Summary of the NELAP Accreditation Council Meeting
Monday, September 15, 2025 12 pm Eastern

1. Welcome and Introductions

Kristin Brown, Chair, welcomed everyone to the meeting. Attendance is recorded in Attachment 1 – a quorum was met. Patsy Root (IDEXX Laboratories, Inc.), and Jerry Parr (TNI Executive Director, Credentialing) were in attendance as guests. The agenda is included in Attachment 2. The agenda was approved by unanimous consent.

The May 5, 2025, minutes have not been available for review. Kristin will look for notes that she took on that date and will look for the agenda for that meeting.

This is a new meeting time. Several states reached out to find a different time because of conflicts with another meeting. Carl may have some issues with the new time.

The July meeting minutes were reviewed. A motion was made by Brian to approve the July 7, 2025, meeting minutes as written with a correction to the meeting date on page 5. The motion was seconded by Taryn and was unanimously approved.

2. Patsy - The new UV Viewer PLUS from IDEXX using LEDs instead of the 6-watt Mercury Bulb

Overview: Patsy Root presented information on the new UV Viewer PLUS from IDEXX using LEDs instead of the 6-watt Mercury bulb. Information can be found at: https://www.idexx.com/en/water/other-products-services/uv-viewer-plus/. Questions were asked about equivalency, but Patsy reminded people that EPA does not make these types of statements because they do not get into the specifics of the instruments. Standard Methods is adding an amendment to the method.

Discussion:

- Standard Methods is adding an amendment to the method. It was asked if this is only for current version or will it also be relevant to previous versions. Patsy will follow-up on this.

- It was asked if there is a plan to put in a footnote in the Safe Drinking Water Act? EPA does not approve the instruments. The requirement is a source of 360nm wave light that is 6-watt light – but now there are LED lights. There will not be an issue once Standard Methods makes the change. Michelle noted the 24th edition has been approved. Many states are OK because the wavelength is met.

- Chris Hand asked if the LED light is equivalent to the 6-watt bulb. Spectral intensity is what is being looked at. The LED has a similar peak at 360nm, but it is more narrow. With the mercury light you get a little bit of light outside of 360nm, so you see a sharper peak with LED – but it is the same peak. Patsy sent copies of this information to Ilona and Kristin, and it was forwarded to the NELAP AC members.

- EPA does not state it is equivalent because they don't get into the specifics of the instruments. It will need to wait until Standard Methods changes.

- Patsy will keep the NELAP AC updated when she hears from Standard Methods.

3. Jerry Parr – Credentialing

Jerry Parr provided a presentation (Attachment 3) on the work the Credentialing Committee is doing in developing a Technical Specialist credential. He expects it could take up to 3 years to complete the process but expects Chemistry will be completed within a year.

Discussion:

- Many laboratories may need multiple technical specialists to cover the requirements.
- The exam is open book, but internet and AI assistance is not allowed. If there is a method specific question, they can bring the method in for those questions.
- The credential can apply to someone that does not have a college degree in STEM. It is an option to not having to take college courses, but there is an increased experience requirement.
- Bob Wyeth followed up with ANSI on the question about only referring to the TNI credential and he was told it was not a problem to do this. One of the NGABs also commented that there are other options on how to become a technical specialist.

4. Technical Specialist Language

Ilona (Quality Management Systems, Program Administrator) reviewed the new DRAFT Technical Specialist language pointing out the changes made since the discussion in St. Louis. This language is being inserted into the DRAFT Standard that will be posted for review and comment.

5. Update on Evaluations

NGAB Evaluations

The new SOP 7-100 (Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)) was finalized by the TNI Board of Directors. There is no longer a requirement for a NELAP AB to be on the evaluation team, but the new QA Peer Reviewer role is required to be a NELAP AB. This role is expanded from what is seen in the NELAP Evaluation SOP. The QA Peer Reviewer will review findings, a copy of the NGABs ISO/IEC 17011 Recognition Certificate, respective evaluation report(s), and corrective action response, the DRAFT final evaluation report and the Technical Review Checklist. They will also review any NGAB corrective action responses to the evaluation report.

NELAP Evaluations

Ilona asked for an update on the possibility of moving the evaluation cycle to 4 years instead of 3 years. There is still a willingness to explore this and the ABs in attendance would like to see this change. Carl noted the issue could be with Drinking Water. Further work is needed before this change can be made.

TNI staff will start the work on updating the NELAP Evaluation SOP. Once the DRAFT is complete, a workgroup will likely be formed with people from the NELAP AC, LASEC and

LAB to review it and work through concerns. It will then be presented to each of the Committees for comment and finalization.

Evaluator Calls
Ilona asked for feedback on the continuation of the NELAP Evaluator calls.

- Carl – Asked about refresher training if he were to participate in a new evalution. Ilona noted that there will be new training when the new SOP is finalized.
- Taryn – Still sees value in the calls quarterly.
- Amy – Liked monthly but can accept quarterly.
- Work will need to be done to see which EPA participants will continue and to find who the replacements might be for those who will no longer be participating.

Ilona will plan to begin working on this with a goal to re-establish the meetings in November.

6. SIRS

427	2016 V1M4, 1.7.1.1 (k)(ii)(a)	10	0	0	0	4	SIR Details	Vote Details
499	2016 V1M4, 1.7.3	0	0	0	0	14	SIR Details	Vote Details
504	2016 V1M2, 5.5.13.1.e.ii	13	0	0	0	1	SIR Details	Vote Deta

Ilona worked with Paul Junio on updating the SIR tracking spreadsheet and noticed that SIR 499 never got posted for vote. This has now been posted and is ready for review and voting.

More votes came in for 427 and 504 … so these are ready to be closed out.

7. New Business

- Roundtables
  Some roundtables still need to be planned and set-up. In the last meeting, Kristin asked for ideas for roundtables. Everyone was encouraged to continue to give ideas to Kristin and this topic will remain a standing agenda item.

- AB Disagreements
  Steve was reviewing his program and policy manual and had a question about how disagreements regarding secondary accreditation should be worked out between two ABs. If they can't come to an agreement, the discussion should come to the NELAP AC. Ilona will send a copy of the LASEC's dispute resolution procedure and the Mutual Recognition policy with next month's agenda.

The meeting was then adjourned at 1:30 PM Eastern.

8. Next Meeting

Kristin adjourned the meeting at 1:30 PM Eastern.

The next NELAP AC teleconference is scheduled for October 20, 2025 at 12 noon Eastern. *(Addition: The meeting time in October was changed to 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: Matthew Jones Matthew.jones@ks.gov Timothy Canfield. Yes	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	Yes
	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	Yes
	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	?

	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 – September 15, 2025

1. Roll Call

2. Review and Approval of the Agenda

3. Approval of minutes – July 7. 2025

4. Guest – Patsy Root - The new UV Viewer PLUS from IDEXX using LEDs instead of the 6-watt Mercury bulb.

5. Guest – Jerry Parr – Credentialing effort in progress for Technical Specialist

6. Technical Specialist Language

7. Update on Evaluations

   NGAB Evaluations

      New QA Peer Reviewer

   NELAP Evaluations
   - 4 year cycles?
   - New procedure

   Evaluator Calls

8. SIRs

9. New Business

10. Adjourn

Credentialing of Technical Specialists



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Technical Specialist Overview

- There is general consensus that the technical modules (Asbestos, Chemistry, Microbiology, Radiochemistry, Aquatic Toxicity) will often require separate Technical Specialists
- Several of the technical modules, especially Chemistry and Radiochemistry, may encompass multiple analytical techniques, and thus require multiple Technical Specialists

2

Vision

- Identify the requirements for a Technical Specialist.
- Turn the requirements into Knowledge, Skills, and Abilities (KSA).
- Provide references.
- Ensure training courses are available.
- Develop exam questions to test KSA.

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Knowledge, Skills, and Abilities (KSA)

Knowledge – "know what"

- Knowledge focuses on the understanding of concepts. It is theoretical and not practical. An individual may have textbook knowledge of a topic but have no experience. For example, someone might have read hundreds of articles on health and nutrition, many of them in scientific journals, but that doesn't make that person qualified to dispense advice on nutrition.

Skills – "know how"

- Skills are the capabilities developed through training or hands-on experience that lead to practical application of theoretical knowledge.

Abilities – "know why"

- Often confused with skills, yet there is a subtle but important difference. Abilities are the innate talents a person brings to a task. Many people can learn to negotiate competently by acquiring knowledge about it and practicing the skills it requires. A few are brilliant negotiators because they have the innate ability to persuade.

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Achieving KSA

- Knowledge
  - Read and comprehend.
  - Take a Training Course.
  - Take relevant college courses.
- Skill
  - Learn from experience.



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Converting a Requirement to a KSA Example from TNI

Module 5.6.4.2(b)

For original containers, if an expiration date is provided by the manufacturer or vendor it shall be recorded on the container. If an expiration date is not provided by the manufacturer or vendor it is not required.

KSA

Ensures if an expiration date is provided by the manufacturer or vendor it is recorded on the container.

Exam Question

If an expiration date for a reagent is not provided by the manufacturer or vendor, the laboratory may

a) Not establish a date
b) Establish a date one year from purchasing
c) Establish any date based on professional judgement
d) Any of the above
e) b or c

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Converting a Requirement to a KSA Example from EPA

Method 353.2

To approximately 800 mL of reagent water, add, while stirring, 100 mL conc. phosphoric acid, 40 g sulfanilamide and 2 g N-1-naphthylethylenediamine dihydrochloride. Stir until dissolved and dilute to 1 L. Store in brown bottle and keep in the dark when not in use.

KSA

Understands how to prepare reagents used by each method.

Exam Question

The reagent used to develop the color when analyzing for nitrite must be stored in the dark.

a) TRUE
b) FALSE

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Current Status

- KSA document creation ongoing
- Initial draft modeled after the QMS KSA document, with a separate KSA document for Technical Specialists for each of the technical modules (3-7)
- Chemistry chosen for the first KSA document, expected to have three (3) separate technical areas
  - Inorganic non-metals (in progress)
  - Metals
  - Organics

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KSA for Chemistry

- 2 Introductory sections
  - 1.0 Introduction
  - 2.0 Overview of KSAs
- 4 KSA sections
  - 3.0 Fundamental Laboratory
  - 4.0 Quality Management System
  - 6.0 Module 4
  - 6.0 Technical
- One section on Professional and Foundational Competencies
- > 350 KSA completed and many more to come.
- Annex prepared from 2003 NELAC Standard on Training Courses

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Overview of Chemistry KSAs – 4 Broad Areas

- 3.0 Fundamental Laboratory Skills
  - Importance of QC; Quantitative Transfer; Data Handling, Reporting, and Basic Statistics; Use of Support Equipment; Use of Reagents & Standards; Environmental Health, Safety, and Stewardship
- 4.0 Essential Quality Management Systems
  - Everything in Module 2 a TS should know
- 5.0 Module 4 Requirements
  - Method validation, DOC, Calibration, LOD/LOQ, QC, etc.
- 6.0 Analytical Techniques
  - Inorganic Non-Metals
  - Metals
  - Organics

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Analytical Technique KSA Focus

- Basic theoretical and operating principles.
- Critical steps and processes.
- Major sources of error and controlling error.
- Inappropriate procedures.
- Key information required to document completely the reported results for historical reconstruction.
- Essential elements for assessing data.
- Detecting improper practices.
- Traceability of raw data results.
- Evaluating regulatory program requirements for test methods.
- Knowledge sufficient to implement the technology.
- An understanding usage of technology in the various methods.
- An understanding of the key elements of data packages, and raw data to review and check effectively.

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Inorganic Non-Metals Techniques

- Sample Preparation:
  - Extraction (including liquid-liquid, liquid-solid, and solid phase).
  - Digestion.
  - Distillation.
- Sample Analysis:
  - Spectrophotometry and Fluorimetry.
  - Titrimetry.
  - Gravimetry.
  - Ion Chromatography.
  - Turbidimetry.
  - Electrometric determinations (including pH, conductivity, DO, etc.).

A listing of the specific analytes is provided in an appendix as this category includes some analytes, e.g., BOD, oil and grease, that are not "inorganic."

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Metal and Organic Techniques

- The committee has just started on these sections.
- AI is appearing to be a valuable tool to assist with this effort.

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Professional and Foundational Competencies

- Professional and Foundational KSAs are not envisioned to be part of the credential process but should be part of the individual's education and on-the-job training, evaluated during the interview process and probationary period of employment by laboratory management.
- Examples:
  - Assessing situations or circumstances and formulate sound conclusions.
  - Producing results that are correct and based on fact.
  - Adjusting oneself to novel or different conditions.
  - Synthesizing and interpreting data to formulate a conclusion.
  - Maintaining confidentiality.
  - …

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Converting a KSA into an Exam Question

KSA

- Understands how to establish and verify a LOQ.

Question

How do I verify the Limit of Quantitation?

a) Multiple my MDL times 3.18
b) Run 7 spike samples at or below the LOQ
c) Run 4 spike samples at a mid-point concentration
d) Any of the above
e) a and c

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Exam

- Open book, no internet search or AI.
- 3 hours
- 150 hard, but not "tricky" questions from a data base of > 1000 questions.
- 30-40 questions from each KSA area
- Must be proctored
- Require a score of 70 or greater to pass.
- The Credentials committee will review any questions where >50% fail to determine if the question should be discarded
- Areas of improvement identified for those that fail.

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Training Courses

- Once the KSA document is complete, the Training Committee will work to ensure courses are available.
- Courses already exist for some of the Section 3 KSA, all of the Section 4 KSA, most of the Section 5, and a few of the Section 6 KSA.
- Individuals who wish to be certified would not be required to take training.
- The committee is considering digital badges for specific techniques, e.g., gravimetry, which would require a training course. These individuals would **NOT** be considered Technical Specialists.

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