

**Summary of the NELAP Accreditation Council Meeting  
Environmental Measurement Symposium, Minneapolis, Minnesota  
Thursday, August 3, 2023 1:00 pm Central**

**1. Welcome and Introductions**

Kristin welcomed everyone to the meeting and asked the Council members to introduce themselves. Attendance is recorded in Attachment 1. The presentation slides are offered in Attachment 2.

**2. Updates from NELAP ABs**

For this session, instead of going state-by-state with the updates on which standard is in use, operational status, and MUR implementation, Kristin just asked that any AB having status updates please provide them. For all ABs, the status is unchanged from the January 2023 Forum on Laboratory Accreditation in San Antonio.

Minnesota noted that its evaluation is underway and that ELAP should receive some funding from a Clean Water Act grant. Virginia noted that it implemented the 2016 Standard in January 2023 and that the state DEQ is undertaking rulemaking for the most recent MUR. Illinois is seeking EPA approval for the draft EPA method 1644; Kansas is still working on its rule to adopt the 2016 Standard, and Texas is hiring new assessors.

**3. Revising the Evaluation Process**

Kristin invited Aaren Alger, Chair of the LAB Expert Committee, to talk about that group's exploration of ways to refine and improve the evaluation process for NELAP ABs. The LAB session (earlier in the day) had a full discussion of the issues.

Aaren summarized the evaluation process and explained that the goal is to create a proposal for revising it along with the V2M1 revision currently underway. For renewal evaluations, the intent is to shift focus to whether the AB's implementation of its documented procedures is successful, looking at various topical issues rather than the details of the procedures themselves. ABs may be asked to provide some "key performance indicator" statistics with their renewal applications or perhaps be provided with some standardized items for inclusion in internal audits.

Some discussion occurred about ways to expand the evaluation teams, as a way of reducing the burdensome workload for AB staff who serve on evaluation teams, and possible sources of volunteer evaluators. Third party assessors, non-NELAP state certification bodies (as a way to explore NELAP recognition), and any other stakeholders; lab staff could be included if confidentiality concerns can be adequately addressed.

At the end of the discussion, two questions concerning specific labs and how to seek the types of accreditation they need were raised and answered, but those responses were not intelligible to remote listeners.

**4. Next Meeting**

The next teleconference meeting of the NELAP AC is tentatively scheduled for **Monday, September 11, 2023, at 1:30 pm Eastern**. An agenda and documents will be provided in advance.

**Attachment 1**

<b>STATE</b>	<b>REPRESENTATIVE</b>	<b>PRESENT</b>
FL	Carl Kircher E: <a href="mailto:carl.kircher@flhealth.gov">carl.kircher@flhealth.gov</a>	No
	Alternate: Vanessa Soto E: <a href="mailto:Vanessa.sotocontreras@flhealth.gov">Vanessa.sotocontreras@flhealth.gov</a>	Yes (remote)
IL	Millie Rose T: 217-557-0220 E: <a href="mailto:mildred.rose@illinois.gov">mildred.rose@illinois.gov</a>	Yes
	For information purposes: Dave Reed E: <a href="mailto:Dave.Reed@Illinois.gov">Dave.Reed@Illinois.gov</a>	No
KS	Carissa Robertson <a href="mailto:Carissa.Robertson@ks.gov">Carissa.Robertson@ks.gov</a> (785) 291-3162	Yes
	Alternate: Paul Harrison <a href="mailto:paul.harrison@ks.gov">paul.harrison@ks.gov</a> (785) 296-1656	No
	For information purposes: Amy Suggitt <a href="mailto:Amy.Suggitt@ks.gov">Amy.Suggitt@ks.gov</a>	No
LA DEQ	Tramecha Rankins E: <a href="mailto:tramecha.rankins@la.gov">tramecha.rankins@la.gov</a> 225-219-3247	No
	Paul Bergeron E: <a href="mailto:paul.bergeron@la.gov">paul.bergeron@la.gov</a>	No
MN	Lynn Boysen E: <a href="mailto:lynn.boysen@state.mn.us">lynn.boysen@state.mn.us</a>	Yes
	Alternate: Stephanie Drier T: 651-201-5326 E: <a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>	Yes
	For Information only: Windsor Molnar <a href="mailto:Windsor.Molnar@state.mn.us">Windsor.Molnar@state.mn.us</a>	
NH	Brian Lamarsh (603) 271-2998 F: (603) 271-5171 <a href="mailto:Brian.M.Lamarsh@des.nh.gov">Brian.M.Lamarsh@des.nh.gov</a>	Yes (remote)
	Alternate: Bill Hall T: (603) 271-2998 E: <a href="mailto:george.hall@des.nh.gov">george.hall@des.nh.gov</a>	No

NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: <a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	Yes (remote)
	Alternate : Rachel Ellis E: <a href="mailto:rachel.ellis@dep.nj.gov">rachel.ellis@dep.nj.gov</a>	No
NY	Amy Steuerwald 518-473-0748 E: <a href="mailto:amy.steuerwald@health.ny.gov">amy.steuerwald@health.ny.gov</a>	Yes
	Alternate: Gretchen Welfinger <a href="mailto:Gretchen.Welfinger@health.ny.gov">Gretchen.Welfinger@health.ny.gov</a>	No
	For Information only: Derek Symula <a href="mailto:derek.symula@health.ny.gov">derek.symula@health.ny.gov</a>	No
OK	Taryn Hurley <a href="mailto:Taryn.hurley@deq.ok.gov">Taryn.hurley@deq.ok.gov</a> (405) 702-1006	Yes
	Alternate: Ryan Lerch <a href="mailto:Ryan.Lerch@deq.ok.gov">Ryan.Lerch@deq.ok.gov</a> (405) 702-1020	No
OR	Travis Bartholomew T: 503-693-4122 E: <a href="mailto:travis.j.bartholomew@dhsoha.state.or.us">travis.j.bartholomew@dhsoha.state.or.us</a>	Yes (remote)
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	Included for information purposes: Ryan Pangelinan E: <a href="mailto:Ryan.pangelinan@dhsoha.state.or.us">Ryan.pangelinan@dhsoha.state.or.us</a>	No
PA	Annmarie Beach E: <a href="mailto:anbeach@pa.gov">anbeach@pa.gov</a> T: 717-346-8212	Yes (remote)
TX	Steve Gibson (512) 239-1316 <a href="mailto:Steve.Gibson@tceq.texas.gov">Steve.Gibson@tceq.texas.gov</a>	Yes (remote)
	Jody Koehler (512) 239-1990 <a href="mailto:Jody.Koehler@tceq.texas.gov">Jody.Koehler@tceq.texas.gov</a>	Yes (remote)
UT	Kristin Brown T: <a href="tel:(801)965-2540">(801) 965-2540</a> F: <a href="tel:(801)965-2544">(801) 965-2544</a> E: <a href="mailto:kristinbrown@utah.gov">kristinbrown@utah.gov</a>	Yes
VA	Cathy Westerman T: 804-648-4480 ext.391 E: <a href="mailto:cathy.westerman@dgs.virginia.gov">cathy.westerman@dgs.virginia.gov</a>	Yes

	Alternate: Shane Wyatt <a href="mailto:shane.wyatt@dgs.virginia.gov">shane.wyatt@dgs.virginia.gov</a>	No
NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>	Yes (remote)
EPA Liaison	Michella Karapondo <a href="mailto:Karapondo.michella@epa.gov">Karapondo.michella@epa.gov</a>	Yes
CA	Christine Sotelo <a href="mailto:Christine.Sotelo@waterboards.ca.gov">Christine.Sotelo@waterboards.ca.gov</a>	
	Christopher Hand <a href="mailto:Christopher.Hand@Waterboards.ca.gov">Christopher.Hand@Waterboards.ca.gov</a>	
NV	Michael Antoine <a href="mailto:mantoine@ndep.nv.gov">mantoine@ndep.nv.gov</a>	

8/8/2023

**Environmental Measurement Symposium**  
**NELAP Accreditation Council**

Updates from NELAP  
 Kaitlin Brown, Chair, NELAP Accreditation Council  
 UT 306

**Agenda**

- Introduction
- Changes to NELAP Accreditation Body Activities, if any
- Implementation Status for the 2015 Standard
- Operational Status
- Implementation of the 2021 Method Update Rule
- Discussion of Possible Ways to Revise the AD Evaluation Process
- Open Discussion

**NELAP AB Representatives**

FL - Carl Kitcher, AL DGH	OK - Taryn Huling, OK DGH
IL - Mike Wilson, IL SPA	OR - Tracy Beckman, OR DGH
IA - Chelsea Hildebrand, IA DGH	RI - Dan DeGisi, RI DGH
LA - Terrence Rawlin, LA DGH	PA - Annmarie Beach, PA DEP
MI - Lynn Boyers, MI DGH	TX - Steve Gibson, TX DGH
MO - Brian Landrum, MO DGH	UT - Kaitlin Brown, Chair, UT DGH
NJ - Michael Pitzer, NJ DGH	VA - Cathy Weidman, VA DGH
NZ - Lynn Boyers, NJ DGH	WA DGH
NY - Amy Steinwald, NY DGH	

**NELAP Updates, August 2022**

AD Representatives Describe Changes Since Conference in San Antonio

- Implementation Status for the 2015 Standard
- Operational Status
- Implementation of the 2021 Method Update Rule

If no changes, status is the same as was reported in January. See the 11/2022 minutes at <https://helsa.mt.edu.org/comm/abhelp>

**Revising the Evaluation Process**

**Primary Goal**  
 Provide more effective and efficient evaluations

**Secondary Goals**  
 Reduce the workload of state AD team members  
 May require changing evaluation terms  
 Reduce duplication. Document reviews as much as possible  
 Offer suggestions and/or examples on how to revise what is  
 not a 100% document review, but a 100% AD

Revisions would only need review of limited documents

**Revising the Evaluation Process**

For revisions, ADs will have to exercise interpretation of documented procedures.

How best to do that? Some of the options are:  
 Revised accreditation process - 100% review of the document but  
 not the performance evidence  
 100% performance evidence  
 100% document review  
 Hybrid option - 100% review of document or required items  
 100% performance evidence  
 Hybrid option - 100% review of performance evidence for compliance  
 100% document review for documented procedures

**Revising the Evaluation Process**

Options to reduce or spread out the time and effort needed to evaluate team members while maintaining the same high performance and expectations

- Divide the evaluation into three parts, one each year
- Add additional team members (non-AD personnel would need additional training)

It may not all end, and we will need to pay careful attention to workload concerns

**Additional Questions or Discussion?**

**Thank you for being with us!**

For more information, contact  
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 or  
 Lynn Bradley, Program Administrator  
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