

Summary of the NELAP Accreditation Council Meeting

January 6, 2014

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, January 6, 2014. Minutes of the December 16, 2013, meeting were approved. Those members in attendance are listed in Attachment 1.

During roll call, Paul Ellingson asked whether he should continue to participate in AC meetings, and the consensus was that neither he nor Michelle needed to routinely participate in their roles as contract evaluators.

2. Action Items Pending

- Possible teleconference among Aaren, Paul B. and Bob Wyeth, CSD EC Chair – awaits feedback from Bob.
- Prepare and issue new certificate to LDEQ for renewal date 9/10/13, to expire November 16, 2015; PA will notify the Regional Office once copy of certificate is available.
- Final Response to Complaint from ACIL – pending completion of evaluation process for the AB (response deadline letter sent to CA)
- Response to CA letter stating intent to withdraw from NELAP
- Email to CA labs about AC support during transition

3. Further Steps Regarding California's Recognition as a NELAP AB

Aaren described her conversation with Dr. Mazzer that resulted in the December 30, 2013, letter stating California's intent to withdraw from NELAP, and also that it seemed CA might reapply to NELAP after its new program manager is hired, planned for summer 2014. Fred agreed to (and did) provide the list of California labs with latest assessment dates, and indicated that he would be finalizing a letter from CA ELAP to its NELAP labs based on the results of this AC discussion.

The following points were made during the discussion:

- Preventing lapses in monitoring of PT performance is important
- OR willing to accept all CA labs; UT is also geographically close and willing to work with OR to accept CA labs. Results of a poll of ABs about accepting out of state applications are shown at the end of this section.
- The AC should communicate w/ CA's labs rather than having 14 ABs sending individual communications
- Desire for labs having undergone site assessments by CA in recent months should receive site visits as a priority, not just within two years (based on paper review.)
- Consider the transition processes used when IL ceased travelling out of state
- Some ABs can grant new primary accreditations based on "paper review" of prior assessments done by a different state, other ABs would need to perform site visit before granting new accreditation

- Some of the CA accredited labs also have DoD or non-governmental accreditations, which might affect how their applications would be handled by other ABs
- If a CA lab has dual primary accreditations, its preferred option would likely be the other AB with which it has primary
- It's unclear whether or not "interim accreditations" are a possibility
- The AC's communication to CA labs should state our expectation of urgency to apply to a different NELAP AB while also expressing the willingness of all NELAP ABs to work with those labs if they apply elsewhere in timely fashion. Consensus was that an email communication to CA labs would be acceptable, due to the need for getting the word out
- Labs will need to know what to do about continuing to do work within or reportable to CA; unfortunately, the AC cannot address that issue
- At least one AB is legally required to drop any secondary accreditation when that lab no longer has a valid primary accreditation; other ABs may have more flexibility to handle the transition
- Once communications with the CA labs are underway, a response to the ACIL complaint will be formulated
- A formal response to CA's letter indicating its intent to withdraw from NELAP will be prepared.

After extensive discussion, a motion was made by Paul Bergeron, and seconded by Alice Colt, to accept the voluntary withdrawal of California from NELAP and to terminate California's Certificate of Recognition effective January 31, 2014. This delay will allow for time for labs to apply elsewhere, avoiding a lapse in accreditation. With California abstaining, the remaining 12 ABs present all voted in favor of this motion; the remaining two ABs will vote by email. (NOTE: As of January 10, 2014, the remaining votes arrived, with both ABs voting to accept CA's withdrawal on the date specified.)

Aaren will draft a communication to CA labs and share it with the AC before sending. The ACIL response will be drafted thereafter.

NOTE: The TNI Board of Directors discussed CA's withdrawal from NELAP at its Wednesday, January 8, 2014, meeting and there will be some form of public communication about CA's withdrawal ASAP, possibly as a post to the TNI web site, with promise of additional information as it becomes available about impacts on labs.

Results of Polling NELAP ABs about Out-of-State Applications

| NELAP AB | Accepting New Out-of-State Applications? |
|----------|--|
| FL | Yes |
| IL | No |
| KS | Maybe |
| LA DEQ | Yes |
| LA DHH | Maybe, but only accredits for drinking water |
| MN | Yes |
| NH | Maybe |
| NJ | Maybe (if needed for NJ work or if already is a second primary AB for lab) |
| NY | Yes (accreditation issued after on-site) |
| OR | Yes |

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|----|--|
| PA | Maybe (if needed for PA work or if already is a second primary AB for lab) |
| TX | Maybe (if needed for TX work or if already is a 2 nd primary AB, but schedule for assessments already created thru summer 2014) |
| UT | Yes |
| VA | Maybe (if needed for VA work or if already is a second primary AB for lab) |

4. Draft Data Development Plan for a Generic Application for Accreditation

This document has been completed by the Information Technology Committee, and will be discussed at conference in the LAB Expert Committee, the LAS EC and the AC meetings. Due to having very little remaining time, the AC did not review the document in detail, but Lynn explained that while ABs don't seem to want such an application, the labs have repeatedly requested it and TNI's Board charged the LAB Expert Committee with developing it. We expect that once data are entered into the application database, it can be either electronically exported or printed in a variety of formats such that each state's "required" circumstances should be able to be accommodated. Joe, as former LAB Chair, noted that the issue of Fields of Accreditation requested for each AB remains to be addressed, and that will be far more complicated than the demographic data of the current activity.

5. Next Meeting

The next regularly scheduled meeting of the AC will be on Tuesday, January 28, 2014, at 1:00-5:00 pm Eastern. This is during the conference in Louisville, KY. Teleconference information will be provided prior to the meeting for those unable to attend.

Attachment 1

| STATE | REPRESENTATIVE | PRESENT |
|-----------|--|---------|
| CA | Fred Choske 510-620-31745 F: 510-620-3471 E: fred.choske@cdph.ca.gov | yes |
| | Alternate: Dave Mazzera T: 510-449-5600 E: david.mazzera@cdph.ca.gov . | No |
| FL | Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve.arms@flhealth.gov | yes |
| | Alternate: Carl Kircher E: carl.kircher@flhealth.gov | no |
| IL | Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov | no |
| | Alternate: Janet Cruse T: 217-785-0601 E: Janet.Cruse@illinois.gov | No |
| KS | N. Myron Gunsalus ngunsalus@kdheks.gov 785-291-3162 Fax: (785) 296-1638 | yes |
| | Alternate: TBD | |
| LA DEQ | Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov | yes |
| | Altérnate: TBD | |
| LA DHH | Donnell Ward T: E: donnell.ward@la.gov | yes |
| | Alternate: TBD | |
| MN | Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us | no |

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| | Alternate: Stephanie Drier E: stephanie.drier@state.mn.us | no |
| NH | Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov | yes |
| | Alternate: TBD | |
| NJ | Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: joseph.aiello@dep.state.nj.us | yes |
| | Alternate : Rachel Ellis E: rachel.ellis@dep.state.nj.us | no |
| NY | Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: seo01@health.state.ny.us | yes |
| | Alternate: TBD | |
| OR | Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us | yes |
| | Shannon Swantek T: 503-693-5784 E: Shannon.swantek@state.or.us | no |
| | Included for information purposes: 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@pa.gov | Yes |
| | Alternate: Yumi Creason E: ycreason@pa.gov | yes |
| TX | Alice Colt T: (512) 239-3927 Alice.Colt@tceq.texas.gov | Yes |
| | Ruthie Wedig Ruth.Wedig@tceq.texas.gov | Yes |
| UT | Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov | yes |

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| | Alternate: Robert Aullman T: 801-965-2541 F: 801-965-2544 E: raullman@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 PA and EC | 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 | no |
| NELAP QAO | Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com | Yes |
| Oklahoma | David Caldwell David.Caldwell@deq.ok.gov | no |
| Guests: | | |