-governmental accreditation body approval program.

Steve moved and Lynn seconded that the policy be approved as offered. All eleven participants voted “yes” to approve the policy, and the remaining three will be polled by email. As of June 8, there is one additional “yes” vote.

5. Follow-Up on Inconsistent Analyte Naming Issue (Analyte Code 4659)

In late May, the AC was notified that Analyte Code 5780 has been set to inactive. The chemical is CAS # 39638-32-9, bis(2-chloroisopropyl)ether, and EPA provided information that it has never been in industrial production and that no analytical standard reference is available. In order to correct the inconsistency that results from this chemical being removed from the analyte code list, Analyte #4659 is being renamed as 2, 2'-Oxybis(1-chloropropane),bis(2-chloro-1-methylethyl)ether, CAS # 108-60-1.

Cathy asked to discuss the implementation of this change, at the next AC meeting, so that labs can be notified in time to avoid mass confusion. Lynn (PA) was charged with finding out when the actual revision to the FoPT table would be posted, and when the change in LAMS would be made.

6. Volunteer for August 3 NELAP Assessor Call

Many thanks to Paul Bergeron, LA DEQ, who volunteered to discuss assessing mobile labs at the August 3 NELAP Assessor Call. A “hold the date” notice has been sent out and all ABs requested to notify their assessors of the upcoming event.

7. Next Meeting

The next meeting of the AC will take place on Monday, June 15, 2015, at 1:30 pm Eastern. An agenda and teleconference information will be sent out before the meeting.

Attachment 1

| STATE | REPRESENTATIVE | PRESENT |
|-----------|---|---|
| FL | Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve.arms@flhealth.gov | Yes |
| | 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 | No |
| | Alternate: Janet Cruse T: 217-785-0601 E: Janet.Cruse@illinois.gov | No |
| KS | N. Myron Gunsalus 785-291-3162 E: ngunsalus@kdheks.gov | No |
| | Alternate: Sara Hoffman shoffman@kdheks.gov | Yes Also Nick Reams |
| LA DEQ | Paul Bergeron T: 225-219-3185 E: Paul.Bergeron@la.gov | Yes |
| | Alternate: TBD | |
| LA DHH | Donnell Ward T: E: donnell.ward@la.gov | Yes (she could hear us, despite problem w/ phone line) |
| | Alternate: TBD | |
| MN | Lynn Boysen E: lynn.boysen@state.mn.us | Yes |
| | Alternate: TBD | |
| NH | Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov | Yes |
| | Alternate: Tyler Croteau Tyler.Croteau@des.nh.gov | |

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| 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 | Yes |
| NY | Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: michael.ryan@health.ny.gov | No |
| | Alternate: Victoria Pretti victoria.pretti@health.ny.gov | Yes |
| | Included for information purposes: Lynn McNaughton lynn.mcnaughton@health.ny.gov | No |
| OR | Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us | No |
| | 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 | No |
| | Alternate: Yumi Creason E: ycreason@pa.gov | No |
| TX | Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov | Yes |
| | Ruthie Wedig E: Ruth.Wedig@tceq.texas.gov | No |
| UT | Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov | No |
| | Alternate: Jill Jones T: (801) 965-3899 E: jilljones@utah.gov | Yes |

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| 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 | Donna Ringel T: 732-321-4383 E: Ringel.Donna@epa.gov | Yes |
| California | Christine Sotelo Christine.Sotelo@waterboards.ca.gov | No |
| Oklahoma | David Caldwell E: David.Caldwell@deq.ok.gov | Yes |
| Guests: | Matt Sica msica@anab.org | |