

Summary of the NELAP Accreditation Council Meeting September 8, 2020

1. Welcome and Introductions

Kristin welcomed everyone to the call. Attendance is noted in Attachment 1. The minutes of August 3 were approved.

2. OR Request for Clarity about WET Accreditations

Travis posed this question in April, and has been patiently waiting for time on the agenda, but has now asked that the discussion be removed from the agenda. He will wait until the WET Expert Committee addresses the method and analyte codes with the Council.

3. Revised Evaluation Teams Due to LA DOH Withdrawal

Lynn presented a revised schedule of Evaluation Team assignments for the Council's consent. Fortunately, the people formerly assigned to the LA DOH evaluation were able and willing to move into the teams where Grant Aucoin was previously assigned. Lynn also recommended that the bi-monthly schedule for renewal letters not be adjusted, just leaving a gap in September, which would have been LA DOH. Council members were satisfied with the changes.

Celeste indicated that she plans to retire at the end of the year, and she is currently assigned to the Pennsylvania evaluation which is the next in line. Lynn asked if any of the Illinois staff could take the evaluator training and participate instead of Celeste, but did request that Celeste notify her of the decision by early October, in case a different state needs to fill that team slot.

4. Approval of Revision to Mutual Recognition Policy POL 3-100

Several revisions of this policy were circulated after the August meeting, and the version finally agreed upon adds a section requiring any AB to notify the Council when a regulatory notice is published affecting the AB's status as a NELAP-recognized AB. This revision also requires that, when laboratories are notified of an AB's withdrawal from NELAP, that they must be advised to apply to a different NELAP AB within two months of receiving that notification.

Celeste moved to approve the revised policy, and Travis seconded. All ten ABs present voted in favor of approval, and the remaining four voted by email, all in favor, and the vote was finalized on September 9 with unanimous approval.

The revised POL 3-100 was sent to Policy Committee for review on September 12.

5. Discussion of TNI Glossary

Paul Junio, Chair of the Consensus Standards Development Executive Committee (CSDEC), requested that the Council provide information about whether the definitions in the TNI Glossary would need to be incorporated in the Standard or if they could be published in a standalone document. Cathy explained that, as the Council's representative to CSDEC, she was invited to participate in a glossary workgroup and that the more recent

plan is to include in the standard only definitions for terms actually used in the standard, while publishing definitions used in TNI's publicly available documents (SOPs and policies, primarily) as a separate document that would be available on the TNI website. This more recent plan, to retain in the standard all definitions of terms used in the standard, was approved by consensus of Council members present.

Cathy will poll all NELAP ABs to identify any definitions in their regulations, to ensure that there are no conflicts with either the definitions retained in the standard or those in the published glossary.

Paul also requested that we change the definition of quorum in the NELAP Voting SOP 3-101 to match the definition used in the Decision-Making Rules for TNI Committees SOP 1-102. The intent of the definitions is the same but the wording is slightly different. Lynn recommended that we ask Policy Committee to accept that change as a technical edit without further review. The revised SOP 3-101 was sent to Policy with this request on September 12.

6. Discussion of SIR 378

This SIR concerns calibration of reference thermometers and several SIR voters believe that the offered interpretation expands the standard, something that is not allowed. After discussion, acceptable language was agreed upon. The requested revised response was sent to Quality Systems Expert Committee for its consideration and acceptance on September 11.

7. New Business

Lynn noted that revisions to the Standards Review and Acceptance SOP 3-103 were returned from Policy Committee the evening before the Council meeting, so that document will be provided for the Council's review at the October meeting.

Ken stated that he has been asked about a potential conflict between 40 CFR 136 and the TNI procedure in V1M4 §1.5.2.4, whether two years or just 6 months of blanks are needed. At least one other AB is getting similar questions, so Kristin requested a written explanation of the problem so that she could check with assessors to see how it's being handled. Apparently, the relevant guidance document is not helpful in clarifying the issue. Lynn noted that, if this is an implementation issue, it will be fine for the Council to come to consensus, but that if there is a need to clarify the language of the standard itself, the question should be submitted as a Standards Interpretation Request – at this point, that distinction cannot be made.

8. Next Meeting

The regularly scheduled date of the next teleconference meeting is Monday, October 5, 2020. The agenda and documents will be provided in advance.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: carl.kircher@flhealth.gov	No
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	No
IL	Celeste Crowley T: 217-557-0274 F: 217-524-6169 E: celeste.crowley@illinois.gov	Yes
	Alternate: Dave Reed E: Dave.Reed@Illinois.gov	No
	For information purposes: John South E: john.South@illinois.gov	No
KS	Jennifer Evans E: jennifer.evans@ks.gov	No
	Alternate: N. Myron Gunsalus T: 785-291-3162 E: ngunsalus@ks.gov	No
LA DEQ	Kimberly Hamilton-Wims T: 225-219-3247 E: Kimberly.Hamilton-Wims@la.gov	Yes
	Altérnate: Elizabeth West E: elizabeth.west@la.gov	yes
MN	Lynn Boysen E: lynn.boysen@state.mn.us	No
	Alternate: Stephanie Drier T: 651-201-5326 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: 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: Chris Armstrong (405) 702-1000 E: chris.armstrong@deq.ok.gov	No
OR	Travis Bartholomew T: 503-693-4122 E: travis.j.bartholomew@dhsosha.state.or.us	Yes
	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	Annamarie Beach E: anbeach@pa.gov T: 717-346-8212	No
TX	Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov	Yes
	Alternate: Kristy Deaver T: (512) 239-6816 Kristy.deaver@tceq.texas.gov	Yes
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
	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	Eric Graybill Graybill.eric@epa.gov	No
California	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
Guests:		