

**Summary of the NELAP Accreditation Council Meeting
Monday, December 4, 2023 1:30 pm Eastern**

1. Welcome and Introductions

Kristin welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of November 6, 2023, were approved by unanimous vote following a motion by Brian, seconded by Annmarie.

Kristin reminded everyone that the conference hotel block expires on December 29, and the \$75 late registration fee begins to apply on December 30.

2. Program Manager Training

Kristin and Michele met in November to run through the presentation, and decided that they would like to do a preview of this training at conference, gather feedback and incorporate it into the training, and then do the webcast recording at a later date. As a result, the planned December 8 training has been cancelled. There will be an off-agenda Council meeting at conference on Monday, January 22, from 1-5 pm in the Fayette Room, with a projector and screen available for this activity. WebEx connection will likely NOT be available, but Kristin will have a cell phone with my teleconference number for remote access.

3. SIR 465

This SIR has a “needs discussion” vote from Minnesota. Windsor was the only person present from MN, and he had for reference an email describing how MN’s regulation requires retaining documentation of the manufacturer’s certification statement for media checks. Discussion revealed that this MN requirement is an additional state-specific requirement but does not seem to warrant a veto vote (the veto would likely not be persuasive). Windsor preferred to check with legal counsel, but hopefully, will be able to resolve the discrepancy and either “not vote at this time” or disapprove the response, since the MN requirement is more stringent than the Standard itself. Suggestions to include phrases such as “the TNI Standard does not require...” or “ABs may have additional requirements...” are strongly discouraged by LASEC because the concept of mutual recognition is consistency in applying the requirements of the Standard. The Standard does require inspection and certification, but does not specifically require retaining the paperwork for the life of the equipment. Participants noted that it would be very difficult for a laboratory to verify the capacity of a 10 microliter syringe.

Minnesota will consider the Council’s response to the discussion and advise Lynn of their decision about how to proceed.

4. New Business

After some discussion about the agenda for the conference session, one participant suggested that issues for discussion be identified so that the benefits of the Council’s time with stakeholders could be maximized. The agenda needs to be set by early January, so suggestions by the end of January will be welcome. LAB committee will be asked whether they wish to use some of the Council’s session to discuss revising the evaluation process, too.

One participant presented a scenario where, after having a lab fail two PTs in a row by

reporting non-detects when the analyte was present, it then passed three PTs for that analyte, but all were legitimate non-detects. This participant inquired whether the requirement still exists for a “corrective action” PT sample to contain the analyte that was wrongly quantified or mis-identified (as opposed to having it absent, resulting in a legitimate non-detect). This was in the 2003 NELAC Standard, but is not in V1M1 or V2M2. Another participant found the requirement in Volume 3 §5.4.3.1. The issue will be raised with PTPEC before formally complaining.

Another suggestion arose, to resume the assessor training discussions that took place some years ago, but had dropped off due to lack of presenters. If the concept were modified so that it was just a set time for a video conference that could be open discussion of issues among assessors, say on Monday or Friday afternoons, once/month, perhaps it would be valuable. The suggestion was enthusiastically received. Meeting information would go to the AB program managers, who could distribute it to their assessors as they see fit, but would likely include third party assessors, as several states use only contractors for assessments. This topic will be discussed further, either at conference or the February meeting.

5. **Next Meeting**

Unless some emergency arises, the Council will not hold a teleconference meeting in January. The **conference session in Columbus is scheduled for 1:00 to 3:00 pm Eastern on Tuesday, January 23, 2024**; remote participants should be able to join in through WebEx.

The next teleconference meeting of the NELAP AC is tentatively scheduled for **Monday, February 5, 2024, at 1:30 pm Eastern**. An agenda and documents will be provided in advance.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher E: carl.kircher@flhealth.gov	Yes
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	no
IL	Millie Rose T: 217-557-0220 E: mildred.rose@illinois.gov	No
	For information purposes: Dave Reed E: Dave.Reed@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	No
LA DEQ	Tramecha Rankins E: tramecha.rankins@la.gov 225-219-3247	No
	Paul Bergeron E: paul.bergeron@la.gov	No
MN	Lynn Boysen E: lynn.boysen@state.mn.us	No
	Alternate: Stephanie Drier T: 651-201-5326 E: stephanie.drier@state.mn.us	No
	For Information only: Windsor Molnar Windsor.Molnar@state.mn.us	Yes
NH	Brian Lamarsh (603) 271-2998 F: (603) 271-5171 Brian.M.Lamarsh@des.nh.gov	Yes
	Alternate: Bill Hall T: (603) 271-2998 E: george.hall@des.nh.gov	No

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	Travis Bartholomew T: 503-693-4122 E: travis.j.bartholomew@dhsosha.state.or.us	Yes
	Alternate: Lizbeth Garcia 971 865 0443 E: Lizbeth.garcia@dhsosha.state.or.us	No
	Included for information purposes: Ryan Pangelinan E: Ryan.pangelinan@dhsosha.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	Yes
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	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	Yes
EPA Liaison	Michella Karapondo Karapondo.michella@epa.gov	Yes
CA	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
	Christopher Hand Christopher.Hand@Waterboards.ca.gov	Yes
NV	Michael Antoine mantoine@ndep.nv.gov	No