

Summary of the NELAP Accreditation Council Meeting

March 2, 2015

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, March 2, 2015. The minutes from January 5 and February 4, 2015, were approved. Those members in attendance are listed in Attachment 1. In the absence of a two-thirds quorum, business regarding accreditation matters could be discussed but not acted upon.

2. Action Items Pending

None

3. Recommendation for Renewal of Recognition for NH ELAP

This item is postponed until the March 16 meeting, due to the absence of a quorum.

4. Discussion about Logo for NGAB and NELAP

Alfredo Sotomayor has chaired the task force developing the program for recognizing non-governmental ABs (NGABs) to accredit labs to the TNI standard. As the program nears implementation, and after a discussion at conference, he was asked to approach the Council about the possibility of using one logo for all labs accredited to the TNI Standard. In short, the ABs present for this meeting had no objections to a single logo, since the NELAP states include their state identifier in the certificate number and the NGABs will likely use their corporate logo in addition to the TNI lab logo, so there is no opportunity for confusion.

Points made in the discussion leading to that conclusion are summarized below.

- All desire a logo for labs that signifies TNI's recognition of their accreditation
- Ideally, the same logo for both the NGAB and NELAP labs as being accredited to the TNI standard
- NGAB and NELAP ABs' programs would continue to have different logos/seals for their certificates of recognition
- Important to avoid perception that NGAB labs are somehow "second class" accreditations
- Presently, the AC has one logo for ABs and another for labs – it's the lab logo that could be modified to share
- The NGABs do not offer mutual recognition in any way – there is no "reciprocity," but their accredited labs may also have concurrent ISO accreditations
- The logo will not solve confusion about which accreditations can be recognized by NELAP ABs
- A clear statement on the TNI website about which ABs will grant secondary accreditations to labs under the NGAB program would be helpful
- NGABs will be required to include up-to-date SIRs (interpretations) in their accreditations

- None of the ABs present indicated that their lab logos are incorporated in regulation
- It may be that NELAP ABs do not require use of a logo by the labs
- It would be wise for ABs to verify with their counsel, state by state, to ensure that sharing a logo with the NGAB program will be acceptable

Since there was not a two-thirds quorum at this meeting, further discussion and a vote will still need to occur at a future meeting. Alfredo thanked the group for their time and thoughtful discussion and offered to return with a prototype logo for the next discussion and vote.

5. Discussion of Mutual Recognition Policy 3-100, from LASEC

This policy was posted earlier on the AC website as final, but when Jerry tried to reconcile the list of TNI documents with the actual documents saved in the TNI Dropbox location, it became obvious that something did not match up. Research into old minutes (late 2009-early 2010) showed that this policy was considered and comments were invited, but that an actual vote was not recorded in the minutes. This led to LASEC updating the policy, approving it and recommending it to the Council. The LASEC-approved document was circulated to the AC prior to the meeting.

The policy, as written, appears to address one of the policy items requested, as well – the secondary accreditation of labs in NELAP states. Some discussion about how secondary ABs recognize the different versions or modifications to methods (particularly SW846 versions), as being “modified” or without listing the specific letter update, those present agreed that each of the ABs has settled on a satisfactory method for designating the secondary accreditations from the primary AB that satisfies the regulatory agency of the secondary state. At this point, had a quorum been present, a vote might have occurred.

However, in later discussion of policies (see below), it seemed reasonable to also address the “home state” policy within this document, and Scott Siders agreed to draft a few sentences of additional language for insertion into Pol 3-100. NOTE: email discussion of this additional language is ongoing and will be discussed at the March 16 AC meeting and thereafter, if needed.

6. Development of Policies Needed to Support AC Operations

The list of priority policies from the February 4 meeting was reviewed. An annotated summary list is shown here

- Secondary accreditation – addressed in the Mutual Recognition Policy 3-100
- On-site assessment – referred to LASEC (and further referred to LAB Expert Committee for drafting)
- Prep methods – referred to LASEC for the drafting of a policy document
- Interim accreditations – needs further discussion seeking sufficient agreement on a policy concept
- Home state applications – tabled at conference, pending for further discussion by the AC.

- Training of assessors – requires further discussion before a policy draft is initiated
- Mobile labs – requires further discussion prior to action of any sort.

The “home state” policy was first to be discussed, and participants considered whether putting a requirement that a lab must apply in its home state if NELAP accreditation is offered there would be adequately enforceable. Consensus was that, as an “operating policy,” it would be workable, particularly since many NELAP ABs have the requirement in regulation. Other NELAP ABs could decline to accept an application from a lab in a NELAP state, except for a second primary accreditation to add fields of testing. Scott Siders offered to draft language for section IV of POL 3-100 to address this area (see #5 above.)

The Chair determined that the issues of interim accreditations and mobile labs should be discussed at a time when more AB representatives are present. Training of assessors was not addressed.

7. Other Business

A question was raised about the WETT FoPT table and its return for AC approval. Aaren and the PTPEC Chair discussed it at conference, and it remains uncertain what language the PTPEC will return with.

8. Next Meeting

The next meeting of the AC will be Monday, March 16, 2015, at 1:30 pm Eastern. 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	No
	Alternate: Carl Kircher E: carl.kircher@flhealth.gov	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	Yes
	Alternate: Janet Cruse T: 217-785-0601 E: Janet.Cruse@illinois.gov	No
KS	N. Myron Gunsalus 785-291-3162 E: ngunsalus@kdheks.gov	Yes
	Alternate: Sara Hoffman shoffman@kdheks.gov	yes
LA DEQ	Paul Bergeron T: 225-219-3185 E: Paul.Bergeron@la.gov	Yes
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	no
	Alternate: TBD	
MN	Lynn Boysen E: lynn.boysen@state.mn.us	Yes
	Alternate: TBD	
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	No
	Alternate : Rachel Ellis E: rachel.ellis@dep.state.nj.us	No
NY	Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: michael.ryan@health.ny.gov	No
	Information Contact: Victoria Pretti victoria.pretti@health.ny.gov	Yes
	Information Contact: Lynn McNaughton lynn.mcnaughton@health.ny.gov	No
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	Yes
TX	Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov	No
	Ruthie Wedig E: Ruth.Wedig@tceq.texas.gov	No
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes
	Alternate: Jill Jones T: (801) 965-3899 E: jilljones@utah.gov	No

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
California	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
Oklahoma	David Caldwell E: David.Caldwell@deq.ok.gov	Yes
Guests:	Alfredo Sotomayor for the NGAB program asotomayor@mmsd.com	Yes