

Summary of the NELAP Accreditation Council Meeting November 15, 2010

1. Roll call

The NELAP Accreditation Council (AC) met at 12:30 PM CST on November 15, 2010. Those members in attendance are listed in Attachment 1.

2. Minutes

Minutes from the 10-18-10 meeting were reviewed and approved for posting.

3. Update on next round of evaluations

Art Clark reported that the EPA RS&T Directors reaffirmed their previous position that this upcoming round of evaluations would be the last that EPA will participate in. At this time there are still 4 evaluations that need an EPA team member, but EPA has committed to finding a person. The directors also stated that no EPA person will lead an AB evaluation on this round. All evaluations must be lead by a state team member. The RS&T directors suggested that TNI look at getting a 3rd party evaluator to take the place of the EPA person on the team in the future.. How this decision will impact the review of the DW program is unknown at this time.

Lynn Bradley, evaluation coordinator, proposed the following team assignments:

KS: Carl Kircher, FL, lead evaluator, and Linda Mael, Region 2

LADHH: Paul Bergeron, LADEQ, lead evaluator, and Marvelyn Humphrey, Region 6

NH: Scott Hoatson, OR, lead evaluator, and Art Clark or Ann Jeffries, Region 1

There was no objection to these assignments. Lynn indicated that she will soon be proposing teams for the next group: PA, UT, and NY. She needs to get volunteers for these teams. Lynn will send out a revised table of suggested teams with the EPA evaluator minutes.

4. Evaluation SOP

Lynn Bradley presented the Evaluation SOP for approval. She indicated that the main change was to document that there will be no standards interpretations on the fly during an evaluation (See 6.16). She also noted that provisional recognition is being handled in a separate SOP that is still in development.

Paul Bergeron moved for adoption of the Evaluation SOP with the changes noted on the copy that was circulated plus the revisions requested by Cathy Westerman sent by email yesterday. Steve Arms seconded. All present voted in favor. Those who were absent

will be allowed to vote by email.

Lynn also noted that there are four additional documents needed for this round of evaluations that the NELAP AC needs to approve. These are: AB application, technical review checklist, completeness checklist, and FoA table. It was decided that a special called meeting of the NELAP AC will be held on Nov. 22 to handle approval of these documents. No other items will be on the agenda.

5. SIR # 105

The following response to SIR #105 was circulated for review and comment:

Section (e.g. C.4.1.7.4)	
Describe the problem:	General question: does the accreditation process include all steps in the process, including sample prep? Specifically, if a lab is not accredited but performs the digestion of a water sample for method 6020 analysis then sends the digested aliquot to an accredited lab for the actual analysis can the results be considered valid from an accredited lab?
Comments	Some but not all accreditation bodies require that prep methods be performed by an accredited lab. In a state where prep methods are not required to be performed by an accredited lab, the end user should determine whether the prep method needs to be accredited. An accredited lab may not want to accept a sample prepped by an un- accredited lab.
Response	The need for accreditation for sample prep has to be determined by each accreditation body individually as requirements vary by state. The analysis would not be counted as accredited <u>unless</u> there are records of DOCs and LOQ verifications that were performed by the preparation laboratory in combination with the analytical laboratory. The preparation laboratory would also have to maintain and provide standards traceability information to the analyzing laboratory and of course, proper chain of custody. DOCs and LOQs are intended to include all steps in the process which includes preparation, so even though preparation may not be specifically accredited by some ABs, they are a critical part of the analytical method.

Steve Arms moved approval of this response as written. Dennis Dobson seconded. All

present voted in favor with the exception of NY who requested to vote by email. Those absent will also be allowed to vote by email.

6. PT issues

Jerry Parr reported the following to the TNI Board at their last meeting:

- The PT Expert Committee has decided to take up three key issues identified as obstacles by the Accreditation Council. From discussions with Kirsten, it is likely that language that relates to the use of non-accredited providers and experimental analytes will be deleted. The section on reporting PT data will likely be revised to instruct laboratories to report PT data like they report their analytical data, and thus detection limit reporting, LOQ reporting and other options will then be allowed. We believe this change should satisfy the Council. The PT committee will take up this issue this month with a goal of having a revised standard by January.

Aaren indicated that the issue of how to add new PTs has still not been resolved. NY asked if this means that secondary accreditors can be more stringent in PT requirements. ABs would like to see proposed language to resolve these issues before having further discussion.

7. Partial payment of AB fee

Paul Bergeron asked for clarification of the components of the accreditation body fee. Specifically his management was concerned that it appeared that ABs were being asked to pay for the TNI standards twice. Paul was referred to budget documents that showed a breakdown of the AB fee and that showed patron membership and the standards as a revenue loss to TNI. Paul will go back to his management with this information.

8. Next meeting

The next regular conference call of the NELAP AC will be on December 6, 2010.

Potential agenda items will include:

Approval of minutes
Update on next round of renewals
Outstanding SIRs

Lynn Bradley will take over from Carol Batterton as Program Administrator for the NELAP AC at this meeting.

There will also be a special called meeting of the NELAP AC on Nov. 22 to approve the remaining documents for the next round of renewals.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@cdph.ca.gov	Yes
	Alternate: Jane Jensen jjensen@cdph.ca.gov	
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	Yes
	Alternate: Carl Kircher carl_kircher@doh.state.fl.us	
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	No
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 ddobson@kdhe.state.ks.us F: (785) 296-1638	Yes
	Alternate: Michelle Wade MWade@kdheks.gov	
LA DEQ	Paul Bergeron T: 225-219-1244 F: 225-219-8244 E: Paul.Bergeron@la.gov	Yes
	Altérnate:	
LA DHH	Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov	Yes

	Alternate: Ginger Hutto ghutto@dhh.la.gov	
MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	
	Alternate: Stephanie Drier stephanie.drier@state.mn.us	Yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov	No
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 joseph.aiello@dep.state.nj.us	Yes
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568	Yes
	Alternate: Dan Dickinson dmd15@health.state.ny.us	
OR	Irene Ronning T: 503-693-4122 F: 503-693-5602 E: irene.e.ronning@state.or.us	Yes
	Alternate: Raeann Haynes haynes.raeann@deq.state.or.us	
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us	Yes

	Alternate: Dana Marshall dmarshall@state.pa.us	
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	Yes
	Alternate: Steve Gibson jgibson@tceq.state.tx.us	
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	Yes
	Alternate: Kristin Brown kristinbrown@utah.gov	
VA	Cathy Westerman T: 804-648-4480 ext.391 cathy.westerman@dgs.va.gov	No
	Alternate: Ed Shaw T: 804-648-4480 ext.152 ed.shaw@dgs.va.gov	
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes
EPA Liaison	Arthur Clark T: 617-918-8374 F: 617-918-8274 E: clark.arthur@epa.gov	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov	Yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	Yes
	Oklahoma David Caldwell Judy Duncan	Yes