

## **Summary of the NELAP Accreditation Council Meeting**

**June 15, 2015**

### **1. Roll Call and Approval of Minutes**

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, June 15, 2015. The minutes from June 1, 2015, were approved. Those members in attendance are listed in Attachment 1.

Lynn noted that the conclusion of the AC's email vote on the Mutual Recognition Policy 3-100 gave thirteen "yes" votes to approve the revised policy, with one AB not voting. This document will be forwarded to Policy Committee for review.

### **2. Action Items Pending**

None

### **3. Arrangements for Continuing the Evaluation Cycle**

The replacement Lead Evaluator for LDEQ and MN evaluations will be Carl Kircher, and all evaluations are continuing on the planned schedule. Aaren thanked Carl and also Steve, for the Florida program's contribution to keeping the NELAP evaluation program moving.

Lynn noted that the NGAB program received no bids in response to its contract Lead Evaluator RFP, and will instead use a TNI contract employee, Ilona Taunton, as the LE for that program. Applications will probably be accepted later in the summer, with plans to announce an initial group of recognized third party accreditors at the conference in Tulsa.

### **4. Discussion of Possible Revisions to the NELAP Evaluation Program to Avoid Future COI Surprises**

While the Council was able to craft a solution to the immediate conflict-of-interest issue, for two ABs in the current evaluation cycle, a longer term solution is still needed. Several possibilities have been proposed but there may be other options awaiting discovery. Discussion points are summarized below.

- Could use TNI staff (as the NGAB program plans to do)
- Could issue a new RFP with a mandatory non-compete clause, that the LE could not serve as assessor for any NELAP ABs
- Any future team composition should still meet the team qualifications in the current SOP
- Some support revising the evaluation process to have only one site report (no tech review report) and to eliminate the observation, since NELAP ABs agree that they cannot use any information about the performance of the assessor when it comes from outside of the state's personnel regulations
- Consider whether conformance with documented assessment processes can be verified through document review, without spending multiple days accompanying

- the assessor to the lab site visit
- The EPA Certification Manual establishes an expectation that the regional staff (in this case, the NELAP AB) will observe a state Certification Officer (NELAP assessor) performing a laboratory assessment
  - What about having state assessors work for TNI to perform evaluations? For instance, in PA, the NELAP staff must have approval for “supplemental employment” in order to actually participate in TNI activities, so they could do this handily. In FL, the departmental ethics official would need to approve such an arrangement.

All agreed that this topic will remain a standing agenda item until the solution can be determined. Lynn noted that SOP revisions will need to begin no later than the end of calendar 2015.

#### **5. Follow-Up on Inconsistent Analyte Naming Issue (Analyte Code 4659)**

In late May, the AC was notified that Analyte Code 5780 has been set to inactive. The chemical is CAS # 39638-32-9, bis(2-chloroisopropyl)ether, and EPA provided information that it has never been in industrial production and that no analytical standard reference is available. In order to correct the inconsistency that results from this chemical being removed from the analyte code list, Analyte #4659 is being renamed as 2, 2'-oxybis(1-chloropropane),bis(2-chloro-1-methylethyl)ether, CAS # 108-60-1.

While the Analyte Codes have been changed in LAMS, the FoPT tables have not yet been revised by the PT Program Executive Committee. Once the NPW and SCM FoPT revisions are complete, the tables will be offered to the Council for approval and adoption, and at that time, an effective date will be established. No timeline for completion of the FoPT tables is yet available.

At least one AB expressed concern that labs might need to request scope changes to accomplish this change to the analyte codes. The PTPEC has not offered a solution to this question, since AB processes differ across the program, but did suggest considering that since this is an administrative change being imposed by TNI, that perhaps the change could be accomplished by the AB itself, administratively. LAMS indicates that 213 labs are using the old analyte code (5780) and will need to be changed to the new code (4659.)

#### **6. Agendas for NELAP AC Sessions at Conference**

The AC has two sessions on Thursday, July 16. A speakerphone with teleconference line will be provided for both sessions.

The first is 10:30 am – noon, and is a meeting of the AC only. The agenda will be an update on the AB evaluations and changes to the process, and then discussion of possible ways to revise the evaluation process in order to avoid future COI problems.

The second session is 1 – 4 pm, and is joint with the LASEC. That agenda will be to discuss the LASEC's reviews and recommendations for the revised standards that are becoming available.

There are no plans for a meeting with the EPA drinking water program staff at conference. We had discussed holding periodic meetings, but those will be much easier to fit in during

the winter conference.

**7. Next Meeting**

The next meeting of the AC will take place on Monday, July 6, 2015, at 1:30 pm Eastern. An agenda and teleconference information will be sent out before the meeting.

The next NELAP Assessor call will be Monday, August 3, and the topic will be assessing mobile labs. A “hold the date” notice was sent out and all ABs requested to notify their assessors of the upcoming event.

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: <a href="mailto:steve.arms@flhealth.gov">steve.arms@flhealth.gov</a>	Yes
	Alternate: Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a>	No
	Alternate: Janet Cruse T: 217-785-0601 E: <a href="mailto:Janet.Cruse@illinois.gov">Janet.Cruse@illinois.gov</a>	No
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>	Yes
	Alternate: Sara Hoffman <a href="mailto:shoffman@kdheks.gov">shoffman@kdheks.gov</a>	Yes Also Nick Reams
LA DEQ	Paul Bergeron T: 225-219-3185 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
	Alternate: 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>	Yes
	Alternate: Tyler Croteau <a href="mailto:Tyler.Croteau@des.nh.gov">Tyler.Croteau@des.nh.gov</a>	

NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: <a href="mailto:joseph.aiello@dep.state.nj.us">joseph.aiello@dep.state.nj.us</a>	No
	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.state.nj.us">rachel.ellis@dep.state.nj.us</a>	Yes
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>	No
	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>	No
	Ruthie Wedig E: <a href="mailto:Ruth.Wedig@tceq.texas.gov">Ruth.Wedig@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>	No
	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>	Yes
Guests:		