

## Summary of the NELAP Accreditation Council Meeting

December 4, 2017 1:30 pm Eastern

### 1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm on Monday, December 4, 2017. Those present are listed in Attachment 1. Minutes from November 6 were approved.

### 2. Recommendation to Renew NY Certificate of Recognition

This item was postponed from the November meeting. Carl moved and Lynn Boysen seconded that the Evaluation Team's recommendation to renew the recognition of NY as a NELAP AB be approved. All thirteen representatives present voted "aye" and the one absent representative voted "yes" by email on the following day.

### 3. A Request from the Microbiology Expert Committee

Patsy Root of TNI's Microbiology Expert Committee requested that the NELAP AC consider a proposal designed to address Dan Hickman's request that they determine if the micro method codes could be compressed into a shorter, more manageable list. The proposed solution, put forward by the Micro committee, was to remove the multiple *Standard Methods* editions as one option.

Initially, Aaren responded by email to say that would not work, but that she could propose having at least one code for each version of the method, version referring to the year in which the method was approved. This alternative would allow removal of the multiple codes for the same version of a method that is just published in multiple editions of *Standard Methods* – essentially, giving unique codes for unique methods, regardless of the publication or re-publication date.

Major discussion points were that ABs could list methods however they choose on the labs' certificates and that the proposed "unique codes" in LAMS would greatly simplify review and approval of secondary accreditations. One commenter noted that perhaps the Chemistry Expert Committee should also be involved in the discussion.

The discussion ended with a plan for participants to exchange emails with examples of ways to consolidate the method codes while still allowing each AB to maintain its current practices and comply with the expectations of its regional EPA oversight. NOTE: this may be one of the topics to discuss with Dan at the AC's session in Albuquerque.

### 4. Tentative Agenda for Albuquerque

Since the committee will not meet in early January, due to the New Year holiday, a tentative agenda was set for the session in Albuquerque (Wednesday morning, January 24) to include:

- The on-site assessment policy
- Status of evaluations and potentially decoupling certificates of recognition from evaluations
- Potential implementation of the 2016 Standard
- MUR and MDL Implementation plans

Also, participants asked that the planned informal discussion session (AC members only) be set for Wednesday afternoon, after the open session at conference.

The Kansas recommendation and some FoPT tables from PTPEC will likely be awaiting AC vote in January, but it may be best to hold those items for the February teleconference meeting (February 5, 2018.)

## **5. LASEC Recommendation to Accept the Revised Chemistry Module (V1M4)**

LASEC reviewed the latest revision to V1M4, as requested by the Council, and provided a recommendation that the NELAP AC accept those changes and the text of the final version of the module (see Attachment 3, below.)

Lynn clarified that this is the same step as already accomplished for the other revised modules. The final composite Volume 1 (7 modules) and Volume 2 (with the new PT module) have yet to be produced, but when available, LASEC will review those and provide a recommendation about the NELAP AC adopting the entire 2016 Standard. A timeframe for that is not yet available.

Also, the guidance requested by the Council, to provide consistent and clear explanation of how to implement the revised sections of V1M4 remains under development, with no timeline yet available for its review. Cathy noted that she created a checklist and template for preparing the Method Detection Limit (see <https://dgs.virginia.gov/search/documents-and-forms/?filter=DCLS>, filter on MDL.) Additionally, Victoria said she will create a FAQ document to be posted on NY's website, later in December.

After informal discussion, Cathy moved and Paul seconded that the Council accept the recommendation from LASEC. Eleven "aye" votes were cast by those present, with two ABs asking to vote by email as well as the absent one. As of Monday, December 11, all three email votes have arrived, and all are "yes." The motion to accept V1M4 as revised was unanimously approved.

## **6. New Business**

Jerry Parr has distributed the EPA's FAQ document about the most recent MUR. This was circulated to all ABs after the meeting.

Aaren explained that other priorities have postponed her planned work on the on-site assessment policy, and invited any other AC member to assist. There were no volunteers.

Lynn explained that the Board has directed each TNI Executive Committee to prepare a Conflict of Interest SOP, in accordance with the TNI Conflict of Interest Policy 1-101. She asked whether the NELAP AC should be included in preparing the SOP, or whether Council members believe that the laws and regulations of their individual states, plus language in the NELAP Evaluation SOP 3-102, are adequate to address potential conflicts that might arise. Carl noted that the newly revised ISO/IEC 17011 has extensive language about conflicts of interest. The consensus of the AC was that the state laws and regulations are adequate, but that perhaps LASEC should consider whether the non-governmental ABs should be included, particularly as it relates to their recognitions.

**7. Next Meeting**

The next meeting of the Council will be on Wednesday, January 24, 2018, at 10:30 a.m. Mountain time. Teleconference information will be provided prior to the meeting.

The next teleconference of the AC will be Monday, February 5, 2018, 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>	Yes
	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>	No
LA DOH	Richard Tulley <a href="mailto:richard.tulley@la.gov">richard.tulley@la.gov</a>	No
	Alternate: Grant Aucoin Grant.aucoin@la.gov	Yes
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>	No
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	Yes
NY	Victoria Pretti 518-485-5570 <a href="mailto:victoria.pretti@health.ny.gov">victoria.pretti@health.ny.gov</a>	Yes
	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>	Yes
	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	No
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@pa.gov">aaalger@pa.gov</a>	Yes
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TX	Ken Lancaster T: (512) 239-1990 E: <a href="mailto:Ken.Lancaster@tceq.texas.gov">Ken.Lancaster@tceq.texas.gov</a>	Yes

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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>	No
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>	No
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:		

**Recommendation of LASEC to NELAP AC  
TNI ELS Standard V1M4, Chemistry module as revised and approved with final vote  
ending October 15, 2017  
APPROVED BY LASEC November 28, 2017**

The LASEC has reviewed the revised Chemistry Module (V1M4 Rev 2.2) as revised and approved by TNI member vote, closing October 15, 2017. LASEC has determined that all of the previously objectionable language has been revised in a way that met the NELAP AC's requirements (given the lack of adverse comments from the NELAP AC members on this current revision) and LASEC recommends that the NELAP AC find the revision to be acceptable. LASEC makes this recommendation with the caveat that the previously agreed-upon "guidance" for the Chemistry Module, that has yet to be reviewed, is determined to be suitable.

With this recommendation, LASEC is providing a redline version of the revised sections plus the previously rejected V1M4 Rev 2.1 for comparison.