

**Summary of the NELAP Accreditation Council Meeting  
January 3, 2011**

1. Roll call

The NELAP Accreditation Council (AC) met at 1:30 PM EST on January 3, 2011. Those members in attendance are listed in Attachment 1.

2. Minutes

Minutes from the 12-20-10 meeting were reviewed and approved for posting as presented.

3. Next round of evaluations

Renewal letters for KS, LADHH, and NH were sent on December 22, 2010. Requests for time extensions to submit renewal applications have been made by at least two of the ABs. Aaren asked for discussion about whether extensions ought to be granted, and whether the full Council needed to approve extensions. Because these letters arrived during the holidays, and also because the evaluation teams cannot receive the required training at least until February 4, 2011, and for those who must await the online training, possibly as late as mid-March, consensus was that these extensions are reasonable requests and ought to be granted by the Chair, and that future extension requests could be decided by the Chair.

Team assignments were approved for PA, UT, and NY, as follows. Renewal letters will be prepared for the Chair's signature by the date shown below. IN the case of PA, the Vice Chair will send the renewal letter.

PA – Steve Gibson (TX) and Joe Slayton (EPA R3)  
UT – Fred Choske (CA) and Gabriele Thompson (EPA R7)  
NY – Scott Hoatson (OR), Donna Ringel/Linda Mauer (EPA R2), Susan Wyatt (MN) observing

New York inquired why they will have a larger team size, with the response being that it's partly because of the single tier and large program size, but also the decision of the EPA Region to send both the QA Manager and the Drinking Water Certification Officer, as well as having a volunteer observer (a new AB representative) who wishes to obtain additional training as an evaluator.

The expected dates for these and future AB renewal letters are shown below (evaluation start date), along with the expiration dates of their current certificates.

AB	Evaluation Start	Certificate Renewal
Kansas	12/19/2010	9/15/2011
Louisiana DHH	12/19/2010	9/15/2011
New Hampshire	12/19/2010	9/15/2011
Pennsylvania	1/23/2011	10/20/2011

Utah	1/23/2011	10/20/2011
New York	2/6/2011	11/3/2011
New Jersey	5/29/2011	2/23/2012
Florida	6/19/2011	3/15/2012
California	8/7/2011	5/3/2012
Texas	12/12/2011	9/7/2012
Louisiana DEQ	2/19/2012	11/15/2012
Virginia	2/19/2012	11/15/2012
Oregon	3/14/2012	12/9/2012
Illinois	7/22/2012	4/18/2013
Minnesota	11/15/2012	8/12/2013

4. Review and Approval of the Voting SOP revisions

The draft changes to the 12/22/10 draft of the NELAP Voting SOP were reviewed and discussed. Additional specific changes were determined, and a revised draft will be circulated in advance of the next AC meeting. Explicit definitions for the 4 possible types of vote will be included in the SOP, and the option of referring any unresolved “veto” votes to the Consensus Standards Development Executive Committee will be omitted, since the ABs do not believe that the CSD should have decision authority over the NELAP AC.

Several issues were discussed, including how votes would be counted when non-voters are actually listed in the SIR voting site (online). All who have access to view the SIRs are listed as potential voters, due to the way the site is constructed, but when the SIR Program Administrator determined that 2/3 votes have been cast, s/he will not be counting comments or votes from any but AB representatives.

The Chair asked to pass over the agenda item of formal voting on the “historical” outstanding SIRs, since the later agenda items urgently required discussion and resolution and there was only a quarter hour remaining on the call.

5. Possible Routine Inclusion of non-AB Representatives on AC teleconferences.

A TNI member had asked to be notified of the call-in number for all future AC teleconferences. In addition, the possibility of having a representative from the Proficiency Testing Executive or Expert Committee as an “ex officio” member of the AC had been raised in conversations. The Chair sought input from AC members about these possibilities before making a final decision.

General consensus of the participants was that additional persons may be invited to participate in AC meetings on a case-by-case basis, and this could include TNI members requesting to participate in specific meetings, but that first, the AC is not a consensus committee and is not obligated to hold open meetings, and second, many topics discussed at AC meetings deserve some degree of confidentiality even if not warranting a formally “closed session” – specific issues may arise that ought not be subject for public discussion until the ABs have made a decision, for example, the renewal recommendations from the evaluation teams.

6. Next meeting

The next regular conference call of the NELAP AC should be on **TUESDAY, January 18, 2011**, at 1:30 pm Eastern, due to the Martin Luther King, Jr., holiday on Monday.

Potential agenda items will include:

- Approval of minutes
- Update on renewals, including training attendance
- Review and approval of the Voting SOP revisions and consideration of the SIR SOP revisions
- Formal voting on the outstanding SIRs that were presented during the 12/8/10 meeting, individually – with additional online votes that may have been cast since they were reposted taken into consideration
- Decisions about agenda for NELAP AC session in Savannah
- Other items as may become known

## Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@cdph.ca.gov">gkulasin@cdph.ca.gov</a>	yes
	Alternate: Jane Jensen E: <a href="mailto:jjensen@cdph.ca.gov">jjensen@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>	no
	Alternate: Carl Kircher E: <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>	yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>	no
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 E: <a href="mailto:ddobson@kdhe.state.ks.us">ddobson@kdhe.state.ks.us</a> F: (785) 296-1638	Yes
	Alternate: Michelle Wade E: <a href="mailto:MWade@kdheks.gov">MWade@kdheks.gov</a>	no
LA DEQ	Paul Bergeron T: 225-219-1244 F: 225-219-8244 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	yes
	Alternate: TBD	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a>	yes
	Alternate: Ginger Hutto E: <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a>	

MN	Susan Wyatt T: 651.201.5323 F: E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	yes
	Alternate: Stephanie Drier E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>	yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: <a href="mailto:george.hall@des.nh.gov">george.hall@des.nh.gov</a>	yes
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	No
	Alternate : TBD	(Rachel)
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: <a href="mailto:seo01@health.state.ny.us">seo01@health.state.ny.us</a>	Yes
	Alternate: Dan Dickinson E: <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a>	no
OR	Irene Ronning T: 503-693-4122 F: 503-693-5602 E: <a href="mailto:irene.e.ronning@state.or.us">irene.e.ronning@state.or.us</a>	yes
	Alternate: Raeann Haynes E: <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a>	no
	Alternate for 12/20/10: Scott Hoatson 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@state.pa.us">aaalger@state.pa.us</a>	yes
	Alternate: Dana Marshall E: <a href="mailto:dmarshall@state.pa.us">dmarshall@state.pa.us</a>	no

TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: <a href="mailto:sstubbs@tceq.state.tx.us">sstubbs@tceq.state.tx.us</a>	yes
	Alternate: Steve Gibson E: <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>	yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a>	yes
	Alternate: Kristin Brown E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	no
VA	Cathy Westerman T: 804-648-4480 ext.391 E: <a href="mailto:cathy.westerman@dgs.va.gov">cathy.westerman@dgs.va.gov</a>	yes
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: <a href="mailto:ed.shaw@dgs.va.gov">ed.shaw@dgs.va.gov</a>	no
	NELAP AC Program Administrator and Evaluation Coordinator Lynn Bradley T: 703-867-5966 E: <a href="mailto:LmbTbird@aol.com">LmbTbird@aol.com</a>	yes
EPA Liaison	Arthur Clark T: 617-918-8374 F: 617-918-8274 E: <a href="mailto:clark.arthur@epa.gov">clark.arthur@epa.gov</a>	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	yes
	Oklahoma David Caldwell Judy Duncan	yes (Caldwell)
	Guests: none invited	