

**Summary of the NELAP Accreditation Council Meeting
Monday, September 11, 2023 1:30 pm Eastern**

1. Welcome and Introductions

Kristin welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of July 7 and August 3, 2023, were approved by unanimous vote after a motion by Cathy, seconded by Brian.

2. Update on Standard Methods Issue

Cathy explained that one of Virginia's labs had raised a concern about the ability to purchase something other than the newest version of a method from Standard Methods, as only the most recent version appears to be available when a single-method purchase is attempted, and this may not be the "approved" version. She learned that once the purchase is made (of the version showing), the buyer can then choose an earlier method instead, without paying an additional fee. Unfortunately, there is presently no way for a lab to know this, as it's not described on the website but one of the representatives to Standard Methods has explained that as soon as an IT person is available, the issue will be fixed online.

Michella was not present for this call, so a hoped-for discussion of reasons why the drinking water nomenclature for Standard Methods need to match the waste water nomenclature could not take place. Virginia (and possibly other states) are in the position of having to choose one or the other versions of method nomenclature, and are asking that there be only one version.

3. QMS Request for Feedback on Technical Specialist Language

Shortly after conference, Debbie Bond (Chair of Quality Management Systems [QMS] Expert Committee) requested feedback from the Council about the near-final version of language for the Technical Specialist (TS) qualifications. This position was formerly called the Technical Manager or Technical Director, but after review by the Competency Task Force last year, has been re-defined to clarify that supervisory or managerial responsibilities are not necessarily part of the role, and additional adjustments made to allow for experience to count while not diminishing the expertise of the person. The following comments were made during the meeting, and **Kristin asked that everyone read through the draft and provide any additional comments directly to her for communication back to Debbie and QMS.**

- Overall – this is very close to being finished. Some explanation of how to account for the difference in course hours between quarter and semester terms must be included.
- §4.1.7.2 – use only one title for the position of Technical Specialist (for purposes of completing accreditation applications) while clarifying that the job title used in the laboratory need not match the title used in the application itself
- §4.1.7.2 – states that a TS (not necessarily the same person) must be responsible for every "field of accreditation" in the lab, but later (in 5.2.6.1 and 5.2.6.2) the phrase "representative technologies" is used – consistent nomenclature is important for clarity. Additionally, if used, the term "representative technologies" needs to be defined, as without clear definition, its use may vary with different ABs.

- §4.1.7.2 – the requirement to appoint a replacement upon a fifteen day absence is not enforceable and needs to be omitted; it is not possible to hire a replacement within two weeks
- §5.2.6.1.b.ii – could you clarify that 1 year of experience is needed for the “earned” associate’s degree while only 6 months is needed for bachelor’s/master’s/doctoral degrees? This is confusing as written.
- §5.2.6.1.c.i – please clarify “appropriate field” as associate’s degrees are typically not specialized, and clarify whether 2 years of a 4-year program is acceptable. Remove the comma after education. Also, clarify same issue as 5.2.6.1.b.ii
- §5.2.6.1.d – this radiochemistry section is far too prescriptive, with eight college courses (or equivalent) and an additional course for each technology (up to 4) is excessive. It’s not clear why the requirement that one year of experience must be devoted to a single technology is imposed – again this seems overly prescriptive
- §5.2.6.2 – the “new technology” was confusing, people did not consistently read this as an “emerging technology” and instead thought that the person overseeing the area where the new technology was added should be assigned. Probably should clarify that this section is about more than just adding a different detector to an existing GC, for example.
- §5.2.6.2 – which waiver would substitute for the college level microbiology course? There are other ways to learn micro. It is important to keep the “experience in lieu of education” exception, as qualified people are scarce

4. LASEC Recommendation Regarding the Asbestos Module V1M3

After reviewing V1M3 for suitability, LASEC provided a favorable recommendation to the Council for this module. The recommendation is included as Attachment 3 below.

5. Vote on Revised General Operations SOP 3-100

This SOP needed to be updated to reflect that the NELAP Voting SOP is obsolete and has been replaced with a TNI Voting SOP 1-102. This will also qualify as the 5-year review for this SOP. Paul Bergeron moved and Annmarie seconded that the revised SOP be approved and the vote was unanimously in favor. The revision has been sent to Policy Committee for review and approval.

6. Tip for Training Course on EPA Regulations

Lynn advised Council members that, from discussions with Jerry Parr, he will waive the course fee for AB Program managers for the History of EPA Regulations and How They Created the Environmental Testing Industry, https://nelac-institute.org/content/load_edu.php?id=237. Just register and indicate that you will pay by purchase order, then email Jerry directly to let him know, so that he can handle it.

7. Discussion of Possible Standard Format for Assessment Team Evaluations (by labs)

Kristin tabled this issue until the potential revision of the evaluation process is settled.

8. New Business

Lynn offered a revised evaluation schedule and asked that ABs notify her if anything needs to be changed. Two evaluations not yet completed from the previous cycle were coming

due within the next few months, and needed to be moved to the end of this current cycle. So far, no objections have been expressed.

9. Next Meeting

The next teleconference meeting of the NELAP AC is tentatively scheduled for **Monday, October 2, 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	No
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	Yes
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	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	No

NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: michele.potter@dep.nj.gov	No
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	No
NY	Amy Steuerwald 518-473-0748 E: amy.steuerwald@health.ny.gov	No
	Alternate: Gretchen Welfinger Gretchen.Welfinger@health.ny.gov	No
	For Information only: Derek Symula derek.symula@health.ny.gov	No
OK	Taryn Hurley Taryn.hurley@deq.ok.gov (405) 702-1006	No
	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	No
	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	No
	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	No
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

Recommendation of LASEC to NELAP AC TNI Standard V1M3 Final Standard: Asbestos Testing Recommendation Approved by LASEC September 7, 2023

The LASEC has reviewed the Final Standard for Asbestos Testing, Volume 1 Module 3, with particular attention to the suitability criteria itemized in the LASEC Standards Review for Suitability SOP 3-106, which are that it is:

- Auditable
- Implementable
- Understandable
- Improvement over previous version
- Clearly written -- only one possible interpretation of the language
- Enforceable
- Clearly defined responsibilities
- Economically advantageous to labs and/or ABs

Based on this review, LASEC finds that the Final Standard V1M3 is suitable for adoption and implementation by the NELAP Accreditation Council, once incorporated into the Final Volume 1 when the other modules of V1 are finalized.