

Summary of the NELAP Accreditation Council Meeting

June 5, 2017 1:30 pm Eastern

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm on Monday, June 5, 2017. Those present are listed in Attachment 1. Minutes from May 1, 2017, were approved as written.

2. AB FoA Tables and Access to Information

Dan Hickman, TNI's Database Administrator, was invited to join the AC for a discussion seeking the most accurate way to display the scopes of accreditation (Fields of Accreditation, or FoAs) offered by each NELAP AB.

The impetus for this review came from Dan's effort to update the FoAs in the LAMS database, to match the FoA Excel tables submitted with each AB's renewal application (from the 2014-2016 round of applications.) The FoA tables are posted in several places on the AC web pages, but no one seems certain that they are the same as the information in LAMS.

After discussion, the consensus was that each AB should keep its AB Recognition Table updated in LAMS, and Dan will arrange capability to download a version of it to be used as the FoA table for renewal applications (a file export into Excel or pdf.)

Regarding the addition of new items to the AB Recognition Table in LAMS, Dan noted that there should be one "standard" process for notifying NELAP ABs that a new technology is proposed for addition. He proposed that, since only he can edit the list of technologies, that when an addition is proposed, Dan would ask Lynn to distribute a notification to NELAP ABs with a two week deadline to register objections. We briefly discussed how to document this process, and Dan suggested that it should become part of the Information Technology Committee's Table Maintenance SOP. Further discussion on this aspect will likely be needed.

The discussion highlighted another issue that requires resolution, but was tabled until the July meeting. Some ABs include their secondary accreditations in FoA tables, while others do not, and all need to agree on whether secondary accreditations will be included in the LAMS version of FoA/scopes offered by each AB.

Nine ABs are regularly uploading information into LAMS, and several more are in process of making that possible. Having all FoAs uploaded, as well as demographic data, will be essential to making this process work. Dan noted that only he can approve changes to the technology tables in LAMS

3. Draft General Operations SOP 3-100

A few minor edits were requested to the revised draft from the May meeting. A clean draft will be prepared and distributed for vote at the July meeting.

4. Agenda for AC Session at Conference

The Monday morning session at conference will begin at 10:30 Eastern, after the break, and will last 90 minutes. Teleconference capability will be available. The agenda will be as follows:

- Welcome and Introductions
- Update on AB Renewals
- Status of the 2016 Standard
- Discussion of Changes to LAMS Usage and other Administrative Details
- Possible Adjustments to Timing of Evaluations (to spread more evenly over 3 years)
- SIRs
- Discussion of Draft Policy for Method Selection and Documentation of Prep Methods

5. Draft Policy on Method Selection for Assessments

The small workgroup that agreed to consider this policy will meet later in the week, and expects to provide edits at the July meeting.

6. A Discussion Request

MN noted that TX has updated parts of its web page, to change assessment procedures, and wondered if this were based on evaluation findings. Stephanie requested some public discussion about the value of accreditation, particularly in light of the new third party accreditors and basic ISSO 17025 accreditation.

TX responded that the website change was an update to the corrective action form used by labs. They find that 90% of initial proposed corrective actions require revision to be acceptable, and seek to reduce this percentage.

7. SIRs Needing Discussion

Several SIRs in the voting queue are either flagged for discussion or have too many negative votes to ever be accepted. Two of these were discussed in the time remaining from this meeting.

SIR 80 – a very old SIR that will pass now that discussion has taken place. FL recommends that an embedded comment about the value and definition of subcategory headers in the FoPT tables be referred to PTPEC and its FoPT subcommittees for consideration.

SIR 232 – this SIR should match SIR 132, but seems to confuse “contain” with “measure” in requiring quarterly checks for volumetric dispensing devices. Participants were unable to agree on a potential resolution for the response, but noted that it will be very difficult to enforce.

8. Next Meeting

The next teleconference meeting of the Council will be on Monday, July 10, 2017, at 1:30 pm Eastern time. This is a rescheduled time due to the likelihood that few participants will be available on the Monday, July 3, due to the July 4 holiday following. Teleconference information and meeting materials will be distributed with the meeting reminder.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: carl.kircher@flhealth.gov	Yes
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	No
IL	Celeste Crowley T: 217-557-0274 F: 217-524-6169 E: celeste.crowley@illinois.gov	Yes
	Alternate: Becky Hambelton Rebecca.Hambelton@Illinois.gov	No
	For information purposes: Kathy Marshall Kathy.Marshall@Illinois.gov	
	For information purposes: John South John.South@illinois.gov	
KS	Sara Hoffman sara.hoffman@ks.gov	Yes
	Alternate: N. Myron Gunsalus 785-291-3162 E: ngunsalus@ks.gov	No
	For Information Only: Paul Harrison	Yes
LA DEQ	Paul Bergeron T: 225-219-3247 E: Paul.Bergeron@la.gov	Yes
	Altérnate: Elizabeth West elizabeth.west@la.gov	Yes
LA DHH	Steve Martin stephen.martin@la.gov	Yes
	Alternate: Errin Rider 225-219-5235 Errin.rider@la.gov	No
MN	Lynn Boysen E: lynn.boysen@state.mn.us	No

	Alternate: Stephanie Drier 651-201-5326 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: Tyler Croteau Tyler.Croteau@des.nh.gov	No
NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: michele.potter@dep.nj.gov	Yes
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	No
NY	Victoria Pretti 518-485-5570 victoria.pretti@health.ny.gov	Yes
	Alternate: Lynn McNaughton lynn.mcnaughton@health.ny.gov	No
OR	Scott Hoatson Agency Quality Assurance Officer Oregon Department of Environmental Quality 503-693-5786 E: hoatson.scott@deq.state.or.us	No
	Lizbeth Garcia Lizbeth.garcia@dhsoha.state.or.us	No
	Included for information purposes: Stephanie Ringsage, Manager, Laboratory Compliance Section 503-693-4126 stephanie.b.ringsage@state.or.us	No
	Included for information purposes: Chris Redman christopher.l.redman@dhsoha.state.or.us	Yes
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	Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov	Yes

UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes
	Alternate: Jill Jones T: (801) 965-3899 E: jilljones@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	Donna Ringel T: 732-321-4383 E: Ringel.Donna@epa.gov	No
California	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
Oklahoma	David Caldwell E: David.Caldwell@deq.ok.gov	Yes
Guests:	Dan Hickman, TNI Database Administrator Dan.hickman@nelac-institute.org	