Summary of the NELAP Accreditation Council Meeting
Monday, October 27, 2025 12:30 PM Eastern

1. Welcome and Introductions

Kristin Brown, Chair, welcomed everyone to the meeting. Attendance is recorded in Attachment 1 – a quorum was met. The agenda is included in Attachment 2. The agenda was approved by unanimous consent.

The September meeting minutes were reviewed. A motion was made by Steve to approve the September 15, 2025, meeting minutes as written. The motion was seconded by Millie and was unanimously approved.

2. Issuance of Certificates

The TNI Policy Committee reviewed the issuance of certificates for all TNI programs. Jerry provided some editorial updates to Policy 3-102 - Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process. The Committee reviewed the changes and did not have any issues.

Certificates will now be issued by TNI.

A question was raised about whether the last evaluation date needs to be on the certificate. There was general agreement that the addition of this date is not necessary. There was also further discussion and agreement that the date the NELAP AC approves a new or renewal recognition will be considered the last evaluation date. This needs to be included in a Policy or SOP as the NELAP AC begins to review their documents.

3. Review of DRAFT Module 4 Chemistry Standard

The NELAP AC will be asking for an extension for comments *(Addition: Ilona discussed with the Chair of Module 4 – Michelle Wade and Bob Wyeth. They will be expecting comments by the end of the December.)*

The NELAP AC and LASEC will likely combine their comments into one set of comments to the Committee.

Ilona will set-up a folder in Dropbox for everyone to place their comments and review what others are submitting. She will compile them the Thursday before the December 15th meeting and send them out for review during the meeting. If anyone cannot use Dropbox, just send comments to Ilona and she will place them in the folder.

Cathy encouraged everyone to begin the review because it took longer than she expected because there were still formatting issues in the DRAFT. She noted there are DOC issues and to look for clarity throughout the DRAFT – does it make sense?

Paul Junio, Chair of CSDP EC, was asked to join the meeting as a guest. He has prepared some comments on the DRAFT and shared these. These comments will be included in the folder in Dropbox for everyone to review. The comments he yellowed are his bigger concerns.

Discussion:

- 5.3.b – How are low, mid and upper range determined?
- 5.5 Ongoing method/matrix verification. Remove it? Sections 5.5 and 7.3.1 need a lot of work.
- A lot of the language is from the 2016 Standard, and it was not clear there, so needs more work in the DRAFT.
- 6.2.c – How is single point addressed? Where is the exception provided?
- 6.3 – What if there aren't 7 samples?
- 7.1.a – Technical Specialist may not have DOCs, and wording means Technical Specialist cannot supervise a new analyst or approve data.
- 7.2.2 – LCSs won't necessarily be at the 1-4x LOQ. Using the LCS term may make people think you can just use an LCS.
- 7.2.2. e) ii – repeat the test and evaluate only for the analysts that failed.
- 8.1.1.b – Implies data does not need to be retained.
- 8.1.1.j.a – at or near the middle (SIR 427) is in a previous SIR.
- 8.1.2.f.iii – reg requirement more important than client requirement
- 8.2.1.a – batches are in methods –
- Michele and Millie's staff have started review and Cathy has started. Consistent with items Paul reviewed.
- Decide whether to invite someone from the Chemistry – Module 4 Expert Committee to the December meeting.

4. Mutual Recognition SOP

Questions came up about mutual recognition in St. Louis. Ilona sent a copy of the SOP with the agenda to everyone so it can be reviewed at a future meeting for possible updates. She also sent a copy of the Dispute Resolution SOP that will be reviewed.

5. SIRs

SIRs 427 and 504 are ready for posting. SIR 499 still needs more votes.

6. RoundTable Discussions

Illinois participated in September, and they looked at AB Manager – a database several use for compliance.

7. New Business

Registration for the winter conference in Boston is open.

8. Next Meeting

Kristin adjourned the meeting at 2PM Eastern.

The next NELAP AC teleconference is scheduled for November 17, 2025, at 12:30 PM Eastern. *(Addition: The meeting time was changed to December 1, 2025, 12:30PM Eastern.)*

Attachment 1 - Roster

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	No
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	Yes
	For information purposes: Timothy Canfield timothy.canfield@ks.gov	Yes
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	Yes
	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	No
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	Yes
	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	No
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	No
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	No
	Alternate: Shane Wyatt shane.wyatt@dgs.virginia.gov	No
NELAP AC 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 – October 27, 2025 (Rescheduled form 10-20-25)

1. Roll Call

2. Review and Approval of the Agenda

3. Approval of minutes – September 15, 2025

4. Comments on posted Module 4 – Chemistry

5. Issuance of NELAP AB Certificates
    - See Attached Policy 3-102 - Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process (Jerry will get new language to us before our meeting.)

6. Review Mutual Recognition Policy
    - See attached SOP 3-104 – Dispute Resolution Process
    - See attached Policy 3-100 - Mutual Recognition Policy for NELAP-Recognized Accreditation Bodies

7. SIRs

8. Roundtable Discussions

9. New Business

10. Adjourn