

Summary of the NELAP Accreditation Council Meeting

March 18, 2013

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on Monday, March 18, 2013. Minutes of the March 4, 2013, meeting were approved. Michelle Wade led the meeting, since neither the Chair nor the Vice Chair was able to participate.

Those members in attendance are listed in Attachment 1.

Steve Gibson announced that two training events are being planned in TX for the week prior to our next conference in San Antonio. While not confirmed yet, there will potentially be both technical training on assessing organic tests on July 29 and 30 at TCEQ's offices in Austin and basic assessor training [not sponsored by TCEQ] on July 31 to August 2 in either Austin or San Antonio. Marlene Moore is slated to be the instructor.

2. Action Items Pending

- Susan and Stephanie O. agreed to draft a position paper on crypto accreditations.
- Lynn will SOP 1-102 (AC Voting) per discussion at this meeting, and distribute prior to April 15 meeting.
- Discuss w/ full AC whether and how to address different practices among ABs that came to light during the December 3, 2012, meeting
- SIR workgroup to modify remaining unapproved recommendation for SIR #81 and #125.
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB (site report sent to CA)

3. NELAP Voting SOP 3-102 – Addressing Comments from Policy Committee Review

Participants reviewed the revised draft incorporating items discussed at the Council's March 4 meeting. Particular items to be incorporated into the next revision are:

- TIA is Tentative Interim Amendment, not Temporary
- The general business quorum will be "simple majority" or one more than half of the membership
- Section 6.3.3.2 will be reworded to avoid the term "invalid" but to clarify that if a quorum of votes are not received, the AC may re-consider the motion and re-vote on it.
- Add the word "requests" to the header of 6.3.7
- Regardless of what we call it, an AB's declaration that it would be unable to implement a SIR interpretation must be dealt with; all favor some form of discussion with the group that prepared the interpretation, to minimize the effort needed to accommodate that AB's conflict, since a state that cannot implement an interpretation would otherwise be forced out of NELAP
- It's very important to distinguish between "interpretation" and "clarification" (NOTE: the LAS is working on processes to do exactly that.)

Another revision addressing these items will be available in time for the April 15 meeting.

4. Crypto Position Statement

The draft of this document is approaching completion.

Several ABs expressed concerns about being unable to participate in the training and difficulties in incorporating accreditation for crypto into the state's processes.

5. Next Meeting

The next AC meeting will be Monday, April 1, 2013. This will be the second planned assessor call, and the topic will be Internal Audits. PA will lead the discussion

The April 15, 2013, AC meeting will resume review and discussion of the AC's Voting SOP and possibly the draft crypto position statement, plus any other issues that may arise in the interim.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: 510-620-3471 E: fred.choske@cdph.ca.gov	yes
	Alternate: Dave Mazzera T: 510-449-5600 E: david.mazzera@cdph.ca.gov .	no
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	Yes
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	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	No
KS	Michelle Wade E: MWade@kdheks.gov Ph: (785) 296-6198 Fax: (785) 296-1638	Yes
	Alternate: N. Myron Gunsalus ngunsalus@kdheks.gov 785-291-3162	no
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov	no
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	Yes
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	no

	Alternate: Stephanie Drier E: stephanie.drier@state.mn.us	No
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 E: joseph.aiello@dep.state.nj.us	no
	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	yes
	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@state.pa.us	no
	Alternate: Dwayne Burkholder E: dburkholde@state.pa.us	No
TX	Steve Gibson E: jgibson@tceq.state.tx.us	yes
	Alternate: (temporary) Melissa Peters-Kelly E; Melissa.Peters-Kelly@tceq.texas.gov	
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes

	Alternate: Robert Aullman T: 801-965-2541 F: 801-965-2544 E: raullman@utah.gov	No
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	no
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: ed.shaw@dgs.virginia.gov	yes
NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	Yes
EPA Liaison	Marvelyn Humphrey T: (281) 983-2140 E: Humphrey.Marvelyn@epa.gov	No
NELAP QAO	Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes
Oklahoma	David Caldwell	Yes
Guests:	none	