

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

**September 19, 2013**

### **1. Roll Call**

The NELAP Accreditation Council (AC) met at 1:30 pm EDT on Thursday, September 19, 2013. This was a special meeting called to initiate voting on two "matters of accreditation," since the regularly scheduled meeting on September 16, 2013, did not have a quorum to enable motion(s) to be made. Those members in attendance are listed in Attachment 1. Since only 9 ABs were represented and the NELAP Voting SOP 3-101 requires a "full quorum" or 10 members present to initiate a vote on any matter of accreditation, the items presented for action could only be discussed.

### **2. NELAP Evaluation SOP 3-102 and Evaluation Tools**

After the previous meeting's discussion of the revision to the definition of "finding" as proposed by TNI's Executive Director for the purpose of harmonizing the NELAP evaluation SOP with the NEFAP and non-governmental AB (NGAB) programs, Lynn had asked the Executive Director and the Chair of TNI's Policy Committee (that committee will be the next review step) if it would be possible to at least delay that change in the definition until feedback from the Policy Committee review. The rationale for such delay is that the SOP needs to be available to parties intending to reply to the upcoming Request for Proposal for Third Party Evaluator for the NELAP – this RFP needs to be released in less than 2 weeks now. The proposed definition change would require additional revisions to at least one Appendix (the Site Report template, Appendix E) and the rest of the SOP would need to be reviewed to determine if other, additional revisions might be required.

Steve Arms moved, and Paul Bergeron seconded, to approve the Sept. 17, 2013. version of the SOP 3-102 (as sent on Tuesday, September 17) but without the edit to modify the definition of "Finding," while keeping the additional wording added to section 6.15 (clarifying the 3-year cycle of recognition renewals) since the prior version that was sent for use during the September 16 AC meeting. During the meeting, 11 "yes" votes were cast. The four absent members will be asked to vote by email.

### **3. Emergency Revision to NPW FoPT Table**

Scott Siders moved to vote to approve the revision to the table and Alice Colt seconded. The same table was sent to AC members on September 16 for the original meeting and again on September 17, for the special meeting. During the meeting, 11 "yes" votes were cast. The four absent members will be asked to vote by email.

During the formal discussion, participants agreed to recommend to the PT Executive Committee (PTEC) that the original implementation date of July 1, 2013, be retained for this NPW FoPT table, with the justification that the revision is truly an "error correction" and then that the PT providers (PTPs) be asked to recalculate the TSS results from the most recent study (where the error/problem was identified.) If acceptable to the PTEC, this solution would solve the "failure problem" for labs, so that the additional work for ABs and PTPs would be worthwhile. The PTEC is meeting with PTPs and the PTP accreditors

on Friday morning, September 20, to discuss implementation of the revised table, and this recommendation will be shared with the Program Administrator and Committee Chair of PTEC before then.

**9. Next Meeting**

The next AC meeting will be Monday, October 7, 2013, at 1:30 pm Eastern. A reminder with teleconference and agenda will be distributed prior to the meeting.

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**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
CA	Fred Choske 510-620-31745 F: <a href="tel:510-620-3471">510-620-3471</a> E: <a href="mailto:fred.choske@cdph.ca.gov">fred.choske@cdph.ca.gov</a>	No
	Alternate: Dave Mazzer T: <a href="tel:510-449-5600">510-449-5600</a> E: <a href="mailto:david.mazzer@cdph.ca.gov">david.mazzer@cdph.ca.gov</a>	No
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a>	Yes
	Alternate: Carl Kircher E: <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</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>	Yes
	Alternate: Janet Cruse T: 217-785-0601 E: <a href="mailto:Janet.Cruse@illinois.gov">Janet.Cruse@illinois.gov</a>	No
KS	Michelle Wade E: <a href="mailto:MWade@kdheks.gov">MWade@kdheks.gov</a> Ph: <a href="tel:785-296-6198">(785) 296-6198</a> Fax: <a href="tel:785-296-1638">(785) 296-1638</a>	Yes
	Alternate: N. Myron Gunsalus <a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a> <a href="tel:785-291-3162">785-291-3162</a>	No
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 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>	No
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	No

	Alternate: Stephanie Drier E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>	Yes
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: 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
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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>	Yes
	Alternate: Yumi Creason E: <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>	No
TX	Alice Colt T: <a href="tel:512-239-3927">(512) 239-3927</a> <a href="mailto:Alice.Colt@tceq.texas.gov">Alice.Colt@tceq.texas.gov</a>	Yes
	Ruth Wedig <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

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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>	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	Marvelyn Humphrey T: (281) 983-2140 E: <a href="mailto:Humphrey.Marvelyn@epa.gov">Humphrey.Marvelyn@epa.gov</a>	
NELAP QAO	Paul Ellingson T: 801-201-8166 E: <a href="mailto:altasnow@gmail.com">altasnow@gmail.com</a>	Yes
Oklahoma	David Caldwell	No
Guests:		