

**Summary of the NELAP Accreditation Council Meeting**  
**August 18, 2014**

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

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, August 18, 2014. The minutes from July 21, 2014, were approved. Those members in attendance are listed in Attachment 1.

**2. Action Items Pending -- none**

**3. Follow-Up from Conference**

Participants briefly discussed the joint committee meeting about the 2015 standard. Points made were:

- Completion of the full standard by 2015 is an ambitious goal
- The question “Can you implement it?” will be extremely important for ABs to remember
- The most important point made was that, while this will be a consensus standard, it needs to be written as if it were a regulation, for enforceability
- Some are concerned that there will be findings during the evaluation process that relate to failure to implement the new standard
- The piecemeal preparation of the new standard is difficult to reconcile with the Council’s need to adopt an entire standard, not just pieces.

**4. Review and Vote on LA DHH Recommendation for Renewal**

This item was discussed at the July 21 meeting, but in the absence of a two-thirds quorum, no action could be taken. Paul moved to accept the Evaluation Team’s recommendation for renewal; Joe seconded. There was no discussion. Eight “yes” votes were recorded with one abstention and one participant requesting to vote by email; the four absent representatives will be asked to vote by email. NOTE: as of August 25, there are twelve “yes” votes and one abstention, with one vote still outstanding.

**5. Review and Vote on UT Recommendation for Renewal**

Shannon moved to accept the Evaluation Team’s recommendation for renewal; Donnell seconded. There was no discussion. Eight “yes” votes were recorded with one abstention and one participant requesting to vote by email; the four absent representatives will be asked to vote by email. NOTE: as of August 25, there are twelve “yes” votes and one abstention, with one vote still outstanding.

**6. Review and Approve Revisions to the NELAP Evaluation SOP 3-102**

This item was discussed at the July 21 meeting, but in the absence of a two-thirds quorum, no action could be taken. Myron moved to approve the SOP as revised; Kristin seconded. There was no discussion. Nine “yes” votes were recorded with one abstention; the four absent representatives will be asked to vote by email. NOTE: as of August 20, all outstanding votes were received and the revised SOP approved with thirteen “yes” votes and one abstention.

**7. Review and Approve Revised NPW FoPT table**

This item was discussed at the July 21 meeting, but in the absence of a two-thirds quorum, no action could be taken. The proposed changes were detailed at that meeting by Maria Friedman, Chair of the PT Program Executive Committee and are recorded in the July 21 minutes. Some additional discussion about how to address the potential for confusion, with having multiple concentration ranges for certain analytes, as these revisions provide. Aaren noted that PA recommends performing the different ranges alternately, and will document this expectation. They will not recommend performing both tests (both ranges) in the same PT round, since a failure of one would mean a failure of both.

Paul moved to approve the NPW FoPT table as revised; Shannon seconded. There was no further discussion. Nine “yes” votes were recorded with one abstention; the four absent representatives will be asked to vote by email. NOTE: as of August 20, all outstanding votes were received and the revised SOP approved with thirteen “yes” votes and one abstention.

**8. Review of Draft Standards Acceptance SOP 3-103**

The LAS EC prepared an updated version of this SOP for the Council’s consideration. Lynn noted that the revisions are minimal, but that if the Council desires to have additional detail added to the SOP, LAS EC will gladly do that. One representative noted that the current section 5.3.1 allows the Council flexibility, and seems good. Others noted they had not had adequate time to review the SOP prior to the meeting, so further discussion was postponed until the September 15 meeting

**9. New Business**

Aaren noted that the SIRS posted in June still have many outstanding votes, and asked the AB representatives please to cast their votes. She also noted her preference that, if a voting representative believes the interpretation needs edits, that a “not approve” vote be cast with the desired edit (or reason for disapproval) noted in the comment section. She also noted that SIR #112 will be removed, so that there is no need to vote on that one. (Removal has been accomplished.)

Aaren asked that individual ABs send their edits or updates to the summary of the joint committee meeting at conference directly to Lynn by August 29.

**10. Next Meeting**

The next meeting of the AC will be on Monday, September 15, 2014. 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: <a href="mailto:steve.arms@flhealth.gov">steve.arms@flhealth.gov</a>	No
	Alternate: Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	No
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: none	
LA DEQ	Paul Bergeron T: 225-219-3247 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: Susan Wyatt T: 651.201.5323 E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	No
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: TBD	

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>	Yes
	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.state.nj.us">rachel.ellis@dep.state.nj.us</a>	No
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: <a href="mailto:seo01@health.state.ny.us">seo01@health.state.ny.us</a>	Yes
	Alternate: TBD	
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
	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>	Yes
	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
Oklahoma	David Caldwell E: <a href="mailto:David.Caldwell@deq.ok.gov">David.Caldwell@deq.ok.gov</a>	Yes
Guests:		