

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference
June 18, 2008; 1:00 – 3:00 PM EDT**

The Environmental Laboratory Advisory Board (ELAB) meeting was held via regular teleconference on June 18, 2008 from 1:00 – 3:00 PM EDT. The original agenda for this meeting is provided as Attachment A. A list of participants is given in Attachment B. Action items are included in Attachment C. The official signature of the Chair or Vice-Chair is included in Attachment D.

INTRODUCTION

Dr. Pletl welcomed board members and guests and took a roll call of the Board.

One guest, Mr. James Roberts, participated in the call.

AGENDA ITEMS:

APPROVAL OF OR CHANGES TO PREVIOUS MEETING/CALL MINUTES

Minutes from the Board's last meeting on May 21, 2008 were approved by board members without comment.

PROFICIENCY TESTING DISCUSSIONS

Dr. Pletl introduced the topic of Proficiency Testing by commenting that it appeared as though ELAB's suggestion to include its three working group chairs as official members of the TNI subcommittee was not being adopted. To this, Ms. Morgan responded that she feels ELAB is already well represented on the committee with herself, Mr. Dechant, Dr. Karimi, and Mr. Lowry, and that the committee itself seems well balanced. Mr. Dechant added that there is now no restriction on the number of members, so anyone can be involved in some way. Dr. Flowers disagreed and thought the arrangement seemed odd. He went on to share concern over data which he felt were not transparent or recalculable. He also expressed concern that the data were all from one state and one PT provider as opposed to the community as a whole. Mr. Lowry disagreed and assured board members that the data will be transparent and recalculable. Ms. Morgan added that New Jersey's data is just the starting point since they have a good program and concise data available which they volunteered.

Mr. Lowry volunteered to give ELAB members an update on PT subcommittee happenings. He first mentioned that Ms. Morgan provided her state agency survey to the PT subcommittee and it was suggested at the meeting to summarize it. He went on to say that they are filling in some other questions on top of what Ms. Morgan asked. Ms. Morgan volunteered to call some of the agencies for more information. Mr. Lowry commented that the New Jersey study is under way, having collected all of the names that

are 2 PTs/year and 1 PT/year. He mentioned that he is working with Dan Tholen on what calculations to do and how to do them based on the study design. To this, Dr. Flowers asked if they will be forwarded any information about how the calculations will be done prior to the meeting. Mr. Lowry answered said he won't be able to have that done before the meeting, but before they are published, it will be clear. Dr. Pletl commented that perhaps ELAB should issue a concern to make sure there is enough time for review. Mr. Dechant responded that he thinks they are jumping to conclusions and getting ahead of themselves on this matter. He also reminded everyone the subcommittee is not designed to make decisions, rather to collect and process information and to then provide it to the PT Committee.

NEMC ELAB INVITATION

The NEMC Invitation draft was included in the pre-call email as an attachment. Dr. Pletl thanked Dr. Flowers and Mr. Wyeth for working on this invitation, and reminded everyone of their intent to distribute this invite to registered guests well before the actual meeting. Mr. Dechant added that it was a great idea, and asked whether or not they would be restricted by logos from the EPA's perspective. To this, Ms. Autry answered that they could not use the EPA logo on the letter head, but could make their own image. She added that the FACA office has hired two interns, one of whom is working on establishing a guideline to aid Federal Advisory Committees about their own letter heads, logos, etc. Dr. Flowers informed the Board that the invitation would go out to Jerry Parr by the end of this week.

METHOD UPDATE LETTER

The method update letter was also provided as an attachment to the pre-conference call email. Dr. Flowers commented that everyone on the Laboratory Management Work Group contributed in a positive way. Dr. Pletl stated that he thought the letter was good and to the point and actually offers a solution. Ms. Autry commented on the draft letter, saying that she thought they should broaden the scope of the issue and use concerns over OSW's practices as a more specific example. This way, she explained, Dr. Gray could forward the letter to the FEM and they could address the issue in a broader way. She also suggested that they make it into a formal letter. Other board members agreed that it should take the form of a letter as opposed to an email. Ms. Autry said that the letter should be forwarded to Dr. Gray's counterpart in OSW, Parker Bodine.

Mr. Dechant then made a motion that minor edits should be made to the letter to formalize it, but that the basic content is appropriate. Dr. Pletl amended the motion, adding that these changes will be sent via email after the call. Mr. Dechant accepted the amendment, and Mr. Lowry seconded the motion. All board members were in favor.

WORK GROUP REPORTS

Dr. Pletl opened the discussion up to work groups for updates. There were no updates from the work groups at the time of the call.

CHROMIUM HOLDING TIME

Dr. Pletl explained that he posed a question about OSW's research on this issue to Dick Redding and to OSW. He received two responses which were also provided as attachments to the pre-call email. Mr. Lowry commented that Mr. Vitale's concerns last month over whether OSW was starting from scratch in their study had been realized. To this, Mr. Dechant commented that OW's studies were on non-potable water, which were said to not apply to OSW which is more concerned with studies on surface water, stormwater, etc.

Board members discussed what they could do since there might be a lot of confusion relating to the different holding times for OW and OSW samples. Ms. Autry suggested that ELAB issue its own report to provide clarification to the laboratory community, making them aware of this issue. Board members agreed that this was a great idea and that it could be published on the ELAB website. Dr. Flowers suggested that the Measurement and Technology Work Group take care of drafting this one-pager. Dr. Pletl then proposed that the Measurement and Technology Work Group will draft some text for publication on ELAB's website as a status update for where OSW is on the Chromium holding time issue. Board members agreed.

DRINKING WATER METHODS

Dr. Pletl mentioned the attached email that included an EPA link in it for safe drinking water methods. Mr. Lowry asked whether Judy or Lynn knew anything about new methods being published. Ms. Morgan commented that someone with TNI is looking to collaborate in that effort. Ms. Autry also informed the board members that the agency has received an unsolicited proposal for TNI to be more involved.

COMMENTS AND/OR ADDITIONAL ISSUES

Dr. Pletl opened the floor to board members and guests to discuss any additional issues or thoughts. Ms. Morgan commented that she is very close to having the questions done for the ISO 17025 and ELAB laboratory effectiveness survey she is working on in conjunction with Western Kentucky University. Ms. Autry then spoke briefly about the new ELAB membership packets. She added that new members should be recognized by September 1.

ADJOURN/CLOSING REMARKS

Dr. Pletl adjourned the Board meeting at 2:48 p.m. EST.

DRAFT

Attachment A

**AGENDA
for
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING**

June 18, 2008; 1:00 – 3:00 PM EDT

Conference Call

Call in number: 1-866-299-3188; code 9195415544#

	Topic	Individual Responsible
1	Opening Remarks	DFO
2	Roll Call for ELAB Members Introduction of Guests	Chair
3	Review and approval of meeting minutes <ul style="list-style-type: none">• May, 2008	All
4	Proficiency Testing Discussions	All
5	NEMC ELAB Invitation	Flowers, Wyeth
6	Method update letter	Lab Mngmnt Grp
7	Work Group Reports <ul style="list-style-type: none">• Monitoring Work Group• Laboratory Management Work Group• Measurement and Technology Work Group	Chair Morgan Flowers Lowry
8	Chromium holding time issue	Pletl, Dechant
9	Drinking water methods	Lowery
10	Comments and/or Additional Issues	All
11	Open Discussion and Comments from Guests	All
12	Review Action Items and Assignments	Chair
13	Adjourn/Closing Remarks	Chair/DFO

Attachment B

MEMBERSHIP LISTING AND GUESTS**ELAB MEETING****June 18, 2008; 1:00 – 3:00 PM EDT**

Attendance (Y/N)	Name	Affiliation
Y	Dr. Jim Pletl (Chair)	Hampton Roads Sanitation District Representing: Municipal Env. Lab.
N	Mr. Robert (Bob) K. Wyeth	Columbia Analytical Services, Inc. Representing: ACIL
Y	Ms. Lara P. Autry, DFO	US Environmental Protection Agency Representing: EPA
N	Mr. Paul Banfer	EISC (Environnemental Info. Sys. Corp.) Representing: Information Systems
Y	Mr. Scot Cocanour	Promium Representing: Lab. Customers of Information Technology
Y	Mr. Gerald (Gary) Dechant	Analytical Quality Associates, Inc. Representing: DOE Analy. Mgmt. Pgm.
Y	Dr. Jeff Flowers	Flowers Chemical Laboratories, Inc. Representing: Elected Officials for Local Govt
N	Dr. Reza Karimi	Southwest Research Institute Representing: Non-profit Research and Development Organizations with Academia
Y	Mr. Jeff Lowry	Environmental Resource Associates Representing: Proficiency Testing Providers
Y	Ms. Judy Morgan	Environmental Science Corp. Representing: Commercial Env. Lab.
Y	Mr. Joe Pardue	Parallax, Inc. Representing: Clients of QS Services
N	Ms. Nan Thomey	Environmental Chemistry, Inc. Representing: Small Laboratories
N	Mr. Rock Vitale	Environmental Standards, Inc. Representing: Third Party Assessors

DRAFT

Attachment C

ACTION ITEMS

Dr. Flowers will send text for NEMC invite to Jerry Parr.

Changes will be made to the method update letter and distributed via email for all to agree or comment on before being sent to Dr. Gray.

The Measurement and Technology Work Group will draft text for publication on the ELAB website addressing the OSW/Chromium holding time issues.

The Monitoring Work Group will follow up with and track issues relating to drinking water methods.

DRAFT

Attachment D

I hereby certify that these are the final version of minutes for the Environmental Laboratory Advisory Board Meeting held on June 18, 2008.

Signature Chairman

Jim Pletl

Print Name Chairman