

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference: 866-299-3188/9195415544#
May 20, 2009; 1:00 – 3:00 PM**

The Environmental Laboratory Advisory Board (ELAB or Board) regular teleconference was held on May 20, 2009 from 1:00 to 3:00 PM EDT. The agenda and attachments for this meeting are provided as Attachment A, a list of meeting participants is provided as Attachment B, and action items are included as Attachment C. The official signature of the Chair or Vice-Chair is included as Attachment D.

AGENDA ITEMS:

1. OPENING REMARKS/ROLL CALL

Dr. Jeff Flowers began with calling roll of ELAB members and guests. Participants are recorded in Attachment B.

2. REVIEW AND APPROVAL OF APRIL MEETING MINUTES

Dr. Flowers noted the one change provided by Dr. Jim Pletl. April minutes will be changed to show his participation. No other changes or corrections were requested by the Board. Mr. Jack Ferrell made a motion to accept the minutes as amended. The motion was seconded by Dr. Pletl and the minutes were approved through a unanimous vote.

3. FOLLOW-UP ON KEY TOPICS

A. Office of Resource Conservation and Recovery (ORCR) Meeting Follow-up

Mr. Dave Speis recommended the Board start with a discussion of the Tiger Team meeting with ORCR. Dr. Flowers described what occurred at the meeting. The deputy director of ORCR opened the meeting for EPA. She expressed EPA's support working with ELAB to resolve the issues in a satisfactory way. ELAB then had a productive working session with the ORCR staff responsible for SW-846 methods. ORCR staff had prepared a two companion documents for the meeting. One document provided an explanation and policy on the process ORCR uses to issue methods and the second section contained a series of definitions used to prepare the document. The Tiger Team reviewed this document with EPA staff during the meeting. At ORCR's request, the Tiger Team has been working with on a revision to the draft. Dr. Flowers noted there was a confluence of ideas and both ORCR and ELAB learned new things about the issue and what it would take to resolve the stakeholder's issues. There was general agreement between ORCR and ELAB on the issues. He believes this meeting was a good opportunity for ORCR to understand from the user perspective how the SW-846 process is perceived.

Mr. Speis commented that the Tiger Team brought the user perspective on SW-846 and the revision process to ORCR. He believes it was helpful for ORCR to hear this perspective and for them to have an open discussion about ELAB suggestions and the rationale for the suggestions. He agreed the meeting was positive and productive. He asked Ms. Autry for any feedback from EPA.

Ms. Autry replied that ORCR was grateful for the ELAB effort and to meet face-to-face with ORCR staff. ORCR was impressed that the ELAB Tiger Team would take their resources and time to meet with ORCR.

Dr. Skip Kingston commented that ORCR was making the effort to cooperate with ELAB and to get information from outside their current sphere of information. The cooperative nature of the meeting made the meeting positive and productive.

Mr. Ferrell added the process for resolution of the issues has started in a positive way. The draft document and the request from ORCR to have ELAB edit and work with them to revise it promoted the positive nature of the meeting. The Tiger Team was able to discuss all of the bullets on the ELAB agenda prepared for the meeting. Once the Team was able to talk through the agenda list, ORCR seemed to have a better understanding of the issues. The meeting resulted in two or three action items (tasks) to gather additional information for ORCR related to questions like how much time do the stakeholders need to prepare for changes when new methods are released and older methods should be discontinued. Another action item is a follow up and formal request from the Board to extend an invitation to ORCR for a meeting in August.

Dr. Flowers opened discussion on the next steps in the process of working with ORCR—working to complete revisions to the draft document provided by ORCR on the SW-846 revision process. The Tiger Team is consolidating and polishing the documents that ORCR provided at the meeting. The Tiger Team is adding key information to the document from the user perspective.

Mr. Speis led discussion of the revisions of the draft document at Dr. Flowers' request. Regarding the first section of the document, ORCR drafted the policy component of their process for SW-846 method revision. The Tiger Team recommended this part of the document be more assertive and asked to provide revised text. The Tiger Team has reordered the document and changed the language to clearly state how ORCR manages new releases of SW-846. The team removed vague language and added text to indicate there was a clear procedure for the revision process while preserving the ORCR objective for new releases of SW-846. While regulatory and user perspectives are important, ORCR is the owner of SW-846 and their purpose in releasing the methods must be retained. The Tiger Team also worked on wrapping the definitions provided by ORCR into the policy document to reduce redundancy. It became clear in discussions with ORCR that the various terms for the status of methods could be reduced to three key definitions of method status that are important to users (i.e., current, draft, withdrawn). Dr. Kingston asked for clarification because his notes from the meeting indicated agreement that the term "current" would be replaced with "final." He recalled the

discussion at the meeting led to agreement that the term “current” was confusing because it could refer to the version that was being revised or the version that was in use. He recalled that it was Kim Krikland’s suggestion to prevent confusion about the methods when they went up on the EPA Web site. Dr. Kingston recommended changing the draft policy document the Tiger Team was editing by replacing the term “current” with “final”. Mr. Speis agreed to revise the draft and send the corrected version to Dr. Flowers.

Other definitions are important to the Agency but not relevant to the users. The Tiger Team helped redefine the naming convention for the terms. ORCR desires to retain the letter revision designation of its methods. The Tiger Team expressed the thought that the letter designation was a cause for some of the accreditation issues. Internal ORCR status terms for method revisions were simplified. In discussions with ORCR the Team identified method revision status terms for major and minor revisions. The term “minor modification” means the changes would not result in a change in data comparability (e.g., editorial changes or minor text errors). Minor modifications would be summarized in the method summary on the first page of the method revision to make it easier for users to identify the change and effective date. The term “major modification” is a category for which revisions affect data comparability between versions. Data generated by a modified method will be different from the previous method version. There was agreement that major modifications would result in advancing the method number to the next number in sequence. For example, if a major modification was made to Method 8270B, the new method would be called Method 8271. While not discussed at the meeting, the Tiger Team will recommend procedures for QC changes. If a modification to an SW-846 method involves a quality control change, then the method performance and the data produced by the modified method would be different. Therefore, the Tiger Team recommends publishing the new method with a withdrawal date for the previous version. This recommendation needs to be negotiated with ORCR because they want to keep all versions of a method active.

Mr. Jeff Lowry asked if minor modifications would be noted in the method title by a change in the letter. Dr. Speis replied the letter designation would be dropped entirely. Dr. Flowers discussed one additional change to the policy document. The Team added text to indicate that when methods have been evaluated by the Agency and are ready for release, they will be provided in draft status in SW-846 updates and EPA will solicit public comments when the drafts are published. This approach established a clear date when comments will be solicited from the user community. The Team agreed the whole process of when and how EPA receives public comment on new or revised SW-846 methods still needs to be refined with ORCR.

Dr. Flowers described the next step in the process after the draft policy document is complete. He indicated the Tiger Team would have another meeting with ORCR to discuss the revisions. Once the Tiger Team and ORCR come to agreement on the policy document, accrediting bodies/states would be brought into the process to represent their needs in the process of issuing new or revised SW-846 methods. In tandem with the States’ involvement in policy discussions, the Tiger Team and ORCR discussed an

outreach and training program for the State programs that apply these methods. The Tiger Team thought if the States understood the methods and process of revising the methods, then they would apply them correctly in their regulatory process.

Mr. Lowry asked if the Board could get copies of the original documents as well as the edited version. Mr. Speis agreed to send the originals to Dr. Flowers for distribution and repeated the request from ORCR that the original and any revisions of the document be kept confidential and that they not be circulated outside of ELAB.

Dr. Flowers recommended the next step in the process is arranging a conference call between the Tiger Team and interested ORCR staff to discuss the policy document. After that step is complete, a meeting between ELAB, ORCR and interested State stakeholders would be arranged. Mr. Ferrell recommended also sending a thank you letter to ORCR for hosting them, the time with their top management, and for working with them on the issues and an approach for communication of revisions to SW-846 methods. Ms. Autry agreed it would be appropriate to send the thank you letter from the Board to ORCR. Mr. Ferrell agreed to draft the letter.

Mr. Lowry asked if the draft policy document goes to the full ELAB next for approval before it is sent back to EPA. Mr. Ferrell added that the Board does not have to approve the draft but should concur with the approach and that the draft is a move in the right direction. Concurrence without approval will give the Board the opportunity review whether there are no major flaws in the approach without stating that the working draft is ELAB's final recommendation to the Agency. The final document will be collaboration and will change as EPA reviews the Tiger Team's contributions and makes their edits. Mr. Gary Dechant asked who was the custodian of the ELAB revised version of the document. He asked where ELAB members who are not on the Tiger Team should send their comments. Dr. Flowers chairs the Tiger Team and comments should be sent to him. Mr. Ferrell asked the Board members for their concurrence on the bigger picture issues and whether this is the right direction to pursue to resolve the issues or whether anything in the policy document is a problem for any of the Board Members. Mr. Speis reiterated his attempt to keep the EPA language and to rearrange the words to improve the emphasis.

Dr. Flowers added that the ORCR policy document is a restatement of what the Agency has been saying since the beginning regarding revisions to SW-846. What makes this document new is the clarity with which the policy is stated. Dr. Kingston noted that ORCR clarified some of its terminology during the meeting because they had an opportunity to get an outside perspective on the language. For instance, Ms. Kirkland said that draft is better defined as internal draft for procedures that had not been vetted by the agency.

Mr. Dechant asked if it was ORCR's intent to post the policy on the EPA Web site with the SW-846 methods. Mr. Ferrell understood that the document would become an EPA policy and be reviewed up the management chain and treated like an official policy notice. After the policy is approved, he believed the document would be posted on the

ORCR Web site and included in the 4th edition of the SW-846 manual. Mr. Speis added that the EPA review process and decisions are in the future and no decision has been made on how the policy will be made public. Mr. Ferrell asked the Board to agree on an end date for comments so the document could be completed quickly. Mr. Dechant recommended closing comments by Friday May 22, 2009.

B. Method Calibration Letter

Mr. Lowry opened the discussion on his team's method calibration letter. Dr. Richard Burrows drafted the letter for ELAB. The workgroup reviewed the letter and requested that it be put on ELAB letterhead and sent to EPA's Forum on Environmental Measurements (FEM). Dr. Flowers asked for clarification if the "letter" was the short memo that was provided to the Board by the workgroup. Dr. Richard Burrows replied in the affirmative. Mr. Ferrell referred to the letter as a request to FEM to share what they were doing on this subject and he encouraged the Board to move forward with the letter. Mr. Dechant made a motion that the ELAB issue the letter and Mr. Joe Pardue seconded the motion. The motion passed unanimously. Ms. Autry was asked about the format for the memorandum and who it should be sent to. She replied that there was no formal letterhead for FACA communications with the Agency and the Board could send it in its present format to her as the lead contact for the FEM. Dr. Flowers agreed to put May 20, 2009 date on the current letter and formally send it to Ms. Autry.

C. TNI Standard Comparison with Drinking Water Pgm

Mr. Dechant led the discussion on the Laboratory Management Teams activity to compare the TNI and OW assessment/certification programs. He reviewed the progress of the team and expected the work group would be approximately 40% through the process by the end of the call scheduled for May 22, 2009. He also expects the process to move faster toward the end since the topics will be more interpretation rather than technical additions to the comparison table. Dr. Flowers asked about EPA Office of Water (OW) participation. Mr. Dechant replied that there have been two representatives from OW on the calls and they have participated in the discussion.

Mr. Dechant sent an email earlier concerning three work items listed on the Web site that are not active and for which no information would be provided in the near term. He reviewed the Web site as a prelude to adding information on the OW/TNI comparison effort done by his workgroup. He found several items (Items, 2, 3, and 4) on the Web site that seemed to be out of date and or no longer relevant. He referred work item 4 and to a letter directed to ILI that he believes is no longer useful. He recommended adding work item 5 that addressed the TNI – OW comparison work, including two sets of workgroup minutes, the current draft of the comparison spreadsheet, and a list of the members participating in the comparison.

Dr. Flowers asked for clarification on Mr. Dechant's recommendation that work items 2 and 3 be dropped from the Web site and that the new information on the TNI – OW comparison be added as the next work item number. Mr. Dechant reviewed the

Laboratory Management workgroup's major topics (work items), which include homeland security, hazardous materials, and fields of accreditation by analyte or method type. The homeland security work item refers to an attached file that is not available. The hazardous materials and fields of accreditation Web work items indicate information would be provided soon and no one in the workgroup is working on these two items. He believes the ELAB laboratory curriculum is still appropriate and should remain on the Web site since the Technical Assistance Work Group is working on a curriculum and training. The other three items listed on the Web site are not active. Mr. Dechant asked how to make the Web site current to reflect what ELAB is working on. He asked how the workgroup would like to designate inactive items. He offered that completed items should stay on the Web site and be identified as complete.

Mr. Lowry asked for clarification about the use of a summary table on the Web site to indicate what ELAB was actively working on. Mr. Dechant and Ms. Morgan recalled the workgroup decided not to post a summary table and to continue to post information on active ELAB Work Group items to the individual work group pages.

Dr. Flowers added that he understood individual work group minutes would be posted and that ELAB agreed to eliminate the other information on work group activity on the web site. Mr. Farrell brought attention back to the issue of removing things from the Web site that were no longer active or relevant. He asked for clarification about inactive items that ELAB would ultimately work on versus items that will not be worked on in the future. Mr. Dechant cited the disposal of hazardous waste as an example of a topic on the ELAB Web site and asked whether it should be removed from the Web site since it is inactive. Mr. Farrell summarized the issue by asking if the dormant topics should be brought to the Board for a decision on keeping them on the Web site. Since the topic would then be part of the ELAB minutes and would be addressed by the Board, the inactive items could be removed from the Web page until or unless they were reactivated. Ms. Autry added that the Web site currently posted does not include the revisions that the Board agreed on and that she asked for after ELAB's last discussion on updating the site. Ms. Autry reviewed the changes that she requested after the last ELAB discussion on the Web site. Mr. Dechant withdrew his comments based on Ms. Autry's review of the expected Web site changes and suggested reopening the issue at the next meeting once the changes are made and can be reviewed by the Board. Ms. Autry thanked Mr. Dechant for alerting her that the ELAB Web site had not been revised as she had requested.

Mr. Dechant continued his update of the Laboratory Management Work Group activity, stating that he has submitted two sets of approved minutes to be posted to the Web site. He also submitted the latest version of the OW/TNI comparison spreadsheet to be posted.

Dr. Flowers asked about the use of Ms. Morgan's table summarizing ELAB activities. Ms. Autry indicated the spreadsheet would be used but that the Board had not decided where to post it on their Web site. Dr. Flowers recommended posting the activity summary table on the ELAB Advisory Board Page or the ELAB News Room Page. Dr. Flowers anticipates both Mr. Dechant's and Ms. Morgan's workgroup activity to be posted with the Web site is updated.

D. Proficiency Test Frequency Update/Discussion

Dr. Flowers introduced this topic, stating that the Board is still waiting on the TNI subcommittee report. That report is due by the middle of the summer. Mr. Dechant indicated the TNI Frequency workgroup had not met recently and has passed a report back to the expert committee in TNI. Dr. Flowers asked for clarification since he understood that the TNI Frequency workgroup would not complete its work until late June or July. Mr. Lowry confirmed Dr. Flowers' recollection. The subcommittee is waiting for data from proficiency providers on failure rates on a State-by-State basis, as the Board discussed during last month's meeting. The subcommittee is scheduled to finalize the report in July and send it to the expert committee. The document sent to the expert committee recently was a draft copy of the final report as it currently stands. The expert committee has been receiving this updated draft report periodically during the course of the effort. Dr. Flowers asked if the TNI expert committee expects to make a decision on this topic later this summer. Mr. Farrell asked if whether the draft report would change significantly by the end of the summer. Mr. Lowry replied that changes in the report would depend on the State-by-State study currently being prepared.

Dr. Flowers asked for clarification on the notes from the last ELAB meeting, which stated that Ms. Morgan's survey data would be cross checked against the State-by-State failure rate. Mr. Lowry explained that Ms Morgan's work is about the States, how they accredit, and how many performance test samples (PTs) are used by each State. The data being collected from the providers and given to the TNI frequency committee are State-by-State with the location of the laboratories and whether the laboratories are NELAC or non-NELAC certified. The TNI group will compare particular NELAC States of interest, i.e., New Jersey and California, that have a two tiered system) to non-NELAC States to determine if the PT failure rates are significantly different.

Dr. Flowers asked the Board what they wanted to talk about regarding this subject. Mr. Lowry stated the purpose was to get an update on the status of the topic to determine if discussion was appropriate or if the Board needed to wait for more data or developments. Dr. Flowers commented that ELAB plays a unique role in the laboratory industry since it represents the "full view" of the industry. He believes ELAB should decide if it will accept the recommendation of the subcommittee or express the ELAB consensus viewpoint on the topic for the laboratory industry.

Mr. Lowry reviewed the intent and goal of his ELAB Workgroup and portrayed it as reviewing the information, data, and white papers. That was the theme of the last workgroup meeting. Mr. Ferrell asked about the eventual recommendation from the workgroup that would be elevated to ELAB for review. He asked Mr. Lowry what the work group would recommend as ELAB's objective based on the work groups efforts. Mr. Lowry stated the original focus of the workgroup was to review information starting with discussions over the past one and a half years to determine how scientific data could be collected that would allow evaluation of the effect of PT frequency on laboratory performance. At the same time, TNI had a parallel effort. Some of the ELAB workgroup

members are TNI members and aided TNI in its efforts. The intent of the workgroup was to bring information from TNI as it was developed, with the intent of having ELAB go to EPA with the information and make suggestions or recommendations about the frequency of PT samples. Mr. Ferrell asked when the workgroup would have sufficient source material before ELAB so they can move the topic to a logical conclusion. Mr. Lowry responded that shortly after the TNI PT Frequency Subcommittee releases their final report to the expert committee, ELAB will have that report and should be able to reach a conclusion and recommendation. Dr. Flowers suggested this may happen by the end of the summer. He asked if the information the workgroup was waiting for from TNI would influence the workgroup's recommendation and final decision on the topic. Mr. Lowry responded in the affirmative and added that additional information was being collected by the workgroup to complement the TNI input. By working with the TNI subcommittee, the ELAB workgroup is keeping pace with the data as it becomes available and is able to discuss the meaning of the data.

Mr. Dechant asked Mr. Lowry whether it would be reasonable to expect that the TNI PT expert committee would provide its report on this topic at the August TNI (NEMC) meeting, and at the same time whether ELAB workgroup would be able to prepare a comparable position paper to be reviewed by the full Board at the face-to-face meeting in August? Mr. Lowry suggested that the report from the TNI PT expert committee may not be available in time for the ELAB workgroup to do its review and prepare a position paper. He recommended delaying a final ELAB discussion until the month after the August face-to-face meeting.

Dr. Flowers reiterated the Board's goal to "piggyback" the information gathering, but not the decision process on this topic. He questioned whether waiting until the TNI PT expert committee renders its opinion would add any value to the decision process for ELAB. Mr. Dechant added that TNI expects to have all of their information gathered and some kind of a report ready by August. Therefore, ELAB should anticipate having all of the information it needs by August and be ready for a detailed discussion at the face-to-face meeting. Mr. Farrell offered a counteropinion that ELAB should let TNI do what they plan to do, while ELAB tracks the progress without getting into the recommendation process at TNI. Once TNI makes a recommendation, ELAB can either agree and support the recommendation or disagree and have a full discussion in ELAB resulting in a recommendation to EPA. Dr. Michael D. Wichman agreed with Mr. Farrell and added that ELAB may need additional data after TNI completes its work, thus, he believes that it is worthwhile to wait until TNI finishes its work before ELAB prepares its formal recommendation. While Dr. Flowers disagreed, and repeated his understanding that ELAB should not wait for or use the decisions from TNI, he was willing to agree with the majority opinion on how to proceed on this topic.

Dr. Flowers closed the topic by stating that ELAB would post the white paper, and the two rebuttals, one from the TNI subcommittee chair and one from the corporate officer from ERA Inc. ELAB would post these documents based on the policy it established and discussed at the last meeting.

4. Workgroup Updates/Assignments (Old and New)

A. LAB Policy for Posting Documents

Mr. Speis summarized the policy for posting documents on the ELAB Web site discussed in the April 15, 2009 ELAB minutes. Documents discussed during the ELAB meeting would be incorporated in the minutes and as a separate document. If ELAB took no actions on a document submitted by the public, then it would be posted on the Internet and tagged as "Not Considered." If a document is received that is beyond the purview of the ELAB charter, then it will be posed on the Web site and tagged as "Beyond the Charter." [Note: titles were shortened from the originals in the April minutes]

Mr. Dechant asked if documents that are not initially considered become topics of discussion, would they be moved to the minutes. The Board agreed with this approach.

Dr. Flowers asked for a motion for approval of this policy. Dr. Kingston asked if the policy should be modified to show that the documents reviewed by ELAB will be posted with the minutes and separately. Ms. Autry recommended modifying the policy and having the Board vote on the policy by email. Mr. Speis agreed to revise the policy based on the Board's discussion. Mr. Farrell motioned that the policy be accepted with the changes as discussed. Mr. Speis seconded the motion. The motion passed with one abstention.

5. Closing Remarks/Adjourn

Ms. Autry reported that the revised ELAB Web site would be active before the end of the day. She also shared that the current charter for ELAB expires in July. She is in the process of resubmitting the charter. There will be some minor changes to the charter that will be discussed once the charter is complete. The changes involve new policies and practices put into place for Advisory Committees in general. The changes ensure that there is an open exchange of the work that the Board is doing. The charter changes must be made and the charter must be signed by EPA management and resubmitted by July 21, 2009 to keep ELAB as an active Board.

By the end of the month, Ms. Autry expects a Federal Register Notice to be published that makes public the status of the Performance Approach to EPA measurements. The intent of the notice is to reconcile the Federal Register Notice published in September 1997 with the current policy. The notice updates EPA's position on the Performance Approach. It describes the four goals for the flexible environmental measurement approach that Ms. Autry previously described to the Board. The notice was approved by the Science Policy Council for the Science Advisors Signature. The notice is awaiting final signature and publication in the Federal Register.

Ms. Autry also updated ELAB on Method Detection (MDL), Method Quantitation (MQL) and calibration efforts done by the FEM. FEM is creating a dictionary that will

consolidate the terms related to MDL/MQL/Calibration. The dictionary will also identify the program office or other sources of the definitions of these terms. The draft is not ready for distribution, but significant progress is being made on the MDL/MQL Calibration dictionary.

The newest action item for the FEM, which was added in to their action list in December 2008, includes involvement in environmental monitoring. FEM has accepted two charges in this new action item. Initially FEM had requested SPC approval to review environmental technology for sensor monitoring. FEM has an effort underway to review and assess existing and future monitoring technology. This is a cross agency effort with a representative list of monitoring projects and pilot studies to follow. The second part of the charge to FEM involves a challenge brought to light by EPA's regional programs' difficulty supporting State water monitoring programs. FEM proposed to the SPC that a group be formed to create an assessment of all of the agencies monitoring programs, to inventory existing programs, and to identify what monitoring is needed. Part of the charge is to determine how to better leverage the programs that EPA runs with other similar programs in other Federal Agencies (e.g., US Geological Survey, Department of Energy, Department of Defense). There is recognition of the enormity of conducting such an effort as well as importance of the question being asked by the EPA regions. FEM is still defining its role in the second part of the charge and how "monitoring" will be defined for the exercise. The role definition will ensure that FEM concentrates on a collection of monitoring programs or efforts that can be assessed and leveraged. EPA management was concerned that a workgroup would produce one massive report at the end of the assessment. Rather, EPA management has asked for several interim reports and updates that were organized by similarities in issues or approach.

Ms. Autry alerted the ELAB that a brochure on the National Environmental Measurements Conference (NEMC) would be delivered in the next few days. Registration for the conference is open.

Mr. Farrell asked if it was time to add an agenda item for the next meeting to discuss the agenda for the August face-to-face meeting. Ms. Autry encouraged the Board to develop the August agenda so she could start to communicate this information across multiple Web sites promoting the conference (e.g., ELAB's Web site, NEMC Web site). Dr. Flowers recommended sending email notices as the Board has done in the past to request participation in the ELAB meeting at the NEMC conference. The text for the email needs to be generated. He offered to locate previous email messages used for this purpose and send copies to the Board.

Dr. Flowers requested Board members develop agenda topics for discussion by the next Board meeting in June. Ms. Autry made suggestions on topics that would be of interest to the range of stakeholders attending the meeting.

- She asked Mr. Dechant to be prepared to share as much as he could about the workgroup's progress on the OW/TNI laboratory assessment comparison effort at

the NEMC conference. She suggested ELAB consider a joint presentation on this topic with some of the key stakeholders.

- She also asked about involving the Oregon chromium group. Ms. Autry recommended sending an email invitation to this group to encourage their participation. Mr. Speis and Mr. Farrell suggested a joint presentation with the Oregon chromium group at the NEMC conference.

Mr. Farrell recommended emphasizing two success stories for the NEMC agenda: the ORCR collaboration on method releases and the work the Mr. Dechant is doing on the OW/TNI comparisons.

Mr. Dechant committed to make a presentation on the OW/TNI comparison, whether the comparison is complete or not.

Mr. Farrell offered to compose a thank you letter combined with an invitation to the Oregon chromium group as part of the ongoing dialog from ELAB.

Ms. Autry also asked about an ELAB Web contact that she received on the OW/TNI comparison that ELAB was performing. No one on the Board has responded to the email. She asked whether she should answer the inquiry or whether one of the Board members has already sent an answer. Dr. Flowers asked if Ms. Autry had received a copy of the response he sent to the inquiry.

Dr. Flowers closed by informing the Board that the ELAB Web site has been updated and that the letter requesting an update on FEM activity with detection limits has been delivered to Ms. Autry. He asked whether visitors had any contributions or questions. Ms. Bradley thanked ELAB for the opportunity to participate in the call. With no other comments, Dr. Flowers adjourned the meeting.

Attachment A

AGENDA
ENVIRONMENTAL LABORATORY ADVISORY BOARD
Monthly Teleconference: 866-299-3188/9195415544#
May 20, 2009; 1:00 - 3:00 pm (ET)

Opening Remarks	DFO/Chair
Roll Call of ELAB Members and Identification of Guests	Chair
Review/Approval of April Minutes	Chair
Follow-up on Key Topics	All
- ORCR Meeting Follow-up	Tiger Team
- Method Calibration Letter	Lowry
- TNI Standard Comparison with Drinking Water Pgm	Dechant
- Proficiency Test Frequency Update/Discussion	All
Workgroup Updates/Assignments (Old and New)	All
Review Action Items/Assignments	Chair
Closing Remarks/Adjourn	DFO/Chair

MEMBERSHIP LISTING AND GUESTS

ELAB MEETING

April 15, 2009; 1:00 – 3:00 PM EDT

Attendance (Y/N)	Name	Affiliation
Y	Dr. Jeff Flowers (Chair)	City of Maitland Florida Representing: Elected Officials of Local Government
Y	Mr. David (Dave) N. Speis (Vice Chair)	Accutest Laboratories Representing: American Council of Independent Laboratories (ACIL)
Y	Ms. Lara P. Autry, DFO	US Environmental Protection Agency Representing: EPA
Y	Dr. Richard Burrows	Test America Inc. Representing: Commercial Lab Industry
Y	Mr. Gerald (Gary) Dechant	Analytical Quality Associates, Inc. Representing: Data Users
Y	Mr. John (Jack) E. Farrell, III	Analytical Excellence, Inc. Representing: The NELAC Institute (TNI)
N	Dr. Reza Karimi	Battelle Memorial Institute Representing: Non-profit Research and Development Organizations
Y	Dr. H. M. (Skip) Kingston	Duquesne University Representing: Government Consortiums, Native Americans, and Academia
Y	Mr. Jeffrey (Jeff) C. Lowry	Environmental Resource Associates Representing: Proficiency Testing Providers
Y	Ms. Judith (Judy) R. Morgan	Environmental Science Corp. Representing: Commercial Env. Lab.
N	Mr. Orval Osborne	Creek Environmental Laboratories, Inc. Representing: Small Laboratories/Native Americans
Y	Mr. Glenn (Joe) J. Pardue, Jr.	Pro2Serve Representing: Clients of QS Services
Y	Dr. Jim Pletl	Hampton Roads Sanitation District Representing: Municipal Env. Lab.
N	Ms. Nan Thomey	Environmental Chemistry, Inc. Representing: Owners Full Service Labs
N	Mr. Rock Vitale	Environmental Standards, Inc. Representing: Third Party Assessors
Y	Dr. Michael D. Wichman	University of Iowa Hygienic Laboratory Representing: Association of Public Health Laboratories (APHL)
Y (Guest)	Ms. Jennifer Colby	Eastern Research Group

Attendance (Y/N)	Name	Affiliation
Y (Guest)	Ms. Lynn Bradley	EPA/OEI
Y (Guest)	Mr. Peter Westlin	OAQPS

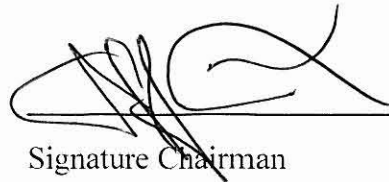
Attachment C

ACTION ITEMS

- Tiger Team will distribute information and documents from the ORCR meeting.
- Comments on the ORCR/ELAB document should be sent to Dr. Flowers.
- The Tiger Team will contact ORCR in the next week to start arranging the next conference call.
- Once the ORCR document is complete, the Tiger Team will start arrangements to get the affected parties involved in the discussions with ORCR and ELAB.
- The Monitoring Workgroup will meet before the next Board meeting.
- The Laboratory Management Workgroup will meet the Friday following the ELAB meetings
- Measurement and Technology Workgroup will continue to follow the TNI PT Frequency subcommittee activity.
- Mr. Farrell will to compose and send a thank you letter combined with an invitation to the NEMC meeting to the Oregon chromium group as part of the ongoing dialog from ELAB.
- Board members will prepare a list agenda topics for the NEMC face-to-face meeting in August and discuss the list at the next Board meeting.

Attachment D

I hereby certify that these are the final version of minutes for the Environmental Laboratory Advisory Board Meeting held on May 20, 2009.



Signature Chairman

Dr. Jeff Flowers



Print Name Chairman