

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

**September 11, 2017 1:30 pm Eastern**

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

The NELAP Accreditation Council (AC) met at 1:30 pm on Monday, September 11, 2017, with Vice Chair Paul Bergeron opening the meeting. Those present are listed in Attachment 1. Minutes from July 10 and August 7 were approved.

### **2. New Application from Oklahoma**

OK submitted its long-awaited application to become a NELAP Accreditation Body on September 6, 2017. Lynn proposed an evaluation team composed of Steve Arms (Lead Evaluator) and Victoria Pretti, with Cathy Westerman as QA Reviewer. EPA Region 6 confirms that it will not participate in this evaluation. There were no objections to the proposed team, and OK has been notified of the team composition along with formal confirmation that its application was received.

### **3. Temporary Extensions for Five NELAP ABs**

Due to delays in processing the large number of renewal applications at the start of the three-year cycle, five AB evaluations will not be completed before their existing certificates of recognition expire. Two of these, KS and NY, will be close to completion but not quite within the deadline.

Scott moved and Cathy seconded that temporary extensions to the certificates of recognition be granted to KS, NH, LA DOH, UT and PA. These extensions will be valid until such time as the Council acts upon the recommendation of the evaluation team, for each AB. Steve Arms, the Lead Evaluator, affirmed that each of these ABs is in good standing, as far as the evaluations have proceeded thus far. The vote at the close of the meeting was 11 in favor, with three absentees. At the time of preparing minutes, all 14 ABs have voted in favor of granting these temporary extensions.

### **4. Policy Committee Recommended Edits to NELAP General Operations SOP 3-100**

TNI's Policy Committee reviews all SOPs, policies and guidance documents from all TNI committees. This SOP 3-100 was approved by the Council at the July meeting (with email vote extending until July 31, and 12 "yes" votes recorded.) It was submitted to Policy Committee and reviewed there on August 18, with a few recommended changes to clarify the section on Chair and Vice Chair elections. Lynn provided a redline version with the recommended changes for review and approval by the Council.

Scott moved and Ken seconded that the revised version of SOP 3-100 be approved. All ten ABs present (one departed early) voted to approve and since the meeting, four additional "yes" votes have been received. The approved document will be returned to Policy Committee for final approval and submitted to the TNI Board of Directors for endorsement.

### **5. Discussion Topics Left Over from Conference**

Five topics were raised in various sessions at conference which need further consideration

by the NELAP AC. These topics and the discussion points made are itemized below.

- LAMS FoA display for each AB -- only FoAs offered by that AB or all possible FoAs?
  - Participants are unclear about why all possible FoAs might be listed, wondering whether that is somehow connected to the generic application
  - Postpone further discussion until Dan Hickman, TNI Database Administrator, can join the AC for clarification of the issue
- Which AB maintains demographics in LAMS when there are multiple primary ABs
  - Dan's preference is that the AB performing the quality system assessment should upload the demographics.
  - This preference would assume that the primary AB assessing the QS is actually uploading to LAMS
  - Postpone further discussion until Dan is available
- Should assessor qualifications be addressed down to the technology level? This may also impact V2 revisions
  - This is the topic of SIR #305 (discussed later in the call)
  - No prohibition exists against qualifying assessors to the technology level
  - Consensus seems to be that qualifying assessors to the technology level is too finely distinguishing what are otherwise broad general categories (micro, organic chemistry, inorganic chemistry, etc.)
- For the draft site-assessment policy, should assessment reviews go to the analyte level or just to method/technology level (from LAB session)?
  - Drinking water assessors have only the categories offered by training – organic, inorganic, micro, rad and crypto, even though assessments are to the method level.
  - ABs prefer flexibility in selecting methods, and generally one method per technology is considered adequate and difficult to accomplish in a site visit, at least outside of drinking water area
  - Drinking water assessments may be dictated by the EPA regions
  - Need to decide how specific a routine renewal assessment should be (how deeply into each method selected?)
- Shall we separate AB recognition cycle from evaluation cycle, and if so, how?
  - Hold this topic until Aaren can participate in the discussion

## 6. SIRs Needing Discussion

In the time remaining, discussion of one of the outstanding SIRs, #305, was accomplished. Per the discussion in the third bullet of #5, above, ABs generally believe that qualifying assessors by the broader categories of chemistry (organic and inorganic), micro, rad, asbestos, and possibly WET is adequate. An AB should define for itself how it qualifies assessors, as long as it meets the requirements of the standard (passing a written test.) One AB representative noted that, until some group prepares a consistent training program for the various technologies, it won't be possible to qualify assessors to the technology level, and thus the issue cannot be resolved in that fashion.

Lynn urged that everyone visit the SIR voting site and pay particular attention to this SIR#305. The comment that the provided interpretation leaves the program "vulnerable" does not appear to be something that can be resolved with an interpretation of the standard, as currently written.

Celeste moved to adjourn and Cathy seconded.

**8. Next Meeting**

The next meeting of the Council will be on Monday, October 2, 2017, at 1:30 pm Eastern time. An agenda and documents will be provided in advance of the meeting, with the reminder notice.

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	No
	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: Becky Hambelton Rebecca.Hambelton@Illinois.gov	No
	For information purposes: Kathy Marshall Kathy.Marshall@Illinois.gov	
	For information purposes: John South John.South@illinois.gov	
KS	Sara Hoffman <a href="mailto:sara.hoffman@ks.gov">sara.hoffman@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>	No
	For Information Only: Paul Harrison	Yes
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	Richard Tulley <a href="mailto:richard.tulley@la.gov">richard.tulley@la.gov</a>	No
	Alternate: Errin Rider 225-219-5235 Errin.rider@la.gov	No
MN	Lynn Boysen E: <a href="mailto:lynn.boysen@state.mn.us">lynn.boysen@state.mn.us</a>	Yes

	Alternate: Stephanie Drier 651-201-5326 E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@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: 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: rachel.ellis@dep.nj.gov	No
NY	Victoria Pretti 518-485-5570 <a href="mailto:victoria.pretti@health.ny.gov">victoria.pretti@health.ny.gov</a>	No
	Alternate: Lynn McNaughton <a href="mailto:lynn.mcnaughton@health.ny.gov">lynn.mcnaughton@health.ny.gov</a>	No
OR	Chris Redman <a href="mailto:christopher.l.redman@dhsosha.state.or.us">christopher.l.redman@dhsosha.state.or.us</a>	No
	Lizbeth Garcia <a href="mailto:Lizbeth.garcia@dhsosha.state.or.us">Lizbeth.garcia@dhsosha.state.or.us</a>	No
	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
	Included for information purposes: Scott Hoatson Agency Quality Assurance Officer Oregon Department of Environmental Quality 503-693-5786 E: hoatson.scott@deq.state.or.us	Yes
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>	Yes
TX	Ken Lancaster T: (512) 239-1990 E: <a href="mailto:Ken.Lancaster@tceq.texas.gov">Ken.Lancaster@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>	No
	Alternate: Alia Rauf T: 801-965-2511 E: <a href="mailto:arauf@utah.gov">arauf@utah.gov</a>	Yes
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>	Yes
Guests:		