

## Summary of the NELAP Accreditation Council Meeting

September 1, 2015

### 1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Tuesday, September 1, 2015. This meeting time was rescheduled from the "normal" August 17 date to accommodate both the Program Administrator's and the Chair's availability as well as taking into account the following meeting that would normally have occurred on Labor Day, September 7.

In the Chair's absence, the Vice Chair led the meeting. The minutes from July 6, July 16 and August 3, 2015, were approved. Those members in attendance are listed in Attachment 1. The required two-thirds quorum for matters of accreditation was not achieved until all non-voting matters had been discussed, about an hour into the meeting.

### 2. Action Items Pending

None.

### 3. Requests from PTPEC for AC Input

Maria Friedman, Chair of the PT Program Executive Committee, has sent several items for AC consideration over the summer. Those were discussed and the outcome summarized below. The vote on the Field of Proficiency Testing tables (see below) occurred towards the end of the meeting but is reported here with discussion-only PT items for organizational consistency.

#### **Requests to add new analytes to FoPT tables:**

**Request #1** -- For E. coli and Total coliforms, create separate analytes for "MPN-multiple tube" and "MPN-multiple well."

**Sponsor:** USEPA

**FoPT Table(s) Affected:** Drinking Water

**Reason (from Requestor):** The code for MPN encompasses different methods - SM 9221 (multiple tube) and 9223 (multiple well). These methods have different sample volumes analyzed and therefore different reported values. A lab reporting results from 9221 in a PT study with others reporting results from 9223 will fail.

**AC consideration:** No objections

**Request #2** -- Addition of three analytes to "PCBs in Oil" grouping: Aroclor 1221, Aroclor 1232 and Aroclor 1248

**Sponsor:** Florida Dept of Health

**FoPT Table Affected:** Solid and Chemical Materials (SCM)

**Reason (from Requestor):** NELAP accreditation in SCM makes no distinction as to whether client samples are in the soil matrix or in oil. NELAC PT requirements specify spiking only one of seven possible aroclors into the PT sample for each testing round. PT data have been pooled together for all seven aroclors in NPW and in SCM soil for purposes of determining acceptance criteria. Laboratories usually request accreditation for all seven aroclors. Therefore, there is no reason to exclude aroclors 1221, 1232, and 1248 from the oil matrix, even though only the other four aroclors were offered by EPA in the past under the former WP program.

**AC consideration:** No objections

**Request #3** -- Addition of three analytes: 1,2-Dibromo-3-chloropropane (DBCP), 1,2-Dibromoethane (EDB) and 1,2,3-Trichloropropane

**Sponsor:** New Jersey DEP

**FoPT Table(s) Affected:** SCM

**Reason (from Requestor):** Presently these three analytes are on the SCM FoPT table at concentrations between 40 and 200 µg/kg. These ranges are appropriate for Purge and Trap volatile analysis. Several states are accrediting laboratories for EPA Method 8011 for these three analytes in a soil matrix. TNI states are requiring the laboratories to analyze PT standards formulated for the purge and trap methodologies which are technically inappropriate for the extraction method used in 8011. The addition of these three analytes in the appropriate concentration range will provide a technically suitable PT standard for TNI accreditation.

**AC consideration:** No objections

### **FoPT Subcommittee Charter and Task:**

Several years ago, the AC's representative to the PTPEC had sought to have the FoPT table structure modified to enable categorization by technology for the method/matrix/analyte PTs. The change from program/matrix/analyte to method/matrix/analyte occurred sometime after the NELAC original establishment of the PT program, but according to Carl, there has never been adequate data to enable technologies to be useful as a way of categorizing the PT specimens.

The charter of the FoPT Subcommittee presently states that it will work to add appropriate technology/methods and that work has begun with the Drinking Water FoPT table. After considerable discussion, the AC's consensus was that there is no need to include method and technology in the FoPT tables, but only matrix and analyte. The problems presented by the occasional "cross-over" analytes are less than the difficulties of listing all possible combinations of method/technology/matrix for each analyte.

Another item in the FoPT Subcommittee's charter is to add CAS numbers to the analyte names. The AC supports this addition and looks forward to its completion.

In summary, the AC's guidance to PTPEC is please do not proceed with the method and technology additions to the FoPT tables, but please do add the CAS numbers. If additional clarity is needed by PTPEC, or if the PTPEC seeks to proceed with the method and technology additions for its own purposes, the AC would be pleased to have the PTPEC Chair join in a future meeting for a more in-depth discussion of this issue.

A question was raised but not answered, about what are the data requirements for establishing PT limits.

#### **4. Revised FoPT tables for NPW and SCM:**

Revised FoPT tables for both Non-potable Water and Solid & Chemical Materials were submitted to the AC by PTPEC, prior to conference, but this is the first business meeting since they were received. Here is a summary of the changes were made to both FoPT Tables (very similar changes):

1) In the Base/Neutrals analyte list, corrected the TNI analyte code and name for the analyte formerly referred to as bis(2-Chloroisopropyl) ether. The corrected analyte name is 2,2'-Oxybis(1-Chloropropane). The analyte code has also been corrected from 5780 to 4659. (This change originated with a request from ELAB to resolve an inconsistent naming issue.)

2) Added a footnote as a reference for the change in analyte name to bis(2-Chloroisopropyl) ether. In the NPW FoPT Table, the new footnote is Footnote 18. In the SCM FoPT Table, the new footnote is Footnote 13.

3) In the Petroleum Hydrocarbons analyte list, corrected the TNI analyte code for n-Hexane Extractable Material (O&G) to 1803. The previous code was 1860, which is the code used for Oil & Grease (Freon Extractable Material). Code 1803 is the correct code to use for n-Hexane Extractable Material (O&G).

Carl moved and Michele seconded that the AC accept both of the revised FoPT tables. All 10 representatives present voted yes; the remaining four will be asked to vote by email. NOTE: as of Monday, Sept. 7, there are 12 yes votes and one abstention, with one vote outstanding.

## **5. Renewal Recommendation for Florida**

The Florida Evaluation Team, led by Paul Ellingson, recommended that the recognition of Florida as a NELAP Accreditation Body be renewed, and the recommendation letter and associated documents were circulated to the NELAP AC prior to this meeting. Cathy moved and Michele seconded that the AC accept the recommendation for renewal. There was no discussion. Nine of the 10 AB representatives present voted yes, with Florida recusing itself; the remaining four will be asked to vote by email. NOTE: as of Monday, Sept. 7, there are 12 yes votes and one recusal, with one vote outstanding.

## **6. Temporary Extension of Recognition for KS and NJ**

Completion of the KS and NJ evaluations has taken considerably longer than normal. Kansas' delays were initially to await the arrival of program staff, while the New Jersey site visit had to be rescheduled on short notice due to an extreme weather event. Cathy moved and Victoria seconded that both these ABs be granted temporary extensions of their certificates of recognition, until such time as the AC can vote on the recommendations from their respective Evaluation Teams. Eight of the 10 AB representatives present voted yes for both extensions, with KS voting yes for NJ and abstaining from its own vote, and NJ voting yes for KS and abstaining from its own vote. The remaining four ABs will be asked to vote by email. NOTE: as of Monday, Sept. 7, there are 12 yes votes and one abstention for each AB, with one vote outstanding.

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

One participant noted that there is no apparent reason to revise the Evaluation SOP, since all needed aspects are already covered in the existing document. Lynn pointed out that we need to find a better way to address future conflicts of interest that arise due to the use of a contract Lead Evaluator, plus several other issues have been requested for consideration – dropping the requirement for an observation and dropping the separate report on review of the Technical Review Checklist.

Additionally, the Vice Chair inquired whether the AC should know how the contract Lead

Evaluators are compensated. Lynn responded that those contracts are with TNI, rather than with the Council itself, and that the Council was not part of the review and selection process, from the submitted proposals. The technical proposals were reviewed by three individuals (an AB representative, a laboratory representative and a Program Administrator) and the selection was made by the TNI Finance Committee after its review of the cost proposals in addition to the results of the technical proposal reviews. Since all TNI operations are performed by either contract employees, contractors, or volunteers working for free, it would be highly problematic to disclose contract compensation rates in such a setting.

Carl moved and Lynn Boysen seconded that the meeting be adjourned at 2:52 pm; approval was unanimous.

#### **8. Next Meeting**

The next teleconference meeting of the AC will take place on Monday, September 21, 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: <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>	No
	Alternate: Sara Hoffman <a href="mailto:shoffman@kdheks.gov">shoffman@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
	Alternate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	No
	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>	Yes
	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>	No
	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>	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
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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>	No
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:		