

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING**

Teleconference: 866-299-3188/9195415544#

February 16, 2010; 1:00 – 3:00 p.m. EST

The U.S. Environmental Protection Agency's (EPA) Environmental Laboratory Advisory Board (ELAB or Board) teleconference was held on February 16, 2010, from 1:00 to 3:00 p.m. EST. The agenda for this meeting is provided as Attachment A, a list of the participants is provided as Attachment B, and action items from the teleconference are included as Attachment C. The official certification of the minutes by the Chair or Vice-Chair is included as Attachment D.

AGENDA ITEMS:

1. OPENING REMARKS/MISSION STATEMENT

Mr. Dave Speis, Chair of ELAB, and Ms. Lara Autry, Designated Federal Officer (DFO) for ELAB, welcomed participants to the teleconference. Mr. Speis called an official roll of the Board members and guests.

2. APPROVAL OF JANUARY MINUTES

The following changes to the January 2011 minutes were suggested by the following members:

- Mr. Speis: On page 9, it is the American Council of Independent Laboratories (ACIL) that has developed the white paper to reduce costs for the states. Also in that paragraph, ACIL can approve its release of the white paper to the Board.
- Ms. Judy Morgan: On page 1, section 3, the date should be December 2010. Ms. Morgan asked whether the statement at the bottom of page 7 that Mr. Jerry Parr completed the comparison was correct; Mr. Speis stated that it was. On page 8, the new regulations apply to larger volume samples. On page 10, states "do not recognize" a number of compounds rather than "have stopped recognizing" them.
- Dr. Jeff Flowers provided the Laboratory Management Workgroup report out as leader of the Workgroup, not in Dr. Jim Pletl's absence.
- Dr. Silky Labie: "Silkie" should be spelled "Silky" on page 9.
- Dr. Pletl: Should Ms. Autry's suggestion for ELAB to consider innovative technologies be added as an action item? Mr. Speis said this was not a specific action item identified during the meeting, but a general issue that the Board should consider as it presents itself.

Dr. Flowers moved to accept the January 2011 minutes with the above changes; Ms. Labie seconded the motion. The minutes were approved unanimously with the above changes.

3. GENERAL UPDATES

Dr. Pletl provided an update regarding the Sufficiently Sensitive Methods Rule. He was initially contacted by EPA and told that the Agency was trying to set up a meeting, but he has not heard anything since then. He is skeptical that the meeting will occur because he has heard that EPA is planning on finalizing the rule this month. He will continue to correspond with Ms. Kathryn Kelley (Office of Wastewater Management [OWM]), who was listed as the contact in the *Federal Register* notice. Mr. John Phillips asked whether the Agency had provided any type of response to the Board's comments. Neither Mr. Speis nor Dr. Pletl have received a response, and ELAB has not had the opportunity to detail its concerns. If there is no opportunity for the meeting, then it may be possible to create a subcommittee to develop more specific comments for the Agency to consider. In response to a question from a Board member, Ms. Autry said that she could contact Ms. Kelley instead of Dr. Pletl if that would be helpful. The Board members agreed that this would be useful, so Ms. Autry will contact Ms. Kelley. The ELAB members next discussed the level of specificity of the comments that they had submitted; it was determined that the comments were specific rather than general. Dr. Pletl stated that a face-to-face meeting is preferable to a conference call. He requested that Mr. James Hanlon be present at the meeting because, as the Director of OWM, it is important that he hear the Board's concerns. Mr. Hanlon travels frequently, which could be part of the difficulty in scheduling a meeting. Mr. Speis thought that at this point a teleconference was more likely to occur than a face-to-face meeting.

Dr. Flowers provided a report out on the Methods Update Rule. The matter is finalized unless EPA chooses to provide the Board with responses to its comments.

Mr. Speis reported that he prepared the letter to send to the Office of Resource Conservation and Recovery (ORCR) finalizing the SW-846 issue. The Board discussed to whom to send the letter, particularly whether the names of all of the ORCR staff members that participated in the discussions should be included. A Board member asked whether the letter should be sent to Mr. Jim Michael and/or Ms. Maria Vickers. Mr. Speis noted that Ms. Vickers is no longer with ORCR, and Ms. Autry stated that Mr. Michael was the most appropriate person to whom to send the letter. She added that Ms. Vickers' replacement never became involved in the matter. It is appropriate to send a copy of the letter to Ms. Suzanne Rudzinski, Acting Director of ORCR. If Mr. Speis is confident that every individual who participated can be included, then it is appropriate to copy each of them; if there is a chance that even one person could be left off, then this should not be done. Ultimately, Mr. Speis decided to state "ORCR staff." Dr. Flowers thought it was appropriate to declare a victory on this topic, which has been an ongoing effort for ELAB for the past 2.5 years.

Ms. Patsy Root noted that, in terms of the Recreational Water Quality Criteria development, no new information will be available until after the National Beach Conference in Miami, Florida, taking place March 14–17, 2011. She has seen heightened awareness of this issue in the laboratory community as a result of the discussion during the January ELAB face-to-face meeting. Mr. Speis thanked Ms. Root for raising awareness about this issue. Ms. Root encouraged the Board members, if they are able, to attend the conference the following month, especially as very few laboratories will be represented. Ms. Autry asked whether ELAB has decided to adopt this issue or whether the Board is waiting until more information is available following the conference. If the Board has decided to adopt this issue, it will need to be assigned to a Workgroup. Ms. Root noted that being involved with rulemaking and criteria development

before they are published is advantageous because stakeholders can provide more input. It is important to ensure that stakeholders are involved early in the process and able to provide opinions regarding how the criteria will work in practice. Ms. Autry agreed. Ms. Root moved that the Board take up this issue now rather than later. Dr. Flowers seconded the motion, which passed unanimously. Ms. Morgan noted that Ms. Root and Dr. Michael Wichman are members of the Monitoring Workgroup, which has the time and ability to follow this issue. The Board decided that the Monitoring Workgroup will pursue the Recreational Water Quality Criteria development issue.

4. WORKGROUP ACTIVITY

Ms. Morgan provided an update for the Monitoring Workgroup. At the January face-to-face meeting, Dr. Anand Mudambi (Office of the Science Advisor) and Dr. George Detsis (U.S. Department of Energy) offered their assistance regarding the laboratory greening educational initiative. Ms. Morgan spoke to Dr. Mudambi, who put her in contact with Mr. Tony Petruska (Region 7), who will provide information about the regional laboratory greening efforts, which are at a higher level than the Workgroup's goals. The Workgroup has developed a sound plan and made assignments, so a tangible design plan soon will be available. A Board member asked whether the main goal is solvent reduction. Ms. Morgan responded that there are many goals: solvent reduction, chemical substitution with chemicals that have been accepted and approved, identification of waste streams that are common in environmental laboratories, classification of these wastes, and reduction of hazardous waste without violating EPA rules. The final product will be a comprehensive, educational self-assessment Web site. Dr. Flowers asked if method modifications and solvent decisions were included. Ms. Morgan and Dr. Wichman confirmed that these were included, as well as emerging technologies. Dr. Flowers thought that this was a good approach to help laboratories to understand these issues because statutes were not written for laboratories. Ms. Morgan agreed and said that simplifying the process will increase understanding of regulations within the environmental laboratory industry.

Mr. Jeff Lowry provided an update for the Measurement and Technology Workgroup. The main topic that the Workgroup has been discussing is the Office of Water (OW) proficiency testing (PT) issue; the Workgroup received the regional responses from the PT questionnaire. He thanked the Workgroup members for their painstaking efforts to analyze the responses to each question and determining which issues should be brought to the full Board. The Workgroup identified four topics for formal ELAB discussion. The first is in regard to using PT study data to align maximum contamination level or quantitation limits. The Workgroup suggests that the Agency become involved in development of PT concentration ranges, which currently are set by The NELAC Institute (TNI). The second issue is the need for a central database for data comparability, laboratory differences, education, and so forth. TNI has a grant to build a database, and EPA should be more involved. Another issue is the confusion regarding which parts of the Drinking Water Certification Manual are guidance and which are requirements. The regions responded that generally they consider the CFR as required, and everything else is considered guidance. Some states and regions, however, consider everything a requirement. Ms. Labie noted that many states place the Drinking Water Certification Manual in their regulations and make it a requirement. Dr. Richard Burrows noted that in other situations, the Drinking Water Certification Manual has been revised to incorporate other programs. Mr. Lowry

said that a formal letter explaining the topics in detail will be presented to ELAB for discussion at its March meeting.

Mr. Lowry noted that several people suggested topics for the Board's consideration during the open discussion session at the face-to-face meeting and wondered about their status. Mr. Speis explained that these items would be considered during "New Discussion."

5. NEW DISCUSSION

Mr. Speis said that ACIL had specifically requested that ELAB not discuss its white paper at this time. The Board, however, can discuss the concept of third party accreditation and identify ideas and concerns regarding national accreditation. Mr. Lowry asked why ACIL had reconsidered. Mr. Speis explained that ACIL would like its focus to be the financial component of the issue. ACIL does not know enough about ELAB's process, and it is not appropriate for the Board to endorse ACIL's position. ACIL would like to present it as its issue and not as a consensual issue. Ms. Autry said that it was necessary for ELAB members to consider whether, as an advisory committee to the Agency, it wants to endorse others' work other than referencing information that it took under advisement in developing its own position. The Board should focus on issues that it raises and vets itself. If ACIL's white paper has merits that are worth referencing, then exploring the matter and developing a Board position is a far better approach than simply approving a topic that ELAB did not explore itself. Furthermore, national accreditation is a fundamental part of the Board's charter, so the members should investigate all possibilities and not simply approve others' work. The white paper can as be considered good information and referenced, but the Board should form its own opinion.

A Board member attended a session during the 2011 Forum on Laboratory Accreditation devoted to a visionary examination of how accreditation bodies (ABs) conduct business, and there was a discussion regarding how business might change in the future. One discussion topic was the use of third party ABs; the member volunteered to forward the draft minutes from the session to the Board members. Third party accreditation has an important role and can ameliorate some budgetary problems. The financial issues are a result of states' financial stress; the overall picture must be examined. This is a timely topic in the current financial environment, which will continue to decline. It is crucial that ELAB provide input, as this is a fundamental and not a peripheral topic. The members can devote strong energy to change the outcomes. Mr. Speis agreed and said that in terms of the Board's charter, exploration by ELAB is appropriate. The ACIL white paper takes a different approach than the Board; ELAB's role is to suggest improvements to help a national accreditation program in addition to any financial considerations.

Dr. Wichman noted that there are some issues, however. Under the current drinking water programs, states will be required to undergo code revision if national accreditation is accomplished. He was unsure whether states would accept this; there is a need to engage the states to move forward on this issue. Ms. Aurora Shields added that if ELAB adopts this topic, it will need to solicit consensus advice from the environmental laboratory community. There are stakeholder groups other than ACIL, including states, ABs, and so forth that may want to provide input. Mr. Speis agreed and reiterated that ACIL presents a strictly budgetary issue. Dr. Flowers thought that perhaps the task should be to develop approaches to further a national accreditation

process so that it is acceptable and used instead of getting caught up in one piece of the issue. The ACIL white paper is one piece of information, but it should not be the only one. Ms. Shields said that uniformity is an issue; it must be broader than NELAP ABs.

Ms. Morgan read the portion of the ELAB charter that deals with accreditation: "... the advice, information, and recommendations ELAB provides...has been changed to include issues related to facilitating the operation and expansion of a national environmental laboratory accreditation program. In this regard, ELAB will provide advice and recommendations to EPA on issues that impact the nongovernmental community that are related to the operation and expansion of a national laboratory accreditation program characterized by an acceptance of the program by all states and suitable for accrediting environmental laboratories or entities of all sizes and types; and steps that need to be taken in order to facilitate the further implementation of the performance paradigm in the nation's environmental monitoring and environmental laboratory accreditation programs." Ms. Morgan noted that Ms. Shield's points fit within this charter. The all-inclusive idea is important to the effort and in obtaining appropriate information. Mr. Speis agreed.

Ms. Michelle Wade cautioned that the NELAP states are sensitive to and protective of this issue currently. Ms. Shields noted that other groups have similar thoughts, and reaching out to the environmental laboratory community will be a good step forward if the Board decides to adopt this issue. Ms. Morgan added that another form of perceived abuse is the actions of NELAP states against non-NELAP states and the laboratories that must go outside of their states for primary accreditation. There are a number of issues from both sides that must be examined. A Board member noted that many of these issues are related to economics; some states do not have programs because they cannot afford them. Dr. Wichman said that the economic situation is present in some states, but other states have self-sustained programs (via fee collection), and they are not allowed to travel out of state. Ms. Shields thought that it would be beneficial to put in place a system that allows states to "play the game" and provide the commercial laboratory community with the opportunity to communicate with one single accreditor; this would eliminate many problems for the various stakeholders. The ultimate program should provide states with accessible resources and not necessarily take anything away.

Dr. Burrows commented that states are increasingly refusing to perform out-of-state accreditation, so there must be options in place for laboratories in other states. Mr. Jack Farrell did not think that the process was advanced enough to determine a remedy. Mr. Speis commented that there are many factors that will need to be explored and put in place before an end point is reached. He has worked on national accreditation for a long time, and his initial vision of a single program that is administered uniformly with individual ABs within the system working together as a unit might have been too idealistic because there is a good deal of diversity in assessment. Some states will not participate in certain programs because of the weakness of other states' programs that would put their own in-state laboratories at a disadvantage. Assessment uniformity will be a strong piece of the final product. Based on his experiences, he thinks that the major challenge is that it is difficult or impossible for the various ABs to work together.

Ms. Shields reminded the members of another perspective—that being an AB is difficult. She also did not think that all 50 states would participate in the ultimate program. Is it necessary to have all 50 states participate? How many ABs are needed to service all of the laboratories?

Dr. Flowers cited the situation in the State of Florida as an example of what can happen during difficult economic times; the current economy creates a stressor on the whole system. It is wise to approach the issue with awareness and begin discussion. Ms. Morgan used the example of the State of Georgia Environmental Protection Division, which does not run an accreditation program for wastewater or the Resources Conservation and Recovery Act but instead mandates NELAP or ISO17025 accreditation for all commercial laboratories. This model places additional stress on the State of Florida and other NELAP states to certify laboratories in Georgia. She could see other states' mandates putting stress on the current ABs as well. She did not think that all 50 states are needed for a national accreditation program, but enough states are needed to support the effort; it would be beneficial, however, if all 50 states recognized or participated in the program. Dr. Burrows did not understand why third-party accreditation of non-NELAP states would create conflict within the states.

Mr. Phillips agreed that it is time to examine this issue, particularly because of the current financial situation. The driver is quality of data; there is a great disparity from state to state how quality assurance is performed. He wondered whether it was possible that third-party accreditation for non-NELAP states could migrate so that all states would accept it, although it would take time to adjust federal and state regulations.

Mr. Speis thought that the Board was close to making a motion regarding adoption of this issue and suggested that the Laboratory Management Workgroup might be the best Workgroup to work on it. During this discussion, the members mentioned many issues that are being impacted by the current situation; if a motion is passed to adopt this issue, then a task for the Laboratory Management Workgroup could be to identify key issues for ELAB to discuss at its March meeting. Another task could be how to obtain information from the wide range of stakeholders that provides enough insight to develop ideas and recommendation.

Ms. Autry thought that the members had identified a wide range of topics and issues that need to be addressed; these would be appropriate to be addressed under a generic "state of the union" regarding the state of national accreditation. The next step would be to identify topics and issues within the broader topic and determine those that are appropriate for the Board to provide its advice and recommendations, including how to move national accreditation forward. Her second observation was in regard to assigning the Laboratory Management Workgroup with identification of the list of key issues and topics to be addressed under the broader heading. She agreed that the Board is covering everything that needs to be, but it also can parcel certain topics to other Workgroups because this undertaking will take a good deal of time and effort. She reminded the ELAB members that the Board possesses a very broad range of experience and expertise regarding accreditation; it must take advantage of this expertise while recognizing that certain members will need to recuse themselves when voting on certain recommendations because of conflicts of interest. It may be necessary to separate the various issues so that members can easily recuse themselves in the appropriate instances. Dr. Flowers agreed and reiterated that the Board does not want to ignore any potential source of information.

Dr. Flowers moved that ELAB investigate the state of national accreditation, determine stressors currently operating in the field, and identify paths to success with an eye to creating a handbook to allow the various issues to be addressed by the Workgroups. Mr. Farrell amended the motion to include "or any other groups that may need to be established" following "Workgroups." Ms. Morgan seconded the motion, which passed unanimously. Mr. Speis asked the Laboratory

Management Workgroup to meet before the March meeting and identify brief, suggested pathways so that the Board can determine how it will address the issue. Dr. Flowers asked the members to send additional ideas on this issue by Wednesday, February 23, 2011. Mr. Farrell suggested that the Workgroup speak to Ms. Judy Duncan (Oklahoma Department of Environmental Quality), who heads TNI's Advocacy Committee and may be able to provide input. Another possible contact is Mr. Alfredo Sotomayor (Wisconsin Department of Natural Resources), who leads the TNI Consistency Improvement Task Force, which is examining issues for uniformity.

Mr. Phillips summarized that the Board had decided to finalize the SW-846 policy issue but continue examining Data Quality Objectives (DQOs) and their lack of definition. The topic has been introduced in a number of different issues that the Board has addressed. It is a standalone topic that should be addressed following additional input. Mr. Speis asked whether Mr. Phillips thought that the term is used too generally. Mr. Phillips responded that there has been confusion regarding what DQOs and Measurement Quality Objectives are, when they are applied, and who defines them. These issues need to be included in the initial discussion. The first step is to define the terminology and ensure that it is understood and then move on from there to address the other issues. Another step is to encourage EPA to implement the process that has been recommended by a number of EPA Federal Advisory Committees to ensure that implementation is consistent and then encourage states to do the same.

Mr. Speis wondered whether, within the Agency, there is a consistent definition and approach to establishing DQOs that just needs to be located. Ms. Labie noted that an office within EPA has guidance documents regarding how to determine DQOs, data quality indicators, and so forth; these documents were expected to be used by other EPA offices. There is a good deal of information on the EPA Web Site, some of which explains the expectations regarding internal and external use. There are many sources that may not be well-known, but EPA has several of them available. Mr. Phillips agreed. Mr. Speis thought that the task might be to bring current information to the foreground so that whenever anything related to a method is mentioned in the *Federal Register* or a regulation, these documents are referenced in the rule so that laboratories understand the appropriate approach within the framework of the rule. A strategy for ELAB to get involved and bring this information forward should be developed. Mr. Phillips thought that one approach was to examine where the term generally is being used in various proposals and then try to encourage consistency within the use of the terms. Ms. Labie agreed that the term DQO often is used loosely. Mr. Lowry asked Ms. Labie for the references to which she had referred. Ms. Lynn Bradley (Office of Environmental Information) said that EPA's Quality System for Environmental Data and Technology Web Site (<http://www.epa.gov/quality>) contains all of the documents under the link labeled "Guidance." These are mandatory only for activities that use EPA funding. The DQO guidance probably is the most explicit.

Mr. Phillips moved to form or assign a Workgroup to investigate the consistent use of DQO terminology and its application within various EPA offices and new regulations. Mr. Lowry noted that the Board has run into this issue during its investigation of several topics during the past year, and it may be beneficial to review ELAB's work to identify issues. Mr. Phillips agreed. Ms. Labie seconded the motion, which passed unanimously. Mr. Speis chose to wait to assign this task to a Workgroup because of the Board's current workload. Ms. Autry noted that if there is a Workgroup interested in pursuing this issue, it can adopt it and prioritize the various

projects on which the Workgroup is working. The Measurement and Technology Workgroup offered adopt this issue and prioritize it among its other projects.

Mr. Speis assigned the action items from the January face-to-face meeting that had not been completed. Mr. Speis will follow up with Mr. Lemuel Walker (OW) to ascertain whether the SW-846 policy updates will affect 40 CFR 503. He also will send the face-to-face meeting PowerPoint presentation to Ms. Autry for posting on the ELAB Web Site. All of the other action items already have been assigned and/or completed.

6. NEWS/UPDATES/DISCUSSION FROM THE DFO

Ms. Autry explained that the ELAB members received a document regarding the roles of the Chair and Vice-Chair with the agenda for the meeting. This topic needs to be addressed, and she proposed to make a revision to the policy that was established in 2007. Although the Office of Research and Development can replace the Chair and Vice-Chair at any time, current and former EPA leadership have agreed that it is in the Agency's best interest to allow the Board members to have input into the process. To the extent that is practical, the Vice-Chair rotates into the role of Chair after 1 year, and members select a new Vice-Chair via secret ballot. This policy, however, did not allow consistency during Board membership changes. The current proposal is to modify the policy so that the Chair and Vice-Chair serve for 18 months instead of 1 year to decrease the frequency that Board leadership changes occur at the same time as Board membership changes. Adoption of this proposal would mean that the transition of Chairmanship from Mr. Speis to Ms. Morgan will occur in March, and the Board members will need to select a new Vice-Chair by March.

The Board members discussed which term lengths would eliminate Board leadership changes occurring at the same time as Board membership change. Board membership changes occur biannually in October. Ms. Autry explained that the current Chairmanship was supposed to transition from Mr. Speis to Ms. Morgan in September 2010 at the same time that the Board membership changed, so the decision was made to wait.

Dr. Flowers moved that the Chair and Vice-Chair serve 1-year terms that commence in March of each year. This will ensure that the leadership does not change at the same time as the Board and allow each new Board several months to acclimate and choose a Vice-Chair. Mr. Farrell seconded the motion, which passed unanimously.

Ms. Autry explained that the March meeting would be the last that Mr. Speis would chair. She will send the members an e-mail about Vice-Chair nominations; nominations must be received from the members by Tuesday, March 1, 2011. Once all nominations are received, Ms. Autry will send the list of nominees to the members via e-mail on Wednesday, March 2, 2011. The Board members must return their votes to Ms. Autry by Tuesday, March 8, 2011; Ms. Autry then will send the results to the members via e-mail on Wednesday, March 9, 2011.

Dr. Flowers asked for clarification that members who are in their last term should not be nominated. Ms. Autry said that this type of information would need to be taken into consideration when nominating and voting for the Vice-Chair. Such a person can be nominated, but the nomination/selection process will need to be repeated when the member leaves the Board. Ms. Autry added that another consideration is that EPA's Administration also changes

relatively frequently. The current policy regarding 1-year changes in leadership is in place because the prior Administrator wanted frequent leadership change within the Agency's Federal Advisory Committees. The current Administrator has stressed diversity and changeover in Federal Advisory Committee membership, so there is no guarantee that members will be allowed to serve the three terms for which they are eligible. Therefore, the sitting Chair and Vice-Chair may not continue to serve on ELAB even when eligible for a variety of different reasons. Ms. Autry noted the members who were serving their third and final term: Dr. Flowers (who has served as Chair previously), Dr. Reza Karimi, Mr. Lowry, Ms. Morgan, and Dr. Pletl.

Dr. Burrows thought that there would be a complication because of Ms. Morgan's term limit, but Ms. Autry explained that the transition from Ms. Morgan to the next Chair would occur in March 2012; her term expires in October 2012, after the transition has been made. Ms. Autry will include the number of terms each Board member has served in the e-mail soliciting nominations.

Ms. Autry explained that she will initiate and attend the March ELAB meeting, but she may not be able to participate because she will be attending another meeting simultaneously; the meeting will advance an opportunity on which the Forum on Environmental Measurements (FEM) has been waiting for 6 months. The meeting will provide a phenomenal opportunity to move forward monitoring assessment and the strategy for addressing the needs and gaps that were identified in the assessment. If the meeting is a success, FEM will launch its work focused on issues related to development, data management, and data analysis and accessibility.

7. REVIEW ACTION ITEMS

Mr. Speis and Ms. Kristen LeBaron (The Scientific Consulting Group, Inc.) reviewed the action items identified during this meeting, which are listed in Attachment C.

8. CLOSING REMARKS/ADJOURN

Mr. Speis thanked everyone for their attendance and participation. Mr. Farrell made a motion to adjourn the meeting, which Ms. Morgan seconded. Following a unanimous vote, Mr. Speis adjourned the meeting at 3:07 p.m.

Attachment A

AGENDA ENVIRONMENTAL LABORATORY ADVISORY BOARD

Monthly Teleconference: 866-299-3188/9195415544#

February 16, 2010; 1:00 – 3:00 p.m. (ET)

Opening Remarks/Mission Statement	Autry/Speis
Approval of January Minutes	Speis
General Updates (<i>as available</i>)	
Sufficiently Sensitive Methods	Pletl
Methods Update Rule (MUR)	Flowers
SW-846 Policy Follow-up with OW and Letter to ORCR	Speis
Recreational Water Quality Criteria Development	Root
Workgroup Activity (<i>in addition to any specific projects above</i>)	
Monitoring Workgroup	Morgan
Measurement/Technology Workgroup	Lowry
Laboratory Management Workgroup	Flowers
New Discussion	
ACIL Third Party Accreditation Position Paper	Speis
Separated DQO Issue from SW-846	Phillips
News/Updates/Discussion from DFO	Autry
Review Action Items	Speis
Closing Remarks/Adjourn	Autry/Speis

Attachment B**MEMBERSHIP LISTING AND GUESTS**

ELAB TELECONFERENCE
February 16, 2010; 1:00 p.m. – 3:00 p.m. ET

Attendance (Y/N)	Name	Affiliation
Y	Mr. David (Dave) N. Speis (Chair)	Accutest Laboratories Representing: American Council of Independent Laboratories (ACIL)
Y	Ms. Judith (Judy) R. Morgan (Vice-Chair)	Environmental Science Corp. Representing: Commercial Environmental Laboratories
Y	Ms. Lara P. Autry, DFO	U.S. Environmental Protection Agency Representing: EPA
Y	Dr. Richard Burrows	Test America Inc. Representing: Commercial Laboratory Industry
Y	Mr. Eddie Clemons, II	Practical Quality Consulting Services Representing: Clients of QS Services
Y	Mr. John (Jack) E. Farrell, III	Analytical Excellence, Inc. Representing: The NELAC Institute (TNI)
Y	Dr. Jeff Flowers	City of Maitland, Florida Representing: Elected Officials of Local Government
Y	Dr. Reza Karimi	Battelle Memorial Institute Representing: Nonprofit Research and Development Organizations
Y	Dr. H. M. (Skip) Kingston	Duquesne University Representing: Government Consortia, Native Americans, and Academia
Y	Ms. Sylvia (Silky) S. Labie	Environmental Laboratory Consulting & Technology, LLC Representing: Third Party Assessors
Y	Mr. Jeffrey (Jeff) C. Lowry	Environmental Resource Associates Representing: Proficiency Testing Providers
Y	Mr. John H. Phillips	Ford Motor Company Representing: Alliance of Auto Manufacturers
Y	Dr. James (Jim) Pletl	Hampton Roads Sanitation District Representing: Municipal Environmental Laboratories
Y	Ms. Patsy Root	IDEXX Laboratories, Inc. Representing: Laboratory Product Developers
Y	Ms. Aurora Shields	City of Lawrence, Kansas Representing: Wastewater Laboratories
Y	Ms. Michelle L. Wade	Kansas Department of Health and the Environment Representing: Laboratory Accreditation Bodies
Y	Dr. Michael D. Wichman	University of Iowa Hygienic Laboratory Representing: Association of Public Health Laboratories (APHL)

Attendance (Y/N)	Name	Affiliation
Y	Ms. Kristen LeBaron (Contractor)	The Scientific Consulting Group, Inc. (SCG)
Y	Ms. Lynn Bradley (Guest)	EPA/OEI

Attachment C

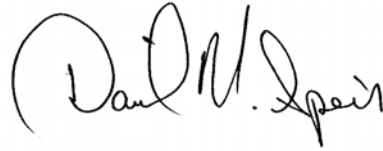
ACTION ITEMS

1. Ms. LeBaron will make the recommended changes to the January 2011 face-to-face meeting minutes, finalize them, and send them to Ms. Autry via e-mail.
2. Ms. Autry will attempt to contact Ms. Kelley to determine the status of a meeting with ELAB members to discuss the Sufficiently Sensitive Methods update and then will provide an update to the members regarding the next step.
3. Mr. Speis will send the letter finalizing the SW-846 issue to Ms. Rudzinski, Mr. Michael, and ORCR staff.
4. The Monitoring Workgroup will take up the Recreational Water Quality Criteria development issue.
5. Ms. Root will provide an update on Recreational Water Quality Criteria following the National Beach Conference.
6. The Measurement and Technology Workgroup will review EPA's DQO policy documents and prior ELAB work that references the DQO issue.
7. The Laboratory Management Workgroup will examine the issues affecting national accreditation and determine which topics should be brought forth during the March ELAB meeting.
8. The Board members will send additional ideas regarding national accreditation to Dr. Flowers via e-mail by Wednesday, February 23, 2011
9. Mr. Speis will follow up with Mr. Walker to ascertain whether the SW-846 policy updates will affect 40 CFR 503.
10. Mr. Speis will send the face-to-face meeting PowerPoint presentation to Ms. Autry for posting on the ELAB Web Site.
11. Ms. Autry will send the members information about Vice-Chair nominations, including term information for each of the members, via e-mail.
12. Board members will send their nominations for Vice-Chair to Ms. Autry via e-mail no later than Tuesday, March 1, 2011.
13. Ms. Autry will send the list of Vice-Chair nominees to the members via e-mail on Wednesday, March 2, 2011.
14. The Board members will return their votes for Vice-Chair to Ms. Autry by Tuesday, March 8, 2011.

15. Ms. Autry will send the Vice-Chair voting results to the members via e-mail on Wednesday, March 9, 2011.

Attachment D

I hereby certify that this is the final version of the minutes for the Environmental Laboratory Advisory Board Meeting held on February 16, 2011.

A handwritten signature in black ink, appearing to read "David N. Speis", written over a horizontal line.

Signature Chair

Mr. David N. Speis

Print Name Chair