

**Summary of the TNI NELAP Board Meeting  
August 15, 2008**

1. Roll call

Dan Hickman called the TNI NELAP Board meeting to order on August 4, 2008, in Washington, DC. Attendance is recorded in Attachment 1.

2. Review of agenda

Dan reviewed the agenda for today's meeting:

- Review of accomplishments since the Newport meeting
- Update on renewals and expected timeline
- Preliminary report from QAO
- Process for standards review and acceptance
- Other upcoming projects

3. Review of accomplishments

Dan presented the following accomplishments of the NELAP Board since the Newport meeting:

- Updated voting SOP to allow for voting on AB renewals
- Adopted SOP for standards review and acceptance
- Adopted revised Micro FoPT tables
- Held evaluator training at Newport and online
- Lead or participated in 9 AB renewals

4. Update on AB renewals

Dan reviewed the timeline for AB renewals that he had presented in Newport. Although the renewals did not meet the July deadline, the overall process had progressed much faster and better than everyone had hoped. So far, he has received 3 final reports with positive recommendations. All should be completed by the first of October.

Dan pointed out that an additional 4 ABs had renewals due by July 2009. He stated that renewal letters would go out by late September or early October. Applications will be due in November, and onsite evaluations likely in January 2009. Comments and questions from the audience included a suggestion that the online evaluator training be repeated, and that we inquire if EPA is interested in continuing to participate, particularly if there are new ABs applying in the future.

5. Preliminary report from the QAO

Paul Ellingson, QAO for this round of AB renewals, gave a preliminary report on his observations of the onsite evaluations. Paul stated that his objective was to help the evaluation teams achieve consistency and that he was honored to have been able to work with some of the “legends of NELAC”. Paul’s overall impressions included:

There are many similarities in the states’ programs  
Everyone seemed to have the same goal, data of known and documented quality  
Evaluator training, checklists, conference calls, and the evaluation SOP  
contributed to greater consistency  
Paul developed a checklist for evaluators to use which seemed to help  
There should be a guidance document for Chapter 6, maybe simplify the renewal  
process  
The ABs approach to training assessors was one difference he noted  
Also noted that denial, suspension and revocation posed a problem for some states

Comments from the audience included:

Some states are not responding to lab corrective actions in a timely manner  
Can the evaluator checklist that Paul prepared be shared?  
TNI should use Paul’s services in the next round of evaluations

The final QAO report will be presented in Mid-October after the last reports are received.

## 6. Training for new ABs

Dan Hickman asked Carol Batterton to report on discussions about training for new ABs. Carol reported that the Technical Assistance Committee had learned that there could be as many as 6 states applying for recognition as Accreditation Bodies. TNI has not developed much in the way of assistance for states up to this point. The TAC is proposing to develop an online training for new states and wants some members of the NELAP Board to volunteer to help. The following volunteered (or were volunteered): Ken Jackson, Steve Arms, and Steve Stubbs.

It was also suggested that a one on one mentoring system should be set up for the new states and that Paul Ellingson’s checklist should be available as a resource for the new states. Susan Wyatt stated that the State of Minnesota has WebEx system that could be used for web training. It was also suggested that the website needs to include more information for potential ABs.

## 7. Review of the TNI standard

Dan stated that the NELAP Board was reviewing the new standard simultaneously with the LASC, so that they would be ready when they received a recommendation from LASC. Aaren Alger reviewed the NELAP Board’s SOP for standards review and acceptance.

The LASC agreed to finish their review by Miami and the NELAP Board hopes to finish shortly after that. Dan stated that his goal is to push for implementation by July 1, 2010. He encouraged ABs to go ahead and start on rule changes while the LASC review is going on.

With respect to the new ABs applying, there was discussion about which standard to use to recognize the new ABs. Dan requested this item be discussed at the next NELAP Board meeting.

#### 8. Other discussion

Dan recognized Dave Speis to introduce an issue related to implementation of SW846. Dave indicated that ABs recognize different versions of SW846 which is having an adverse effect on primary and secondary accreditations. Labs may have to go to someone other than their primary AB to get accredited for a newer version of SW846. Dave requested that the NELAP Board take some action to resolve this issue. Dave suggested that the easiest solution would be to remove the letter designation from the method, so the AB can easily move to the next version of the method.

Commenters indicated that the problem resulted from the fact that some AB's regulatory programs do not accept the more recent version of the method, and therefore they cannot accredit the method. Others stated that the AB could accredit the method, but the state did not have to accept data reported by the method. Dan encouraged the ABs to separate their accreditation programs from their regulatory programs, so that ABs can accredit for methods even if the regulatory program does not accept it.

#### 9. Next meeting

The regularly scheduled meeting of the NELAP Board for August 18, 2008, was cancelled. The next meeting of the NELAP Board will be Monday, August 25, 2008, at 12:30 PM CDT.

### Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a>  Alternate: Jane Jensen <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a>	No

FL	<p>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></p> <p>Alternate: Carl Kircher  <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	Yes
IL	<p>Scott Siders  T: (217) 785-5163  F: (217) 524-6169  E: <a href="mailto:scott.siders@illinois.gov">scott.siders@illinois.gov</a></p> <p>Alternate: TBA</p>	No
KS	<p>Jack McKenzie  T: (785) 296-1639  F: (785) 296-1638  E: <a href="mailto:jmckenzi@kdhe.state.ks.us">jmckenzi@kdhe.state.ks.us</a></p> <p>Alternate: Aurora Shields  <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Donna Haydel  T: 225-219-9800  F: 225-219-9898  E: <a href="mailto:Donna.Haydel@la.gov">Donna.Haydel@la.gov</a></p> <p>Alternate: Paul Bergeron  E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a></p>	Yes
LA DHH	<p>Louis Wales  T: (225) 342-8491  F: (225) 342-7494  E: <a href="mailto:lwales@dhh.la.gov">lwales@dhh.la.gov</a></p> <p>Alternate: Ginger Hutto  <a href="mailto:ghutto@dhh.la.gov">ghutto@dhh.la.gov</a></p>	No
NH	<p>Bill Hall  T: (603) 271-2998  F: (603) 271-5171  E: <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a></p> <p>Alternate: Jeanne Chwasciak  <a href="mailto:jcchwasciak@des.state.nh.us">jcchwasciak@des.state.nh.us</a></p>	No
NJ	<p>Joe Aiello</p>	Yes

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NY	<p>Kenneth Jackson  T: (518) 485-5570  F: (518) 485-5568  E: <a href="mailto:jackson@wadsworth.org">jackson@wadsworth.org</a></p> <p>Alternate: Dan Dickinson  <a href="mailto:dmd15@health.state.ny.us">dmd15@health.state.ny.us</a></p>	Yes
OR	<p>Dan Hickman  T: (503) 229-5983  F: (503) 229-6924  E: <a href="mailto:hickman.dan@deq.state.or.us">hickman.dan@deq.state.or.us</a></p> <p>Alternate: Raeann Haynes  <a href="mailto:haynes.raeann@deq.state.or.us">haynes.raeann@deq.state.or.us</a></p>	Yes
PA	<p>Aaren Alger  T: (717) 346-8212  F: (717) 346-8590  E: <a href="mailto:aaalger@state.pa.us">aaalger@state.pa.us</a></p> <p>Alternate: Bethany Piper  <a href="mailto:bpiper@state.pa.us">bpiper@state.pa.us</a></p>	Yes
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UT	<p>David Mendenhall  T: (801) 584-8470  F: (801) 584-8501  E: <a href="mailto:davidmendenhall@utah.gov">davidmendenhall@utah.gov</a></p> <p>Alternate: Kristin Brown  <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a></p>	No

	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: <a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: <a href="mailto:Bradley.lynn@epa.gov">Bradley.lynn@epa.gov</a>	Yes
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