

Summary of the NELAP Accreditation Council Meeting

July 11, 2011

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 PM EDT on July 11, 2011. Those members and guests in attendance are listed in Attachment 1. The minutes of June 20 and June 23 meetings were approved by unanimous vote.

2. Status of Ongoing Evaluations

FL – hard copy of letter received July 8, so application materials will be due 30 days later.

KS – onsite report sent June 24; awaiting response to onsite report and also to Technical Review (which was sent the week prior to onsite, so delay in response was anticipated.)

LA DHH – response to technical review is undergoing team review. Onsite and observation are scheduled for the week of July 25.

NH – onsite completed, delayed observation now completed. Onsite report delayed until MN state shutdown ends and team leader returns to work.

NJ – transmission of results of completeness review awaits decision from NY about whether team leader will continue in that role. Stephanie Ostrowski will reconsider options with possibility of time delays to accommodate workload requirements.

NY – technical review report sent June 17. Onsite and observation scheduled for August 22-26.

PA – replacement lead evaluator getting up to speed. Completeness review response submitted and technical review nearing completion

UT – technical review sent, response pending

3. Revision to Evaluation SOP (SOP 3-102)

After the AC's decision to approve a non-AB lead evaluator for PA, since there were no AB staff available to replace the one who resigned, the AC immediately requested to revise the Evaluation SOP to accommodate such unforeseen circumstances. Revised language for section 5.4.1 of the Evaluation SOP was promptly circulated and the following revision for that section was put to vote:

5.4.1 Member Qualifications

The members of the ET must apply the 2009 TNI Standard and the requirements of this SOP when reviewing the Accreditation Body's implementation of the NELAP program.

All ET members must comply with the policies of the TNI NELAP Accreditation Council (<http://www.nelac-institute.org/cms/posts/1213771614.php>)

All ET members must successfully complete a TNI accreditation body evaluator training course that will be based on this SOP, the standard, and other materials such as the completeness and technical review checklists.

Additionally, the NELAP ET shall include:

- at least one member who is a NELAP assessor
and
- at least one member with experience that includes at least one of the following:
 - certification as a management systems lead assessor (quality or environmental) from an internationally recognized auditor certification body;
 - one year of experience implementing federal or state laboratory accreditation rulemaking; or
 - one year of experience developing or managing a laboratory accreditation program

Teams will include at least one state AB representative; the other member is preferred to be from the EPA region where the AB is located. If the EPA region does not provide a representative, then another EPA representative may be accepted, or else a second state AB representative (from a different AB) should be selected.

The evaluation team shall agree on one of its members being designated LE, and shall submit that person's name to the NELAP Accreditation Council for approval.

At the discretion of the NELAP Accreditation Council, some other combination of assessment experience and other related training may substitute for these qualifications; documentation of this discretionary decision shall become part of the permanent record of the AB's evaluation. The Accreditation Council will conduct a formal vote to accept alternative team qualifications for any team where deviations from these requirements are needed, with the motion being voted to include the justification as well as the deviation accepted.

Eleven "yes" votes were cast during the conference call; the remaining four votes were requested by email, and have until July 25 to reply.

4. Continued Discussion of PT Provider Advice

Shortly after the June 23 meeting, a proposed motion was circulated by Steve Stubbs via email, and the wording fine-tuned during electronic discussion. Our parliamentarian had determined that the AC could conduct an electronic meeting and through that means, adopt the motion, but there was insufficient participation in the email traffic to accomplish that, so the motion was again offered and seconded during this July 11 meeting.

The motion follows:

As they implement the 2009 TNI standards, the NELAP Accreditation Council requests that PT providers annotate their electronic reports with an asterisk or other demarcation so as to identify any analytes reported with a less than value, i.e., "<," having an assigned concentration greater than zero, and found acceptable according to the 2009 standards.

Discussion included consideration of having paper reports be either the same or different than the electronic reports; the one provider that would have trouble with paper reports

being un-flagged (different than electronic) has offered to provide written explanation of the flag in its reports, presumably resolving that potential problem.

It was affirmed that, if and when this motion passes, it will be transmitted to the PTPs with return receipt requested, to verify that all impacted parties receive notice of the AC's request.

Eleven "yes" votes were cast during the conference call; the remaining four votes were requested by email, and have until July 25 to reply.

5. Discussion of Standards Interpretation Request (SIR) Concerns

Cathy Westerman noted that the AC's adoption of a fully electronic voting process may help get SIRs through the review process, but that many of the existing SIRs seem to be questions that ought to be asked of the submitter's AB or assessor, rather than posed as requests for interpretation, that they really do not require an "interpretation" of the standard.

It was noted that there is value in having participation of a consensus committee in many of the responses, and also that the potential for a tsunami of SIRs that are really process questions exists, as implementation of the new standard gets underway.

Lynn will ask Ilona and the LAS EC to add a question to the SIR submittal website, and the SIR submittal form, such that a submitter will need to affirm that its AB was contacted about the issue, prior to SIR submittal.

Also, AC members agreed that having an electronic forum other than email for discussion of SIR-related and other operational questions might be highly valuable. Another suggestion was that perhaps SIRs relating only to the 2003 standard could be declared obsolete unless they can be directly linked to, and reframed in reference to, the 2009 standard?

Lynn agreed to check with Jerry and the IT Administrator about the electronic forum. NOTE: Art Clark has raised it with the IT Committee, and Lynn will participate in that discussion if at all possible.

6. Next meeting

The AC will hold its next regular conference call on Monday, July 18, 2011, at 1:30 pm Eastern. Per usual, an announcement will be sent prior to the meeting. The agenda items will likely include:

- Roll Call and Approval of Minutes
- Update on Renewals
- Status of votes from 7/11 meeting

Attachment 1

STATE	REPRESENTATIVE	PRESENT
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@cdph.ca.gov	yes
	Alternate: Jane Jensen E: jjensen@cdph.ca.gov	no
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us	yes
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	no
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	no
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 E: ddobson@kdhe.state.ks.us F: (785) 296-1638	yes
	Alternate: Michelle Wade E: MWade@kdheks.gov	no
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov	yes
	Alternate: TBD	
LA DHH	Louis Wales T: (504) 219-4662 F: (504) 219-4661 E: louis.wales@la.gov	yes
	Alternate: Donnell Ward E: donnell.ward@la.gov	no

MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	no
	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	no
	Alternate : TBD	
NY	Stephanie Ostrowski T: (518) 485-5570 F: (518) 485-5568 E: seo01@health.state.ny.us	yes
	Alternate: Dan Dickinson E: dmd15@health.state.ny.us	yes
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	yes
	Alternate: Raeann Haynes E: haynes.raeann@deq.state.or.us	no
	Scott Hoatson T: (503) 693-5786 hoatson.scott@deq.state.or.us	yes
PA	Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us	yes
	Alternate: Dana Marshall E: dmarshall@state.pa.us	no

TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	yes
	Alternate: Steve Gibson E: jgibson@tceq.state.tx.us	yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov	yes
	Alternate: Kristin Brown E: kristinbrown@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 Program Administrator and Evaluation Coordinator Lynn Bradley T: 703-867-5966 E: lynn.bradley@nelac-institute.org	yes
EPA Liaison	Arthur Clark T: 617-918-8374 F: 617-918-8274 E: clark.arthur@epa.gov	yes
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes
	Oklahoma: David Caldwell Judy Duncan	David Caldwell
	Guests: none	