

**Summary of the NELAP Accreditation Council Meeting**  
**April 2, 2018            1:30 pm Eastern**

**1.     **Introductions****

The NELAP Accreditation Council (AC) met at 1:30 pm on Monday, April 2, 2018. The minutes of March 5, 2018, were approved. Those present are listed in Attachment 1 – we had 100% participation by all NELAP ABs, which is uncommon.

**2.     **Recommendation to Recognize Oklahoma DEQ as a NELAP AB****

In September, 2017, OK submitted its application to become a NELAP Accreditation Body (AB.) Steve Arms, our Lead Evaluator, along with Victoria Pretti as the state AB evaluation team member and Cathy Westerman as the QA Reviewer, conducted the evaluation including an observation of the assessment of a lab, and Steve submitted a recommendation to the Council that it recognize OK as a NELAP AB, The team’s recommendation included two additional items, as described below:

1. Since the Lead Evaluator is a qualified NELAP assessor, and since he conducted and documented an observation of the Program Manager during this evaluation, the Evaluation Team recommends that the LAP and the NELAP Accreditation Council consider David Caldwell qualified to perform unsupervised assessments without need of another initial observation.
2. Although it is officially outside the scope of this report, the Evaluation Team supports the idea that ODEQ be allowed to issue its very first NELAP accreditation to Sage ATC Environmental Consulting. This is based on these premises: (1) the ODEQ LAP assessed Sage ATC Environmental Consulting to the 2009 TNI Standard; (2) the ODEQ LAP was observed doing so and found compliant; (3) Sage is currently accredited by other NELAP recognized ABs; and (4) the timing of ODEQ’s probable NELAP recognition and ODEQ’s completion of the assessment episode for Sage will roughly coincide.

Cathy moved and Michele seconded that the Council recognize OK as a NELAP AB. With no formal discussion, the vote was unanimous to recognize OK.

**3.     **Temporary Extensions for NJ and FL****

Delays in the evaluation schedule necessitate temporary extensions of recognition, until such time as the Council can act on the recommendation of the evaluation team, for both New Jersey and Florida. Cathy moved and Stephanie seconded that these extensions be granted, and approval was unanimous.

There was some concern about whether the state AB team member for Florida would be able to complete the FL evaluation. Sara Hoffman will shortly no longer be a full-time employee of KDHE, but Myron is working to keep her as a contractor until she can complete the already-begun FL evaluation.

**4.     **Election of NELAP AC Chair****

For this election, Aaren handed over the meeting to the Vice Chair, Paul Bergeron.

In accordance with the recently adopted General Operations SOP 3-100, nominations for Chair were made at two consecutive meetings of the Council (February and March,) with a vote at the third meeting. Aaren accepted her nomination at the March meeting, and no additional nominations were made.

Carl moved and Lizbeth seconded that Aaren be elected to continue as the Chair of the NELAP AC. Approval was unanimous. Congratulations, Aaren!

## **5. Request from PTPEC to Approve Revised FoPT Tables**

In response to an Analyte Request Application from New Jersey, the PTPEC revised a footnote about aroclors on the Non-potable Water (NPW) and Solid & Chemical Materials (SCM) Field of Proficiency Testing (FoPT) tables. Additionally, in response to a request from EPA, the Drinking Water (DW) FoPT table was revised to accommodate a change in cyanide PTs.

The NPW and SCM table revision was discussed at length, since the change does not alter how PTs are scored but is supposed to leave the pass/fail decision up to the states when a lab fails sequential aroclors PTs but the analyte present was a different congener in each case. However, not all states have such discretionary authority and must instead accept the score as submitted to them by the PT Provider. Several possible options were discussed, and NJ (that initiated the request) agreed that a scheme similar to how trihalomethanes are scored would work. Rather than just reply to PTPEC with suggested revised language, Aaren and Cathy have requested to meet with PTPEC at its April 19<sup>th</sup> meeting to discuss this with the committee.

As a member of PTPEC, Carl asked if the Council could please consider the DW FoPT table at this meeting, but consensus was that it would be better to have all FoPT revisions with the same effective date, so that the DW table will be voted on when the NPW and SCM tables are sorted out, probably in May.

## **6. Standards Adoption**

The Council formally received LASEC's recommendation to adopt the 2016 TNI Environmental Lab Sector Standard ("the standard") with just one of the identified "technical edits" being made, to correct a reference in the asbestos module.

Both the Calibration and the Detection & Quantitation guidance documents were distributed for review, plus a "Benefits of the 2016 Standard" and a comparison of the 2003, 2009 and 2016 standards. Because it is vital that the guidance be acceptable prior to adoption and implementation of the new standard, Aaren asked that ABs undertake review of the guidance documents as a priority. (NOTE: the guidance documents were to undergo concurrent review by LASEC, Policy Committee and the Council. Policy Committee reviewed the guidance documents at its April 6 meeting, and has requested some substantive changes. Lynn informed both LASEC and the Council of this, and it might be reasonable to await the revised documents rather than review the ones that will be obsolete soon.)

Participants briefly discussed proceeding to adopt the standard before the guidance documents are prepared, but the consensus was that the guidance is sufficiently important that it needs to be satisfactory and in place before the standard is adopted, particularly since

an early implementation date is being considered.

**7. Checklists for the New Standard**

Several ABs have requested a different version of the checklist than the Excel checklist for Volume 1 of the standard that has been prepared already, since that version is not useful for their programs. Ilona Taunton offered to work with these ABs to create a tool that they can use, and Cathy and Aaren have shared their versions of the 2009 checklists as examples of what their ABs need. It seems that each AB will need to customize the checklist for its own purposes (except for FL that does not mandate a checklist for its contract assessors) but they do, at minimum, need the checklist in a format that can be uploaded into a database, and the Excel file cannot. Cathy and Aaren will continue to work with Ilona on this issue.

**8. Next Meeting**

The next meeting of the Council will be Monday, May 7, 2018. An agenda and any documents will be sent in advance.

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	Yes
	Alternate: Vanessa Soto E: <a href="mailto:Vanessa.sotocontreras@flhealth.gov">Vanessa.sotocontreras@flhealth.gov</a>	No
IL	Celeste Crowley T: 217-557-0274 F: 217-524-6169 E: <a href="mailto:celeste.crowley@illinois.gov">celeste.crowley@illinois.gov</a>	Yes With new assessor David Reed
	Alternate: Becky Hambelton Rebecca.Hambelton@Illinois.gov	No
	For information purposes: Kathy Marshall Kathy.Marshall@Illinois.gov	No
	For information purposes: John South John.South@illinois.gov	No
KS	Paul Harrison <a href="mailto:paul.harrison@ks.gov">paul.harrison@ks.gov</a>	Yes
	Alternate: N. Myron Gunsalus <a href="tel:785-291-3162">785-291-3162</a> E: <a href="mailto:ngunsalus@ks.gov">ngunsalus@ks.gov</a>	Yes
	For Information Only: Sara Hoffman Sara.hoffman@ks.gov	No
LA DEQ	Paul Bergeron T: 225-219-3247 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
	Altérnate: Elizabeth West <a href="mailto:elizabeth.west@la.gov">elizabeth.west@la.gov</a>	Yes
LA DOH	Grant Aucoin Grant.aucoin@la.gov	Yes
	Alternate: Scott Miles <a href="mailto:Scott.Miles@la.gov">Scott.Miles@la.gov</a>	No
MN	Lynn Boysen E: <a href="mailto:lynn.boysen@state.mn.us">lynn.boysen@state.mn.us</a>	No

	Alternate: Stephanie Drier 651-201-5326 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
NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: <a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	Yes
	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.nj.gov">rachel.ellis@dep.nj.gov</a>	No
NY	Victoria Pretti 518-485-5570 E: <a href="mailto:victoria.pretti@health.ny.gov">victoria.pretti@health.ny.gov</a>	Yes
	Alternate: Lynn McNaughton E: <a href="mailto:lynn.mcnaughton@health.ny.gov">lynn.mcnaughton@health.ny.gov</a>	No
OK	David Caldwell (405) 702-1000 E: <a href="mailto:David.Caldwell@deq.ok.gov">David.Caldwell@deq.ok.gov</a>	Yes
	Alternate: Chris Armstrong (405) 702-1000 E: <a href="mailto:chris.armstrong@deq.ok.gov">chris.armstrong@deq.ok.gov</a>	No
OR	Lizbeth Garcia (971) 865-0443 E: <a href="mailto:Lizbeth.garcia@dhsosha.state.or.us">Lizbeth.garcia@dhsosha.state.or.us</a>	Yes
	Alternate: Scott Hoatson Agency Quality Assurance Officer Oregon Department of Environmental Quality (503) 693-5786 E: <a href="mailto:hoatson.scott@deq.state.or.us">hoatson.scott@deq.state.or.us</a>	Yes
	Included for information purposes: Stephanie Ringsage, Manager, Laboratory Compliance Section 503-693-4126 <a href="mailto:stephanie.b.ringsage@state.or.us">stephanie.b.ringsage@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
	Alternate: Yumi Creason E: <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>	No

TX	Ken Lancaster T: (512) 239-1990 E: <a href="mailto:Ken.Lancaster@tceq.texas.gov">Ken.Lancaster@tceq.texas.gov</a>	Yes
	Alternate: Kristy Deaver T: (512) 239-6816 <a href="mailto:Kristy.deaver@tceq.texas.gov">Kristy.deaver@tceq.texas.gov</a>	Yes
UT	Kristin Brown T: <a href="tel:(801)965-2540">(801) 965-2540</a> F: <a href="tel:(801)965-2544">(801) 965-2544</a> E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	Yes
	Alternate: Alia Rauf T: 801-965-2511 E: <a href="mailto:arauf@utah.gov">arauf@utah.gov</a>	No
VA	Cathy Westerman T: 804-648-4480 ext.391 E: <a href="mailto:cathy.westerman@dgs.virginia.gov">cathy.westerman@dgs.virginia.gov</a>	Yes
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: <a href="mailto:ed.shaw@dgs.virginia.gov">ed.shaw@dgs.virginia.gov</a>	No
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	Donna Ringel T: 732-321-4383 E: <a href="mailto:Ringel.Donna@epa.gov">Ringel.Donna@epa.gov</a>	Yes
California	Christine Sotelo <a href="mailto:Christine.Sotelo@waterboards.ca.gov">Christine.Sotelo@waterboards.ca.gov</a>	No
Guests:		