

Summary of the NELAP Accreditation Council Meeting
January 3, 2012

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on January 3, 2012. Minutes of the December 19, 2011, meeting were approved. Those members in attendance are listed in Attachment 1. In the absence of the Chair, the Vice Chair, Steve Stubbs, conducted the meeting.

2. Updates on AB Renewals

Lynn reported on the status of ongoing evaluations, and promised a report on AB Task Force items after the TF meeting later this month:

CA – technical review underway, team requests 3-4 week extension. Possibly complication with availability of Lead Evaluator

FL – site report sent

KS – revised documents (corrective actions) in team review

LA DHH – team review of site report response complete, recommendation letter in preparation

NH – review of response to onsite report complete, recommendation letter in preparation

NJ – technical review sent, scheduling of site visit initiated

TX – application due February 11 (not 2/20 as stated by Lynn)

3. AB Assistance Task Force Recommendation #5

The AC received a one page report from the LAS EC summarizing the availability of assessment reports from federal Defense and Energy department accreditations. Essentially, the reports will need to be obtained from the laboratories. There was some discussion of the possible suitability of and uses for information contained in those assessment reports, but a strong desire to actually see sample reports led to tabling this discussion until such time as examples are available. Two Board members had earlier offered to provide sanitized reports from their labs to the AB Task Force, and these will be distributed to the AC as soon as they become available. At that point, the discussion of this item will resume.

It was noted that, to incorporate information from those non-NELAP assessment reports, it will be vital to know the assessor's qualifications, specifically whether the individual assessor(s) meet the qualifications required by the 2009 TNI Standard.

4. Follow-up to TNI Board Meeting

Aaren had drafted and circulated for review, a letter to the TNI Board stating how the AC perceived and interpreted statements and actions of members of the ACIL Environmental

Sciences Section. The draft addressed not just the newsletter article but also presentations given to TNI and NELAP states by an ACIL ESS member who is also a TNI Board member, clearly articulating a national accreditation scheme that does not include governmental accrediting bodies. This draft closed with a request that the Board adopt a position in support of a national accreditation program that includes the NELAP program and NELAP ABs as core components, with inclusion of other states and ABs as appropriate.

The AC members present on the call uniformly supported the language of Aaren's draft, and recommended that it be sent to the Board in time for consideration at its January 11 meeting.

5. Discussion of SIR Voting

The LAS EC Program Administrator, Ilona Taunton, had sent on December 29, an email notifying AC members that 16 SIRs have the required 10 (of 15) "yes" votes and if they were not vetoed within the next two weeks, they would be deemed to be accepted. While this action was in line with the revised NELAP Voting SOP, there were amongst those 16 items five "needs discussion" requests and one "no" vote. Additionally, 3 current AC members did not receive the email and did not at that time have voting access (Michelle, Jane and Gary do not have access; George has effectively retired from CA.)

AC members feel strongly that any request for discussion must be brought before the AC prior to adopting an SIR. We agreed that 1-2 SIRs will be addressed during each AC meeting until all discussion requests are resolved.

The TNI Webmaster has now provided login information to the three newest AB representatives, and Ilona has been asked to restart the 2 week countdown for finalizing the 10 SIRs that have no obstacles to passage.

AC members also expressed dissatisfaction with the quality of writing of the interpretations presented for approval by the AC. Also, the vote counts (of yes + no + "no vote") do not add up to 15 for any SIR, and there is no place for veto votes to show up on the summary chart. Lynn agreed to take this up with Ilona.

6. Next meeting

The next AC meeting will be Tuesday January 17, at 1:30 pm EST. Agenda items (thus far) will be:

- Welcome and Roll Call
- Approval of Minutes
- Update on Renewals
- Vote(s) on renewal recommendations for NELAP ABs (LA DHH and possibly NH, if received in time to distribute)
- Update on TNI Board meeting, discussion of response to letter sent from Aaren on behalf of the AC
- Follow-up on SIRs; discussion of 2 outstanding "needs discussion" SIRs.
- Follow-up on 2010 correspondence with TNI Board (letters attached to email from Aaren Alger, December 29, 2011, subject: Follow-up on Action Items.)

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	Jane Jensen T: F: (510) 620-3165 E: jjensen@cdph.ca.gov	yes
	Alternate: TBD	
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	yes
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	no
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	no
	Alternate: TBA	
KS	Michelle Wade E: MWade@kdheks.gov Ph: (785) 296-6198 Fax: (785) 296-1638	yes
	Alternate: none	
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov	yes
	Alternate: TBD	
LA DHH	Donnell Ward T: E: donnell.ward@la.gov	no
	Alternate: TBD	
MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	yes

	Alternate: Stephanie Drier E: stephanie.drier@state.mn.us	yes
NH	Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov	no
	Alternate: TBD	
NJ	Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: joseph.aiello@dep.state.nj.us	no
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: seo01@health.state.ny.us	yes
	Alternate: Dan Dickinson E: dmd15@health.state.ny.us	no
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	yes
	Alternate: Scott Hoatson T: (503) 693-5786 E: hoatson.scott@deq.state.or.us	no
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us	no
	Alternate: Dwayne Burkholder E: dburkholde@state.pa.us	no
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	yes
	Alternate: Steve Gibson E: igibson@tceq.state.tx.us	yes

UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	yes
	Alternate: Kristin Brown E: kristinbrown@utah.gov	no
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	yes
	Alternate: Ed Shaw T: 804-648-4480 ext.152 E: ed.shaw@dgs.virginia.gov	no
	NELAP AC Program Administrator and Evaluation Coordinator Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	yes
EPA Liaison	Marvelyn Humphrey T: (281) 983-2140 E: Humphrey.Marvelyn@epa.gov	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes
	Oklahoma: David Caldwell	yes
	Guests: none	