

Summary of the NELAP Accreditation Council Meeting

August 1, 2011

1. Roll call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 PM EDT on August 1, 2011. Those members and guests in attendance are listed in Attachment 1. Due to the lack of a chairperson, approval of minutes from July 18 was delayed until the first meeting after conference.

2. Status of Ongoing Evaluations

- CA – renewal letter in preparation, to go out by Aug 7
- FL – hard copy of letter received July 8, so application materials will be due 30 days later (personal delivery to EC at conference.)
- KS – requested and received an extension until 8/24 to respond to both the onsite report and Technical Review.
- LA DHH – response to technical review is undergoing team review. Onsite occurred the week of July 25; observation is scheduled for August 22.
- NH – onsite completed, delayed observation now completed. Onsite report delayed until team leader can catch up with workload from 20-day MN state shutdown.
- NJ – transmission of results of completeness review awaits identification of team leader; Stephanie Ostrowski committed NY to providing an individual for that role, but has not provided the name yet.
- NY – technical review response received and undergoing team review. 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 – onsite and observation completed, report in preparation.

Lynn reported on the votes remain outstanding from the July 11 meeting: The PT motion passed with 13 “yes” votes and 2 abstentions; the motion has been sent to all PT providers and PT provider accreditors. The revision to the evaluation SOP passed with 13 “yes” votes and 2 abstentions; the revised version has been forwarded to the Policy Committee, to replace the earlier version pending its approval.

3. Beginning Discussion of AB Assistance Task Force Report -- Assignment to consider using assessment reports from DOE and/or DoD accreditations)

At our last meeting, Scott Hoatson had agreed to outline possible ways this could work, and begin identifying information needed to help with the exploration of possibilities, and to report back in time for this August 1 AC meeting. His written report was discussed, among participants. In the absence of a chair, there was no action taken, but consensus was that, of the “key points” identified by Scott (below), the 2nd, 5th, and 6th ones are perhaps good places to begin.

1. ABs should have made available, the credentials of the DOD/DOE Assessors to be able to ensure they were qualified for the areas they assessed. In order to consider them either assessors or experts, this is a requirement throughout the standard. Without this, it may be difficult to utilize the assessment report. **ABs will need to be able to consider them either assessors or experts.**
2. The DOD/DOE **Assessment report would need to clearly state the scope of the assessment and the Standard** that the assessment was based upon. (see 4.6.1 below)
3. AB could utilize the DOD/DOE assessment as **part** of the overall assessment **without considering it subcontracting.** (See 7.4 below)
 - a. Trying to utilize the DOD/DOE assessment as the entire laboratory assessment would fall into the subcontracting the assessment category and the ABs and DOD/DOE would have to work out a lot of details to meet the TNI standard.
4. Recommend that AB treat DOD/DOE portion as performed by “experts” rather than assessors. This would minimize the red tape.
5. AB could consider the DOD/DOE assessments as “**Surveillances**” and incorporate into the overall accreditation decision. Identify whether laboratory has completed their corrective actions. If they are not yet completed (very recent assessment) then be sure to receive a copy of their final report to DOD/DOE. Since DOD/DOE assessments are performed approximately annually, they should be relatively current.
6. We may want to check on the possible availability of getting copies of checklists completed by the DOD/DOE assessors as a demonstration of the scope of the assessment.
7. Explore coinciding onsite assessments with the DOD/DOE, it might be beneficial. Recommend the sharing of checklists during an assessment (both ways). We would likely end up with 2 “Lead” assessors – one DOD/DOE lead and one NELAP lead but under the premise of NELAP, there is just one lead assessor. This may cut down on costs for both DOD/DOE and the AB. Potentially, the AB would only need one assessor on-site.
8. A formal arrangement (e.g. Memorandum of Understanding or other mutual agreement) between DOD/DOE and TNI that attests that their assessments are compliant to the current TNI standard and their assessors meet the training requirements in the standard.
 - i. If we want to use the assessments in their entirety, then we would need to be sure that they cover all of the quality systems piece as well as the technical assessment parts that were in the scope of their assessment. If the lab is applying for accreditation beyond the DOD/DOE scope, the AB will still need to assess the other areas.
 - ii. With the understanding agreement, we can stretch the DOD/DOE assessors as subcontractor assessors and with the agreement with TNI, each AB would not have to enter into a subcontractor agreement with DOD/DOE. And TNI could monitor the training status of the assessors.

Discussion issues included:

- wondering when or whether the federal departments will transition to the TNI Standard;
- whether corrective action responses could be available;
- whether the technical checklists could be made available;
- whether TNI could become a repository of the training and conflict-of-interest credentials for the federally contracted assessors (instead of each AB having to

- obtain those directly;
- whether assessment reports from non-NELAP state ABs could be used similarly, particularly from the drinking water certification programs;
- some contemplation of how “coinciding assessments” might work, especially if the same assessor were contracted to a federal department AND a NELAP AB.

Scott Siders indicated that he does presently review DoD assessment reports when they're available from any of the labs accredited by IL, and finds it helpful both in reducing the workload and in tailoring the IL assessment to focus in specific areas.

6. Next meeting

The AC will hold its next meeting at the Environmental Measurement Symposium in Bellevue, WA. Steve Stubbs will chair that meeting. The agenda follows (Pacific Daylight Savings Time):

- 9:00 -- Implementation of the New TNI Standards
 - Accreditation Body (AB) Task Force Recommendation 5:
Use of Assessments by Other Organizations
- 10:00 BREAK
- 10:30 -- Accreditation Body Renewals
 - PT Issues

The call-in number for that session, for those who cannot attend conference, will be 1-570-310-0170, passcode 35026#. Please note this meeting begins at noon, eastern time, and 9 am Pacific time.

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	no
	Alternate: Carl Kircher E: carl_kircher@doh.state.fl.us	yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov	yes
	Alternate: TBA	
KS	Dennis L. Dobson 785-291-3162 E: ddobson@kdhe.state.ks.us F: (785) 296-1638	no
	Alternate: Michelle Wade E: MWade@kdheks.gov	yes
LA DEQ	Paul Bergeron T: 225-219-3247 F: 225-325-8244 E: Paul.Bergeron@la.gov	yes
	Altérnate: TBD	
LA DHH	Louis Wales T: (504) 219-4662 F: (504) 219-4661 E: louis.wales@la.gov	no
	Alternate: Donnell Ward E: donnell.ward@la.gov	yes

MN	Susan Wyatt T: 651.201.5323 F: E: susan.wyatt@state.mn.us	yes
	Alternate: Stephanie Drier E: stephanie.drier@state.mn.us	yes
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	no
OR	Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us	no
	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	no
	Alternate: Dwayne Burkholder dburkholde@state.pa.us	

TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us	no
	Alternate: Steve Gibson E: sgibson@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	no
	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	no
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	yes
	Oklahoma: David Caldwell Judy Duncan	David Caldwell
	Guests: none	