

**Summary of the NELAP Accreditation Council Meeting
Monday, June 3, 2024 1:30 pm Eastern**

1. Welcome and Introductions

Due to Kristin's planned absence, Michele welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The agenda is included in Attachment 2. The agenda was approved by unanimous consent, and the minutes of May 6 were approved unanimously after a motion by Tramecha, seconded by Millie.

2. SIR Discussions

SIR 423

The AB representatives found the posted response to this SIR to be unclear and inconsistent with previous SIRs on related issues. All expressed a strong understanding that the wording of the Standard (V1M5 §1.7.3.1 – “The lab shall demonstrate and document that the quality of the reagent and media used is appropriate for the test concerned including, but no limited to, test conditions and incubation times.”) clearly means that the testing must be performed in the lab where the materials will be used.

Cathy provided draft language for review by the Council, and there were no edits to the proposed draft. SIR 423 will be returned to the Microbiology Expert Committee.

SIR 475

Although there was not a discussion request, an “against” vote stated that one AB classifies repeat PTs performed less than seven (<7) days after the original as failures while the SIR response states that they are to be classified as invalid. Further discussion clarified that a discrepancy does exist in the Standard, and PT Expert Committee will be asked to fix it in the upcoming revision.

3. Follow-Up to TS Discussion

There were no issues raised about this topic.

4. Discuss Request to Arrange Assessor Training/Sharing Time

This issue was first raised in December 2023 but has been repeatedly delayed due to higher priority topics.

One of the reasons an earlier assessor training effort by the Council faded away was the lack of presenters. Currently, a more free-flowing and interactive forum is envisioned rather than a teacher-pupil arrangement. Third party assessors would clearly need to be included.

Participants were asked to think about the idea and collect possible topics for discussion, and then the Council will revisit the idea after Conference and possibly try a pilot session.

5. New Business

Cathy inquired about Memorandums of Understanding (MOUs) when one state's AB accredits another state's laboratory, as that issue was raised with Virginia's AB. Several

ABs noted that they have MOUs, but that they are for sample testing, not for accreditation, and that accreditation is a regulatory requirement, not a voluntary arrangement (which is what MOUs apply to).

Time was expired, so the discussion of assessor training is postponed until the June meeting.

6. Next Meeting

The next teleconference meeting of the NELAP AC is scheduled for **Monday, July 1, 2024, at 1:30 pm Eastern**. Jerry Parr has advised Lynn that he wishes to brief Council members on an upgrade to the original NELAP vision, based on what we have achieved and what remains to be done. 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	Yes
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	Yes
	For information purposes: Matthew Jones Matthew.jones@ks.gov	Yes
LA DEQ	Tramecha Rankins E: tramecha.rankins@la.gov 225-219-3247	Yes
	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	Yes
	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	No
	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.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	Tina Trevino (512) 239-3087 Tina.Trevino@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	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	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

Attachment 2 – Agenda for June 3, 2024, Meeting

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (May minutes attached)
- SIR Discussions
- SIR 423 (see attached pdfs)
- SIR 475 (see attached pdfs)
- Follow-up to May's Technical Specialist Discussion, if needed
- Discuss Request to Arrange Assessor Training/Sharing Time
- New Business, if any
- Adjourn