

## Summary of the NELAP Accreditation Council Meeting

July 5, 2016

### 1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm Eastern time on Tuesday, July 5, 2016. This was a rescheduled meeting due to the July 4 holiday. Minutes from June 6 were approved. Those members in attendance are listed in Attachment 1.

The vote on KS's renewal closed on June 15 with 13 "yes" votes and KS abstaining. The vote on the revised Evaluation SOP 3-102 began on June 15; an email motion by Paul, seconded by Donnell was made that day, and a friendly amendment to exclude the flow charts accepted that same day. Voting on the SOP closed on June 28 with ten "yes" votes cast and four ABs not voting; this was adequate for approval of the revision. The approved SOP was distributed to AC members and to the NELAP Evaluators, and forwarded to the TNI Policy Committee for review.

### 2. Action Items Pending

- All ABs to continue review of approved revisions to modules of the 2016 standard, per recommendations from LASEC presented at June 6 AC meeting
- Donna to request that EPA/TSC identify items subject to possible non-conformities as "applicable federal regulations" in the definition of Findings in SOP 3-102

### 3. Final Renewal Recommendation for IL

The recommendation from the IL Evaluation Team to renew IL's certificate was distributed to AC members prior to the meeting. Paul moved and Bill seconded to accept the team's recommendation.

Ten "yes" votes were cast, with IL abstaining, and the remaining three votes await email completion.

### 4. Temporary Extension of Certificate of Recognition for MN

The Lead Evaluator for MN, Carl Kircher, asked that the Council provide a temporary extension for MN, since the observation will be delayed beyond the expiration of MN's current certificate. Paul moved and Cathy seconded that recognition of MN be extended until the Evaluation team submits and the AC votes on the team's recommendation.

### 5. Conference Agenda

The AC and LASEC will share the Monday morning session, so either 60 or 90 minutes. The order is not yet clear. The AC's agenda will be an update on the evaluations with a discussion of the revised NELAP Evaluation SOP, and then discussion of the possible timeframes for adoption and an expected rolling implementation of the 2016 Standard.

AC members are encouraged to participate in Thursday's Expert Committee sessions, where the new standards modules will be discussed, so that each AB will be able to complete its determination of whether to accept the positive recommendations from the LASEC.

It appears that nine AB representatives will be present for the AC meeting at conference. The AC will not meet on August 1, unless an urgent agenda item arises before then, since the session at conference will be the following week.

## **6. Recommendations for the Remaining Standards Documents and Modules**

Aaren inquired about the reviews of standards modules, following the LASEC recommendations to accept them. Due to the number of documents requiring review, she proposed to postpone a vote on those recommendations until the session at conference (on August 8, see #5, above) so that Council members would be able to participate in the Expert Committee sessions and discussions on Thursday, August 11. These modules are:

- V1M1 – PT Requirements for labs
- V1M2 – Quality Systems
- LOD/LOQ standard (sections 1.5.1-1.5.2 of V1M4)
- V1M4 – Chemistry (with both Calibration and LOD/LOQ standards included)
- V1M5 – Microbiology
- V2M2 – PT Requirements for ABs

## **5. Revising the NELAP Evaluation SOP 3-102**

Although the vote closed and the revised SOP was approved by the required two-thirds majority, per the NELAP Voting SOP 3-101, Lynn Bradley asked to have further discussion about the four ABs not voting, before sending the document for Policy Committee review.

Three of the non-voters explained that they had not completed their review in time, but that they approve of the revisions, and the fourth acknowledged an agreement with the concepts presented, but lacked time to provide a thorough review of the revised document. We note for the record that this SOP is over 20 pages, plus another 30-odd pages of appendices. Thus reassured, Lynn and Lynn Boysen will shepherd the document through Policy Committee review, beginning July 8. Lynn Boysen is the AC representative on Policy Committee.

NOTE: Policy Committee review began on July 8 and will likely be completed at the next Policy Committee meeting on July 29. Assuming no major conflicts are identified, this will permit TNI to proceed with identifying suitable Lead Evaluators and arranging for evaluator training to be presented at the winter conference in Houston.

## **6. Next Meeting**

The next meeting of the AC will take place on Monday, August 8, 2016, at either 9 am or 10:30 am local time (Pacific), at conference. A teleconference line will be provided, and the call-in number will be distributed to Council members and alternates in advance of the call.

The next teleconference meeting will be on Tuesday, September 6. An agenda, teleconference information and meeting materials will be distributed with the meeting reminder, prior to the meeting.

**Attachment 1**

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	No
	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: TBD	
KS	N. Myron Gunsalus <a href="tel:785-291-3162">785-291-3162</a> E: <a href="mailto:ngunsalus@kdheks.gov">ngunsalus@kdheks.gov</a>	No
	Alternate: Sara Hoffman <a href="mailto:shoffman@kdheks.gov">shoffman@kdheks.gov</a>	Yes
LA DEQ	Paul Bergeron T: 225-219-3247 E: <a href="mailto:Paul.Bergeron@la.gov">Paul.Bergeron@la.gov</a>	Yes
	Alternate: TBD	
LA DHH	Donnell Ward T: E: <a href="mailto:donnell.ward@la.gov">donnell.ward@la.gov</a>	Yes
	Alternate: TBD	
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>	Yes
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>	Yes
	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.nj.gov">rachel.ellis@dep.nj.gov</a>	No
NY	Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: <a href="mailto:michael.ryan@health.ny.gov">michael.ryan@health.ny.gov</a>	No
	Alternate: Victoria Pretti <a href="mailto:victoria.pretti@health.ny.gov">victoria.pretti@health.ny.gov</a>	Yes
	Included for information purposes: Lynn McNaughton <a href="mailto:lynn.mcnaughton@health.ny.gov">lynn.mcnaughton@health.ny.gov</a>	No
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: <a href="mailto:gary.k.ward@state.or.us">gary.k.ward@state.or.us</a>	Yes
	Shannon Swantek T: <a href="tel:503-693-5784">503-693-5784</a> E: <a href="mailto:Shannon.swantek@state.or.us">Shannon.swantek@state.or.us</a>	No
	Included for information purposes: Scott Hoatson T: (503) 693-5786 E: <a href="mailto:hoatson.scott@deq.state.or.us">hoatson.scott@deq.state.or.us</a>	No
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: <a href="mailto:aaalger@pa.gov">aaalger@pa.gov</a>	Yes
	Alternate: Yumi Creason E: <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>	Yes
TX	Ken Lancaster T: (512) 239-1990 E: <a href="mailto:Ken.Lancaster@tceq.texas.gov">Ken.Lancaster@tceq.texas.gov</a>	No
	Julie Eldredge E: <a href="mailto:Julie.Eldredge@tceq.texas.gov">Julie.Eldredge@tceq.texas.gov</a>	No
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: Jill Jones T: (801) 965-3899 E: <a href="mailto:jilljones@utah.gov">jilljones@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>	Yes
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:	Janet Cruse, IL	