

**Summary of the NELAP Accreditation Council Meeting
Monday, December 6, 2021 1:30 pm Eastern**

1. Welcome and Introductions

Kristin welcomed everyone to the meeting. The minutes of November 1 were approved unanimously. Attendance is noted in Attachment 1.

2. Reminder from TNI Leadership

Kristin relayed a request from the TNI Board of Directors and our Executive Director to have all assessors verify that laboratories being assessed have a “legal” copy of the TNI Standard to which they are being accredited, whether the 2009 or the 2016 version. One participant noted that the 2003 NELAC Standard was freely available, but this request applies to any lab accredited to one of the TNI Standards. The citation for a finding on this matter would be as follows:

- 2016 Standard – V1M2 §4.3.2.2 and 4.3.1, see also the relevant SIR
- 2009 Standard – V1M2 §4.3.2.2.a

3. Approval of Policy-Requested Edits to the NELAP AC Charter

Policy Committee’s review of the Council’s Charter returned a number of editorial comments but no substantive changes. Millie moved and Carl seconded that the revisions made by Policy be accepted and approval was unanimous. The approved document is in Attachment 2, below.

NOTE: This Charter was approved by the TNI Board at its December 8 meeting. The Board discussed the unusual relationship of the NELAP AC to TNI, as the Council operates autonomously but within the TNI structure (“an awkward fit”) yet this is not mentioned in the Charter itself. All participants in the discussion noted that, indeed, the relationship is unique but that the Council cannot reasonably be completely separate from TNI, either, and that the status quo will likely continue.

4. PTRL Issue

Travis sent email stating that he continues to try to schedule a meeting with PTPEC but that schedules of the necessary individuals have not yet allowed for a suitable time. He will continue working to set up the necessary meeting and conversation.

5. Open Discussion

Cathy shared that she submitted a comment in response to the Notice of Intent to Revise the Chemistry Module, V1M4, asking that the committee revisit the RSE (relative standard error) section and consider whether it is really needed. She noted that multiple SIRs have been submitted about RSE already, and that any benefit from that required calculation may not outweigh the workload and inconvenience of the mandatory calculation(s).

Victoria stated that NY has an assessor vacancy announcement now and will soon announce a QA position, both in Albany, NY. She also noted that many Technical Directors appear to be changing in labs, at about three times the usual rate. Other AB representatives affirmed the same observation.

Lynn relayed a request from the Competency Task Force for additional AB staff participation, for the coming year, and noted again that the Task Force intends to hand over its recommendations about the Technical Expert to the Quality Systems Expert Committee after taking into account comments that may be received during the joint session at conference in San Antonio, scheduled for Thursday morning.

And Carl noted that the 2017 revision of ISO/IEC 17025 makes no reference to Technical Manager at all, and asked whether a lab would still be required to have a position by that title. Lynn noted that no decision has been reached about transitioning to the risk-based ISO 17025:2017 standard, but that conversations suggest that it will not be a full transition for the next revision of the TNI Standard.

6. New Business

Some SIR votes remain outstanding. Lynn will try to get the SIRs with the necessary two-thirds approval posted to the website and removed from the SIR voting site; some of them have languished far too long.

5. Next Meeting

The next meeting of the NELAP AC is scheduled for Monday, January 3, 2022, at 1:30 pm Eastern. If this meeting is needed, an agenda and documents will be provided in advance.

The conference session for the Council is scheduled for Wednesday, January 19, 2022, at 1 pm Central time. Teleconference capability will be provided for this session; the number will be distributed prior to the meeting.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: carl.kircher@flhealth.gov	Yes
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	Yes
IL	Millie Rose T: 217-557-0220 E: mildred.rose@illinois.gov	Yes
	For information purposes: Dave Reed E: Dave.Reed@Illinois.gov	No
	For information purposes: John South E: john.south@illinois.gov	Yes
	For information purposes: Shirlene South E: shirlene.south@illinois.gov	No
KS	Carissa Robertson Carissa.Robertson@ks.gov (785) 291-3162	Yes
	Alternate: Paul Harrison paul.harrison@ks.gov (785) 296-1656	No
	For information purposes: N. Myron Gunsalus T: 785-291-3162 E: myron.gunsalus@ks.gov	No
	For information purposes: Amy Suggitt Amy.Suggitt@ks.gov	No
	For information purposes: Daniel Vang Daniel.Vang@ks.gov	No
LA DEQ	Elizabeth West E: elizabeth.west@la.gov	Yes
	Alternate: Paul Bergeron Paul.bergeron@la.gov	No
MN	Lynn Boysen E: lynn.boysen@state.mn.us	No

	Alternate: Stephanie Drier T: 651-201-5326 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: Brian Lamarsh Brian.Lamarsh@des.nh.gov	Yes
NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: michele.potter@dep.nj.gov	Yes
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	No
NY	Victoria Pretti 518-485-5570 E: victoria.pretti@health.ny.gov	Yes
	Alternate: Lynn McNaughton E: lynn.mcnaughton@health.ny.gov	No
OK	David Caldwell (405) 702-1000 E: David.Caldwell@deq.ok.gov	Yes
	Alternate: Ryan Lerch Ryan.Lerch@deq.ok.gov (405) 702-1020	Yes
OR	Travis Bartholomew T: 503-693-4122 E: travis.j.bartholomew@dhsosha.state.or.us	No
	Alternate: Lizbeth Garcia 971 865 0443 E: Lizbeth.garcia@dhsosha.state.or.us	No
	Included for information purposes: Ryan Pangelinan E: Ryan.pangelinan@dhsosha.state.or.us	No
	Included for information purposes: Sara Krepps Oregon Department of Environmental Quality (503) 693-5704 E: sara.krepps@state.or.us	No
PA	Annmarie Beach E: anbeach@pa.gov T: 717-346-8212	No

	Alternate: Amber Ross ambross@pa.gov	No
	Included for information purposes: Dana Marshall dmarshall@pa.gov	No
TX	Steve Gibson (512) 239-1316 Steve.Gibson@tceq.texas.gov	Yes
	Jody Koehler (512) 239-1990 Jody.Koehler@tceq.texas.gov	No
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes
	Alternate: Alia Rauf T: 801-965-2511 E: arauf@utah.gov	No
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	Yes
NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	Yes
EPA Liaison	Eric Graybill Graybill.eric@epa.gov	Yes
California	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No

Mission

The NELAP Accreditation Council (AC) has final authority for implementation of the program for the accreditation of environmental laboratories within the National Environmental Laboratory Accreditation Program. The NELAP AC facilitates a national program through mutual recognition.

Composition of the Committee

1. The NELAP Accreditation Council consists of one individual appointed by each recognized Accreditation Body (AB,) with an alternate if desired, and one Ex-Officio member representing EPA.
2. The nature of the Council's operations makes it inappropriate to allow associate members.
3. Balance of stakeholders is not appropriate for the AC.

Objectives

1. Review and approve existing and prospective ABs to become or remain NELAP-recognized.

Success Measures:

- Periodically evaluate all NELAP-recognized ABs to ensure their conformance to the requirements established by this organization.
- Evaluate applicant ABs with equivalent processes to those of current ABs.

2. Coordinate with the Laboratory Accreditation Systems Executive Committee (LASEC) and Proficiency Testing Program Executive Committee (PTPEC) for program management activities:

- i. LASEC -- Include new standards into the NELAP program, provide interpretations and clarification of the TNI Environmental Laboratory Sector standards, and adopt policies and procedures prepared for use within the AC
- ii. PTPEC – Review and comment on relevant acceptance limits for proficiency testing developed by the PTPEC.

Success Measures:

- Continued smooth operation of the program.

3. Implement a national program for the uniform and consistent accreditation of environmental laboratories.

Success Measures:

- Uniform and consistent program operations.

4. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measures:

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources:

- Appointed AB representatives
- Virtual meeting platform
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Virtual meetings: regular schedule of calls to be published on the TNI website
- In-person meetings, as needed, at TNI conferences