

## Summary of the NELAP Accreditation Council Meeting

April 4, 2016

### 1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm Eastern time on Monday, April 4, 2016. Minutes from March 7 were approved with OR abstaining due to absence from that meeting. Those members in attendance are listed in Attachment 1.

### 2. Action Items Pending

- Discuss and respond to PT question about Aroclors as presented by NJ
- Prepare draft revision to Evaluation SOP 3-102, containing recommended changes
- Survey NELAP ABs regarding support for various options proposed for LE role and ability to contribute ET member
- Request TNI Executive Director to provide cost estimates for several proposed options of the revised evaluation process

### 3. Renewal Recommendation for NJ

The recommendation from the NJ Evaluation Team was for provisional recognition of NJ with a December 31, 2016, date for completion of all agreed-upon corrective actions. Informal discussion focused on the process for reviewing those actions and how the “provisional” part of recognition gets removed at the end of the specified time period. The current Evaluation Team reviews the corrective actions and if they are satisfactory, NJ receives “full recognition” but if not, its recognition will cease. Aaren inquired about the time of the longest on-site assessment delay, and Michele explained that three non-US labs were not visited for three accreditation cycles, due to state refusal to approve international travel. OR noted that it will be travelling to one of the countries involved in May and could consider conducting those assessments while in-country; NJ will follow up after the meeting.

Donnell moved and Paul seconded that the recommendation of the NJ Evaluation Team be accepted. There was no formal discussion, and eleven ABs voted yes with NJ abstaining. The two absent ABs will be asked to vote by email.

### 4. LASEC Recommendations for Additional Standards Modules

Written versions of the recommendations of LASEC concerning the Asbestos (V1M3,) Radiological Chemistry (V1M6) and Aquatic Toxicity (V1M7) modules for the 2016 standard were provided to the Council for the March 7 meeting, and Aaren had asked that each AB critically evaluate those modules and be prepared to vote on acceptance of the LASEC recommendations at this meeting.

Participants agreed that one vote encompassing all three recommendations would be acceptable. Carl moved to accept the LASEC’s recommendations for adopt the modules for implementation, and Paul seconded. Lynn noted that this is not a recommendation to

adopt or implement, but rather a vote to accept the recommendation from LASEC, signifying that each AB has examined each module in light of its states particular laws and regulations, and finds no reason why the modules cannot be adopted. Carl agreed to modify the wording of his motion to “accept the recommendation of LASEC” and Paul agreed. Eleven “yes” votes were offered, and for the twelfth vote, NY qualified its “yes” vote by abstaining from voting on V1M7, since NY does not accredit for aquatic toxicity (WET testing.) The two absent states will be asked to vote by email.

Lynn noted that the WET Expert Committee hopes to begin revising V1M7 as soon as possible, perhaps later this year, and asked for feedback on whether state ABs could consider adopting that module prior to the next full revision of the standard. Aaren’s recommendation was that the committee proceed with revision but with the knowledge that the AC cannot commit to immediate implementation once complete, since that would be problematic for states that must adopt new standards by regulation.

## **5. Concepts for Revising the NELAP Evaluation SOP 3-102, continued**

Cathy had distributed a revised, expanded and reorganized summary of the working group’s recommendations, and invited those unable to be present for the discussion to speak individually with her about their concerns.

Several requests were made for additional specific information about comparative costs of possible choices and the impact of those choices on the annual fees charged to NELAP ABs. A request was made to see the proposed changes incorporated into a redline/strikeout version of the current Evaluation SOP. Several ABs noted that their records/files would need to be converted to pdf for viewing off-site, which might be a cumbersome process, while other ABs routinely use only electronic files. Suggestions were made about surveying the ABs for several of the options proposed for evaluation teams, and their willingness to contribute staff time.

Donna provided feedback from the EPA OGWDW Technical Support Center. She also inquired about phasing in some of the proposed changes, but the working group noted that might take multiple evaluation cycles to complete and the impetus to change is now.

NOTE: the revised summary document is not attached. Once the concepts are agreed upon, they will be described in the permanent record, but for now, discussions are considered “deliberative process” and not for distribution.

## **6 Next Meeting**

The next meeting of the AC will take place on Monday, May 2, 2016, at 1:30 pm Eastern. An agenda and teleconference information will be sent out before the meeting.

**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
	Alternate: Janet Cruse T: 217-785-0601 E: <a href="mailto:Janet.Cruse@illinois.gov">Janet.Cruse@illinois.gov</a>	Yes
KS	N. Myron Gunsalus <a href="tel:785-291-3162">785-291-3162</a> E: <a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>	No
	Alternate: Sara Hoffman <a href="mailto:shoffman@kdheks.gov">shoffman@kdheks.gov</a>	Yes
	Included for information purposes: Nick Reams <a href="mailto:nreams@kdheks.gov">nreams@kdheks.gov</a>	Yes
LA DEQ	Paul Bergeron T: 225-219-3185 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
	Altérnate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	Yes
	Alternate: TBD	
MN	Lynn Boysen E: <a href="mailto:lynn.boysen@state.mn.us">lynn.boysen@state.mn.us</a>	Yes
	Alternate: TBD	
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>	No
	Alternate: Tyler Croteau <a href="mailto:Tyler.Croteau@des.nh.gov">Tyler.Croteau@des.nh.gov</a>	No

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	Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: <a href="mailto:michael.ryan@health.ny.gov">michael.ryan@health.ny.gov</a>	No
	Alternate: Victoria Pretti <a href="mailto:victoria.pretti@health.ny.gov">victoria.pretti@health.ny.gov</a>	Yes
	Included for information purposes: Lynn McNaughton <a href="mailto:lynn.mcnaughton@health.ny.gov">lynn.mcnaughton@health.ny.gov</a>	No
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: <a href="mailto:gary.k.ward@state.or.us">gary.k.ward@state.or.us</a>	No
	Shannon Swantek T: <a href="tel:503-693-5784">503-693-5784</a> E: <a href="mailto:Shannon.swantek@state.or.us">Shannon.swantek@state.or.us</a>	Yes
	Included for information purposes: Scott Hoatson T: (503) 693-5786 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@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
	Julie Eldredge E: <a href="mailto:Julie.Eldredge@tceq.texas.gov">Julie.Eldredge@tceq.texas.gov</a>	No
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>	No
	Alternate: Jill Jones T: (801) 965-3899 E: <a href="mailto:jilljones@utah.gov">jilljones@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
Oklahoma	David Caldwell E: <a href="mailto:David.Caldwell@deq.ok.gov">David.Caldwell@deq.ok.gov</a>	No
Guests:	none	