

**Summary of the NELAP Accreditation Council Session
Monday, February 6, 2023 1:30 pm Eastern**

1. Welcome and Introductions

Kristin welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of December 2, 2022, and January 10, 2023, were approved as presented.

2. Election of Chair and Nominations for Vice Chair

Kristin turned the meeting over to Michele for the election of Chair. There were no additional nominations for the position. Cathy moved and Travis seconded that Kristin be re-elected to the position, and approval was unanimous. Congratulations, Kristin!

With that business concluded, Michele turned the meeting back to Kristin for Vice Chair nominations. This election will be voted at the April meeting. Carl nominated Michele to continue as Vice Chair; Michele agreed to accept the nomination, and Cathy seconded it. Additional nominations will still be accepted.

3. Renewal Recommendation for Louisiana Environmental Laboratory Accreditation Program

The evaluation team's recommendation for renewal of LELAP was distributed to Council members on December 13, 2022, but this is the first business meeting since that time. With no issues raised for discussion, Travis moved and Carl seconded that the recommendation be approved. With full attendance, the vote for approval was unanimous with Louisiana abstaining.

4. Renewal Recommendation for Illinois

This recommendation was just received and distributed on February 4, so that only a few hours on Monday morning would have been available for its review. It was the consensus of all participants that additional time was needed and Kristin determined that this recommendation would be tabled until the March meeting of the Council. One participant noted that there would likely be some discussion requested about the non-conformity relating to third party assessor use, and the process used to determine their competency.

5. Presentation of ORELAP's IT Systems Used to Manage the Program

Travis had offered to do this presentation in the fall of 2022, and February was the first meeting to have time on the agenda for it. The system is referred to as the ORELAP Data Input and Entry database (ODIE), and it manages the laboratory assessment records and the laboratory fields of accreditation. ODIE is the application through which labs apply for accreditation and renewals, and it also generates the draft assessment reports based on assessment records entered. Microsoft Teams was used for screen-sharing, and a series of screen-shots were distributed for participants who might not be able to view the screen online.

Participants were intrigued by the application, and a follow-up email discussion inquired about other in-house systems and the one commercially available AB management system.

6. Discussion of SIR 412

This SIR discussion was carried over from the December 2022 meeting. Two ABs had requested discussion. The primary issue was about whether “prepared” applies only to reagents prepared in the laboratory, or to standards prepared in the lab, but after discussion, all agreed that the way the Standard is worded could be read in a broad or a narrow sense, but that an interpretation cannot clarify that without adding additional language to the Standard, which is not permitted. The discussion requests have been removed.

7. Next Meeting

The next scheduled teleconference meeting of the NELAP AC is scheduled for **Monday, March 6, 2023, 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	Yes
	For information purposes: Dave Reed E: Dave.Reed@Illinois.gov	No
	For information purposes: John South E: john.south@illinois.gov	No
	For information purposes: Shirlene South E: shirlene.south@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	Yes
MN	Lynn Boysen E: lynn.boysen@state.mn.us	Yes
	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	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.steuwald@health.ny.gov	Yes
	Alternate: Gretchen Welfinger Gretchen.Welfinger@health.ny.gov	No
	For Information only: Derek Symula derek.symula@health.ny.gov	No
OK	Ryan Lerch Ryan.Lerch@deq.ok.gov (405) 702-1020	Yes
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	Annamarie Beach E: anbeach@pa.gov T: 717-346-8212	Yes
TX	Steve Gibson (512) 239-1316 Steve.Gibson@tceq.texas.gov	No
	Jody Koehler (512) 239-1990 Jody.Koehler@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
Guest	Tonya Landry, LE DEQ	