

Summary of the NELAP Accreditation Council Meeting
September 15, 2014

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, September 15, 2014. The minutes from August 18, 2014, were approved. Those members in attendance are listed in Attachment 1.

2. Action Items Pending

- Certificates of Recognition and letters to EPA Regional staff affirming renewals for UT, LA DHH and PA (Lynn and Aaren, Paul to sign the PA certificate)
- Aaren to follow-up with PTPEC concerning Note #3 on revised WETT FoPT table

3. Discussion of WETT FoPT Table

Rami Naddy, Chair of the Whole Effluent Toxicity Test (WETT) Field of Proficiency Testing (FoPT) Subcommittee of the PT Program Executive Committee (PTPEC,) joined the Council to explain the revisions and answer questions. Rami noted that changes to the table were highlighted in the draft that was circulated, and explained the changes as follows:

- Replaced references to "40 fathoms seawater" brand of sea salts (which is no longer marketed) with the generic term "SSW - synthetic seawater"
- Corrected misspelling of the word "Sheepshead" (was "Sheapshead")
- Changed "renewal" to "nonrenewal" for Ceriodaphnia dubia by EPA 2002.0
- Changed "7 day" to "3-Brood" for Ceriodaphnia dubia by EPA 1002.0
- Added Footnote 3 (and renumbered subsequent footnotes accordingly): Footnote 3 states: See recommended guidelines stated in each method for test replicates and the number of organisms per replicate / treatment. Test concentrations used in preparation of the PT studies should be: 0, 6.25%, 12.5%, 25%, 50%, and 100%. Sufficient toxicant must be provided to prepare the necessary volumes for each method.

Extended discussion was devoted to the new Footnote 3, to discern its purpose and intent, and whether or not it is appropriate for a FoPT table, or whether that information should be transmitted to the lab in some other fashion. For instance, does it belong in the standard itself or with the instructions provided with the PT sample, or some other place, since it appears to be instructing the lab to handle the PT sample in a specified way that may differ from ordinary WETT samples? Rami explained that it's necessary to standardize performance of the PT samples in order to calculate the acceptable ranges, while different states and even different permits require different dilution ranges for "ordinary" samples, so that what a lab does routinely may not be comparable to the actual test on which the PT results are going to be calculated. He noted that the PTPEC directed that this comment be added to the table, when approving the table developed by the WETT FoPT Subcommittee. Participants noted, too, that putting the information in a footnote does not ensure that the assessor

reviewing PT results actually sees it.

A vote on adopting the revised WETT FoPT table was postponed to a later meeting. Aaren agreed to contact the PTPEC about its choice to include this footnote, and Rami agreed to contact the EPA Discharge Monitoring Report (DMR)-QA Coordinator about the rationale behind the Agency's decision that such instructions ought not to be included with the PT sample itself. Both Aaren and Rami will share the feedback received with the Council and the table will be discussed again at the AC's October 20 meeting.

4. Review and Vote on PA Recommendation for Renewal

Aaren handed over the Chair responsibilities for this item to the Vice Chair, Paul Bergeron.

Paul invited questions and comments on the Evaluation Team's recommendation for renewal, and there were none. Steve moved to accept the recommendation to renew, and Donnell seconded. There was no discussion. Twelve "yes" votes were recorded with one abstention. The remaining participant had sought to vote in advance of the meeting, but this was deemed a proxy vote and could not be accepted, so that AB was asked to vote by email after the meeting, and did so before midnight the same day. NOTE: The motion passed with thirteen "yes" votes and one abstention.

Paul turned the meeting back over to Aaren.

5. Temporary Extensions of Certificates of Recognition for KS, NH and NY

Aaren explained that these three ABs will have their certificates expire prior to completion of their respective evaluations. Lynn noted that KS has been delayed while hiring a permanent Program Manager, with Myron's promotion to Lab Director leaving its program in "maintenance mode" but that now, KS is moving forward and a site visit is anticipated for December 2014. Completion of NH's evaluation was extended for several months awaiting assessment of a lab with a broad scope of testing, but its response to the site report is already submitted, so the extension should only last a few weeks. NY's evaluation was delayed due to family medical circumstances of a team member, and then by its anticipated relocation (which was further delayed so that the evaluation is occurring while all files are boxed and awaiting the move.) With the site report due in mid-October, NY's extension ought not to last beyond the end of calendar 2014.

Paul moved to grant these temporary extensions until such time as the recommendations of their respective Evaluation Teams can be acted upon by the AC, and Lynn Boysen seconded. There was no discussion and thirteen "yes" votes were cast, with the remaining email vote (a "yes") cast before midnight the same day. These three ABs have temporary extensions, as requested.

6. Inquiry about Revised Reference to Analytical Methods from “Standard Methods”

Dan Hickman, TNI's Database Administrator, had asked Lynn to check with the AC members about whether they are satisfied with the updated way of referring to Standard Methods in the Laboratory Accreditation Management System (LAMS,) by using the date when the Standard Methods team actually approved the method, rather than the edition number or other ways. This change arose after the most recent Methods Update Rule. Several ABs noted that their labs were confused by the changeover, but seem to have adapted once it was explained. The method reference in LAMS is suitable for the “compendium” purposes, as each method code will have a link to either the method itself or a way to purchase the method. This technique does not address whether or not EPA has formally “approved” the method for use in its drinking water program – that must be verified with the Federal Register or the Code of Federal Regulations. NOTE: Lynn has communicated to Dan that there were no adverse comments about this new way of referencing the methods.

7. Discussion about What Constitutes a Complete Assessment

Steve had asked for this discussion, but time was nearly over for the call, so that after explaining the reasons for raising the issue, he indicated willingness to postpone further discussion until SIR #254 is posted for vote. NOTE: SIR #254 is now on the voting site.

Steve recalls an early agreement (in the NELAC days) to assess every method at biannual every site visit, and Ken Jackson (former Program Manager of NY) recalls the same agreement. The Drinking Water Certification Manual requires that all drinking water methods be assessed, but Steve was unable to locate any documentation that other analytical methods must all be assessed individually. Florida presently requires its assessors to assess every method at every assessment.

Apparently, for other than drinking water, some other ABs only assess a subset of methods, chosen by technology and matrix, such that each technology is covered but not every method. Several ABs indicated how they do this but a complete poll of ABs was not taken and is not being reported here.

With that limited progress, the teleconference ended. Anticipate further discussion focused on SIR #254 which addresses this issue.

8. Next Meeting

The next meeting of the AC will be on Monday, October 6, 2014. This will be an “Assessor Call” and supplemental information will be sent the week before the call.

The next business meeting will be on October 20, 2014. Items not addressed from the September 15 agenda will be covered – the draft Standards Acceptance SOP and SIRs -- plus new business as it arises before then. 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	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	Yes
KS	N. Myron Gunsalus 785-291-3162 E: ngunsalus@kdheks.gov	Yes
	Alternate: Sara Hoffman shoffman@kdheks.gov	Yes
LA DEQ	Paul Bergeron T: 225-219-3247 E: Paul.Bergeron@la.gov	Yes
	Alternate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	Yes
	Alternate: TBD	
MN	Lynn Boysen E: lynn.boysen@state.mn.us	Yes
	Alternate: Susan Wyatt T: 651.201.5323 E: susan.wyatt@state.mn.us	No
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	Yes
	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	No
	Shannon Swantek T: 503-693-5784 E: Shannon.swantek@state.or.us	No
	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	Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov	Yes
	Ruthie Wedig E: Ruth.Wedig@tceq.texas.gov	Yes
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
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
Oklahoma	David Caldwell E: David.Caldwell@deq.ok.gov	Yes
Guests:	Rami Naddy, Chair of WETT FoPT Subcommittee, PTPEC naddyrb.tre@gmail.com	