Summary of the NELAP Accreditation Council Meeting
Tuesday, July 7, 2025 1:30 pm Eastern

1. Welcome and Introductions

Michelle Potter, Vice-Chair, welcomed everyone to the meeting. Attendance is recorded in Attachment 1 – a quorum was met. Paul Junio (TNI LAMS Administrator), Susan Jackson (PTPEC, Chair) and Jerry Parr (TNI Executive Director, Advocacy), were in attendance as guests.

The agenda is included in Attachment 2. An addition was made to the agenda to review the Virginia evaluation. The agenda was approved by unanimous consent.

The May 5, 2025, minutes were not available for review and will be reviewed for approval at a later date. These minutes are something Lynn has and may need to wait until she returns.

The June meeting minutes were reviewed. A motion was made by Steve Jetter to approve the June meeting minutes as written. The motion was seconded by Ryan. Vote: For – 10 Against: 0 Abstain – Carl. The motion passed and the minutes will be posted.

2. PTPEC – Paul and Susan

Susan Jackson (Chair, PTPEC) provided a summary of an issue that arose when the new NPW and SCM FoPT table updates were posted for comment. These revisions reflected the PTPEC's decision to only use the cis- and trans- terminology for Chlordane. It was also noted that gamma-Chlordane (CAS# 5566-34-7) is not commercially available as a Certified Reference Material (CRM) or as a neat chemical.

PTPEC received a comment from Minnesota regarding an analyte code and nomenclature issue. 7245 is not the correct analyte code for trans-Chlordane. It is 7972. Gamma-Chlordane is not available and is not what PT Providers are providing. Gamma-Chlordane and trans-Chlordane are different analytes. Not synonyms. The reference to gamma-Chlordane needs to be removed since there are no standards or PTs for gamma-Chlordane. Comment 21 was also removed.

Susan asked for feedback regarding the change. There were concerns expressed about secondary accreditation. The FoPT tables may now be getting corrected, but some ABs may still be offering gamma-Chlordane. This led to a discussion on impact of this change on EPA methods, permits, accreditation scopes, etc. There were two conclusions:

1. Jerry will work with the EMC to reach out to EPA to provide a guidance/clarification memo describing the issue and how to handle methods, permits, scopes, etc … that currently state “gamma-Chlordane”.
2. PTPEC will add a footnote to the FoPT tables to state: “formally listed as gamma-Chlordane” and the change log will reflect this also. This is similar to footnote 18 on the current NPW table.

In addition, the NELAP AC noted they were OK with an implementation date of January 1, 2026, for the tables.

3. Louisiana Evaluation

All evaluation material was prepared by Steve Arms and distributed to the NELAP AC for review prior to the meeting. Michelle asked if there was a need for any discussion. There was no discussion.

A motion was made by Steve Jetter to approve renewal recognition for the State of Louisiana. The motion was seconded by Taryn and a roll call vote was taken.

State AB	Vote		State AB	Vote
FL	*Email (7/21/25) - Yes*		NY	*Email (7/18/25) - Yes*
IL	Yes		OK	Yes
KS	*Email (7/17/25) - Yes*		OR	Yes
LA	*Email (7/18/25) - Yes*		PA	Yes
MN	*Email (7/18/25) - Yes*		TX	Yes
NH	Yes		UT	*Email (7/18/25) - Yes*
NJ	Yes		VA	Abstain

(Addition: The vote was completed by email as noted in the table. The motion passed and a letter noting Louisiana's renewed recognition was sent to Tramecha Rankins*.)*

4. Virginia Evaluations

All evaluation material was prepared by Aaren Alger and sent by Lynn to the NELAP AC back in April. Michelle asked if there was a need for any discussion. There was no discussion.

A motion was made by Millie to approve renewal recognition for the State of Virgina. The motion was seconded by Taryn and a roll call vote was taken.

State AB	Vote		State AB	Vote
FL	*Email (7/17/25) - Yes*		NY	*Email (7/18/25) - Yes*
IL	Yes		OK	Yes
KS	*Email (7/17/25) - Yes*		OR	Yes
LA	*Email (7/18/25) - Yes*		PA	Yes
MN	*Email (7/18/25) - Yes*		TX	Yes
NH	Yes		UT	*Email (7/18/25) - Yes*
NJ	Yes		VA	Yes

(Addition: The vote was completed by email as noted in the table. The motion passed and a letter noting Virginia's renewed recognition was sent to Cathy Westerman.)

5. Advocacy – Cannabis

The Advocacy Committee had an action item to reach out to the Cannabis Regulators Association (CANN-RA.org). It consists of state associations that regulate cannabis in some form or other. On their website, they say there are 23 states now that have recreational use of cannabis, but 43 regulated in some form or other, including medicinal uses.

They have been trying to deal with laboratory data quality issues. Advocacy got involved in this last October when an article was published in Chemical and Engineering News about some data quality problems, improper sampling, and improper laboratory techniques. People inflating the THC number to get a higher number. Laboratories not sampling plants where they could see mold if they were testing for mold. Sample areas of a plant that had not been sprayed with pesticides to sample for pesticides.

They started talking about using referee laboratories. The Board and Advocacy thought that was the wrong approach and that they should have a strong quality management system. This led to TNI reaching out and eventually talking to CANN-RA. They rely on third party 17025 accreditations by NGABs. This led to a comment Jerry wanted to share with the NELAP AC: It sure would be nice if more of your NELAP ABs would step up and start regulating cannabis laboratories like Oregon does. They would be receptive to NELAP ABs taking over accrediting cannabis laboratories in their states.

Stephanie from Minnesota said they had that opportunity back in 2013 when they were helping to write their regulations. There were only 2 labs at the time, and they felt they were not equipped maybe legally and scientifically to accredit those labs at that time.

Carl had questions about how they accredit – program-method-analyte or just the quality management system? Jerry noted it was a similar approach. Some states require accreditation and others do not.

Steve noted it is a great opportunity and that Oregon fully accredits with the TNI Standard. It is more rigorous than just ISO/IEC 17025. TNI leans on requirements in reference methods. Not many reference methods are available in cannabis testing. There is some hope that the referee laboratories will help produce methods.

Carl noted that in Florida a lot of the methods would probably be SOPs the labs will be accredited against. Steve (OR) said they do something similar but also accredit against methods from AOAC. Method SOPs need to be validated. Jerry noted that TNI's method validation language in the TNI Standard is too broad.

NEFAP may be a good route for accreditation also because it handles sampling.

6. Update on NGAB Evaluation Procedures

SOP 7-101 (TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee) has been completed and reviewed for approval by the Policy Committee. It will go the Board of Directors this month for approval. A big change in this SOP is that the evaluation can be done by one evaluator (staff), but that a QA Peer Reviewer, that must be a NELAP AB, has been added to the process. The role of the QA Peer Reviewer is expanded than what is in the NELAP evaluation procedure. It includes:

5.10.1 Findings Review
Concerns regarding an AB's compliance should be directed to the QA Peer Reviewer prior to the report being submitted. The QA Peer Reviewer may request additional input from other NELAP ABs and NGABs regarding the determination of compliance.

`5.10.2 Report Review

QA Peer Reviewer reads the final report to ensure findings were appropriately identified and the Evaluator has clearly communicated all observations.

`5.10.3 Technical Review Checklist Review.
The QA Peer Reviewer reviews the Technical Review Checklist and any available corrective action responses to ensure the requirements of this SOP were met.

6.16.1 In the event that the Evaluator encounters an unexpected or unusual circumstance while performing an evaluation, the Evaluator seeks guidance from the TNRC or the QA Peer Reviewer and works with the Applicant to resolve the issue in a mutually acceptable manner.

Ilona commented that she appreciates the responses from several NELAP ABs that are willing to help in these upcoming evaluations. The first step will be a training in September that will build on the training that everyone already for the NELAP evaluation process.

7. NELAP Evaluation Procedure

The NELAP AC has discussed possible updates for the AB Evaluation process. How should this be communicated to the LASEC and Evaluators Group for consideration when updating the NELAP Evaluation SOP.

This previous discussion included the thought that TNI staff could do the entire evaluation when a state did not have resources to be able to supply an evaluator into the pool of evaluators. The thought was that this should be optional because some states would prefer to continue to be an evaluator on an evaluation team.

It was suggested that if NELAP evaluations move in this direction that the QA Peer Reviewer role expand as is being done in the NGAB evaluations as described above. Having the completed checklist when going through an evaluation report helps to confirm that all non-conformities are addressed, that there is consistency, and that the SOP is being followed.

Is there a timeline that a state must follow in requesting assistance? If an emergency occurs and state resources become a problem, how late in the process can the request be made?

Need to make sure that conflict of interest is addressed. Anyone who is appointed to a NELAP evaluation cannot be people a state has contracts with to do laboratory assessments, or an assessor employed or contracted by an organization that does state laboratory assessments. This may already be covered in the evaluation SOP with the right of the State to reject an evaluator for possible conflict of interest.

Everyone is asked to provide additional comment by email to Kristin, Michelle and Ilona so that a DRAFT letter can written as work begins on updating.

7. Updates on additional roundtable sessions, if any occurred

Some roundtables still need to be planned and set-up. In the last meeting, Kristin asked for ideas for roundtables. Need to get an update at the next meeting. People are encouraged to continue to give ideas to Kristin.

One idea offered is to look at how each state handles scope of accreditation program method analyte and how is relates the 8-digit LAMS method code and a 4-digit LAMS analyte code or the equivalency there?

Others noted they started the roundtable with introductions and asking questions like “What do you wish you had more training on before starting as an AB?”. How do you decide if a corrective action is acceptable or not?

Cathy commented the idea is just to get people to start to talk to each other and realize that there are resources out there. You don’t need to wait until you have a hot topic or something to solve. See what happens when you just give people a chance to talk to each other as if you were just sitting around a lunch table.

8. FYI items

SIRs 427 and 504 still need more votes in order to close them.

9 New Business

None.

The meeting was then adjourned at 3:03 PM Eastern.

10. Next Meeting

The next teleconference meeting of the NELAP AC will be scheduled by email. An agenda and documents will be provided in advance. *(Addition: The next teleconference will be on September 16, 2025, at 12 noon Eastern.)*

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher T: 904-791-1574 E: carl.kircher@flhealth.gov	Yes
	Alternate: Paul Legge (904)791-1582 E: Paul.Legge@flhealth.gov	No
IL	Millie Rose T: 217-557-0220 E: mildred.rose@illinois.gov	Yes
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: Amy Suggitt Amy.Suggitt@ks.gov	No
	For information purposes: Matthew Jones Matthew.jones@ks.gov	No
LA DEQ	Tramecha Rankins E: tramecha.rankins@la.gov 225-219-3247	No
	Paul Bergeron E: paul.bergeron@la.gov	No
MN	Windsor Molnar Windsor.Molnar@state.mn.us 651-201-3702	No
	Alternate: Lynn Boysen E: lynn.boysen@state.mn.us	No
	For Information only: Stephanie Drier T: 651-201-5326 E: stephanie.drier@state.mn.us	Yes
NH	Brian Lamarsh (603) 271-2998 F: (603) 271-5171 Brian.M.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	Amy Steuerwald 518-473-0748 E: amy.steuerwald@health.ny.gov	No
	Alternate: Gretchen Welfinger Gretchen.Welfinger@health.ny.gov	Yes
	For Information only: Derek Symula derek.symula@health.ny.gov	No
OK	Taryn Hurley Taryn.hurley@deq.ok.gov (405) 702-1006	No
	Alternate: Ryan Lerch Ryan.Lerch@deq.ok.gov (405) 702-1020	Yes
OR	Steve Jetter T: 503-505-2672 E: steven.jetter@oha.oregon.gov	Yes
	Alternate: Lizbeth Garcia 971 865 0443 E: Lizbeth.garcia@dhsoha.state.or.us	No
	Included for information purposes: Ryan Pangelinan E: Ryan.pangelinan@dhsoha.state.or.us	No
PA	Annmarie Beach E: anbeach@pa.gov T: 717-346-8212	Yes
TX	Jody Koehler (512) 239-1990 Jody.Koehler@tceq.texas.gov	No
	Steve Gibson (512) 239-1316 Steve.Gibson@tceq.texas.gov	Yes
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	No
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	Yes
	Alternate: Shane Wyatt shane.wyatt@dgs.virginia.gov	No

NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	No
Stand-in PA and EC	Ilona Taunton Ilona.taunton@nelac-institute.org	Yes
EPA Liaison	Michella Karapondo Karapondo.michella@epa.gov	Yes
CA	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
CA	Christopher Hand Christopher.Hand@Waterboards.ca.gov	Yes
AR	Brie Lusk brie.lusk@arkansas.gov	No
NV	Jasmine Curiel jcuriel@ndep.nv.gov	No
WV	Justin Carpenter justin.d.carpenter@wv.gov	No

Attachment 2 – Agenda for Meeting

NELAP AC MEETING
July 7, 2025

AGENDA

- Welcome and Roll Call
- Approval of Agenda
- Minutes - The May minutes will need to wait another month, but the June minutes are attached.
- PTPEC Chlordane Discussion
  Guests: Susan Jackson, Chair PTPEC, Paul Junio, LAMS Administrator

  PTPEC sent a notice for comment regarding Chlordane on the NPW and SCM FoPT tables. We did not receive any comments from the NELAP AC. We posted it to the community and a comment received and discussions with Paul Junio have made it clear this is a much bigger change than originally anticipated. Susan would like to explain what is happening and get your input because this will likely affect AB databases.
- Cannabis Regulators Association (CANN-RA.org) – Update from Advocacy
  Guest: Jerry Parr

  Jerry will be sharing insights relevant to the NELAP AC from a meeting with CANN-RA that he and Sharon Mertens attended.
- Update Vote on Virginia and Louisiana Evaluations
- Update on NGAB Evaluation Procedures – Ilona
- Update of NELAP Evaluation Procedures - Discussion

  The NELAP AC has discussed possible updates for the AB Evaluation process. How should this be communicated to the LASEC and Evaluators Group for consideration when updating the NELAP Evaluation SOP.
- Updates on additional roundtable sessions, if any occurred
- FYI items
  SIRs 427 and 504 still need more votes In order to close them (see attached information).
- New Business, if any
- Adjourn