

**Summary of the NELAP Accreditation Council Meeting**  
**September 9, 2013**

**1. Roll call and Approval of Minutes**

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on Monday, September 9, 2013. Minutes of the August 9 and August 19, 2013, meetings were approved. Those members in attendance are listed in Attachment 1.

**2. Action Items Pending**

- Prepare and issue new certificate to LDEQ for renewal date 9/10/13, to expire November 16, 2015; PA will notify the Regional Office once copy of certificate is available.
- Review and adoption of Evaluation SOP 3-102 and “tools”
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB (response deadline letter sent to CA)

**3. Planning for Quarterly Assessor Calls**

The Program Administrator asked that the plan dates and leaders for the quarterly assessor calls, to help with reminders and scheduling of the sessions. The following dates and leaders were planned:

1. November 4, 2013 – Paul Bergeron, LDEQ, will lead the discussion
2. February 3, 2014 – Susan Wyatt, MN, will identify a third party assessor to discuss traceability and standards
3. May 5, 2014 – Scott Siders, IL, will lead the discussion
4. August 4, 2014 will be at conference, so that session will need to be rescheduled at a later date

**4. Scheduling of AC Regular Meetings**

Aaren asked if the AC could begin monthly meetings instead of twice per month since the second meeting, which was for a while devoted to SIRs and reducing the backlog, is no longer needed for that purpose. Since meeting agendas remain pretty full, the Council agreed to revisit this scheduling at its meeting in Louisville.

**5. Discussion and Vote on Renewal Recommendation for LDEQ**

The letter of recommendation from the Lead Evaluator, along with appropriate evaluation documents, was circulated prior to the meeting. Scott moved and Michelle seconded to accept the recommendation of the Evaluation Team and renew the recognition of LDEQ for the remainder of its three years. (LDEQ had a temporary extension since November, 2012.) During the meeting, 13 “yes” votes were cast, with LDEQ abstaining; on the

following day (September 10, 2013), the absent NJ cast a “yes” vote, for unanimous support of the renewal.

## **6. Crypto PTs**

During the meeting among the TNI Board, the AC and EPA at conference, there was a suggestion about altering the standard (during current revision) to include requirements for PTs that are approved by state or federal governments, and also discussion of encouraging the sole crypto PT provider (PTP,) Wisconsin State Laboratory of Hygiene (WSLH) to apply for TNI recognition as a PTP, based on its existing ISO/IEC 17043 accreditation as a PTP.

The Chair of PT Expert Committee had requested a few AC members to contribute to language for revising the standard, but the AC instead affirmed that the suggested change was something it opposed previously and still opposes, so that no volunteers are needed for that issue. [NOTE: PT Chair has been so notified.] All believe that the EPA requirement in Chapter 7 of the Certification Manual for two PTs/year is adequate for the ABs to require PTs that are recognized by EPA as being acceptable for crypto accreditation (compliance with method requirements, essentially, although this could not be enforced using the PT modules of the standard, only the method requirements.) PA indicated that it publishes its own list of PTs that are required, but did not object to the consensus.

OR inquired how many ABs presently accredit for crypto, and learned that MN, NH, FL, PA and NJ presently do so. CA plans to add crypto, and has the requisite trained assessor. LDEQ accredits for crypto in groundwater, and grants secondary accreditations to the same method, even though granted for drinking water. IL noted that the state Department of Health will certify labs for crypto in its non-NELAP program.

The PT Chair also requested several people (preferably parasitologists or microbiologists) to work with a subcommittee of PT Expert Committee to develop criteria for approving a protozoan PTP. The AC suggested that Carrie Miller of EPA be asked to participate with that subcommittee and one additional state AB microbiologist is being asked to volunteer, as well. [NOTE: Carrie agreed to participate, and the PT Chair indicated that it would “only” require 1-3 months of biweekly 1-hour phone calls, which seemed to be an acceptable time commitment for Carrie Miller. That information was shared with the other potential volunteer but no response is yet available.]

## **7, NELAP Evaluation SOP 3-102 and Associated Tools**

Lynn indicated that the revised evaluation SOP was undergoing final approval vote (by email) for the LAS EC and asked if it would be acceptable to circulate the SOP along with the modified Technical Review Checklist (approved by LAB Expert Committee July 19, 2013) and the Completeness Checklist and Application Form, so that Council members would have time to review those documents prior to the September 16 meeting. Approval of the SOP is urgently needed so that the Request for Proposal for the Third Party Evaluator can be issued in early October, allowing for selection and final contract to be in place by time the next round of renewals begin in December 2013. Council members agreed to this. [NOTE: Available versions were circulated on September 10, and then

after the NELAP Evaluators met on September 11 and offered good suggestions and the TNI Executive Director requested a few modifications to harmonize with other evaluation procedures for other programs, a later version was sent with changes “tracked” on September 14.]

**8. Request about Technical Training Records for NELAP Assessors**

Susan noted that, with MN’s statute change to using contracted assessors, she is having a difficult time finding assessors acceptable to MN due to their lack of the required technical training, per Volume 2 of the 2009 TNI Standard. She asked that other ABs check assessors’ vendor training certificates to ensure that they are able to document compliance with the standard. TX indicated that they are having difficulty getting their contractors accepted into the Certification Officer Training Course.

**9. Next Meeting**

The next AC meeting will be Monday, September 16, 2013, at 1:30 pm Eastern. A reminder with teleconference and agenda will be distributed prior to the meeting. The agenda will include review and approval of the documents for the upcoming round of NELAP evaluations.

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**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: <a href="tel:510-620-3471">510-620-3471</a> E: <a href="mailto:fred.choske@cdph.ca.gov">fred.choske@cdph.ca.gov</a>	Yes
	Alternate: Dave Mazzer T: <a href="tel:510-449-5600">510-449-5600</a> E: <a href="mailto:david.mazzer@cdph.ca.gov">david.mazzer@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: Janet Cruse T: 217-785-0601 E: <a href="mailto:Janet.Cruse@illinois.gov">Janet.Cruse@illinois.gov</a>	No
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: N. Myron Gunsalus <a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a> <a href="tel:785-291-3162">785-291-3162</a>	No
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
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	Yes
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MN	Susan Wyatt T: 651.201.5323 F: E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	Yes

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	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.state.nj.us">rachel.ellis@dep.state.nj.us</a>	no
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	Included for information purposes: 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@pa.gov">aaalger@pa.gov</a>	Yes
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NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>	Yes
EPA Liaison	Marvelyn Humphrey T: (281) 983-2140 E: <a href="mailto:Humphrey.Marvelyn@epa.gov">Humphrey.Marvelyn@epa.gov</a>	yes
NELAP QAO	Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	Yes
Oklahoma	David Caldwell	yes
Guests:	none	