

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference
July 16, 2008; 1:00 – 3:00 PM EDT**

The Environmental Laboratory Advisory Board (ELAB) meeting was held via regular teleconference on July 16, 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.

No guests participated in this call.

AGENDA ITEMS:

APPROVAL OF OR CHANGES TO PREVIOUS MEETING/CALL MINUTES

Minutes from the Board's last meeting on June 18, 2008 were approved by board members after Ms. Morgan noted a typo on page 3 under the Comments and/or Additional Issues subject heading ("NELAB"). Dr. Pletl stated that he will make the necessary change.

PROFICIENCY TESTING DISCUSSIONS

Dr. Pletl asked if any of the ELAB members who participated in the TNI subcommittee meeting would like to share any updates. Mr. Lowry commented that they are now working on a study design for New Jersey and settling on what statistics to use, etc. He added that one of the subcommittee members categorized the inorganics for him and that they will meet again on Friday.

Ms. Morgan updated the board members on the status of her survey. So far, 23 states have been contacted, the main question dealing with whether 1 PT is enough or not. She told the Board that 12 of the 23 states have come back saying that 1 is enough, 8 of the 23 preferred 2 PTs/year, and 3 of the 23 are still on the fence. Many of these states, she commented, are NELAC states. Ms. Morgan added that a couple of the states reported that the number of PT samples required by the NELAC program prevents their state from participating.

Dr. Flowers asked what the purpose of the PT provider survey was. To this, Mr. Lowry answered that the purpose of the survey is to find out about other programs and their frequency requirements. Dr. Pletl clarified that the work group is still in the information-gathering stage, and Mr. Lowry and Ms. Morgan agreed with this statement. Mr. Wyeth

then asked whether Ms. Morgan could identify those states that said they could not participate in the program. Ms. Morgan responded, saying that while she can identify them, she would rather wait until everyone has been pooled. Dr. Pletl inquired as to whether any of these states elaborated on their reasons for not joining the program. Ms. Morgan explained that, Minnesota, for example, cited many reasons. There have also been economic concerns over increasing the PT frequency. Dr. Flowers added that he has also heard of such an issue with the cost, noting that the economic concerns are very different for private the sector as opposed to state or government. Ms. Morgan commented that at least one NELAC state is down on renewals, some labs having dropped NELAC certification. She mentioned that in South Carolina, for example, renewals are down, and that labs are implementing different economic strategies, dropping certain certifications. Dr. Flowers commented that the economic issues are, in fact, very crucial to a practical resolution. Ms. Morgan then stated that she will add an economic component to her survey.

NEMC ELAB INVITATION

Dr. Pletl thanked Dr. Flowers and Mr. Wyeth for working on the NEMC ELAB invitation. The invite, he explained, had been sent to Gerry Parr. Mr. Wyeth suggested that they contact Gerry to get a list of all registered attendees and their email addresses, so they can distribute this invitation to everyone.

METHOD UPDATE LETTER FOR DR. GRAY

Dr. Pletl informed the Board that the method update letter, which was drafted by the Laboratory Management Work Group, was finished and sent to Dr. Gray on Friday.

WORK GROUP REPORTS

There were no work group updates during this call.

WEBSITE TEXT ON CHROMIUM HOLDING TIME

Mr. Wyeth asked Mr. Lowry and Mr. Dechant, who worked on the text, what advice they are actually giving on this issue, in light of the fact ELAB has already given the recommendation that OSW resolve the issue of holding times. Mr. Dechant and Mr. Lowry responded, explaining that the text they drafted is just a mechanism to identify the issue to the general public, making them aware of the situation. Mr. Wyeth then agreed that, if it is just an informative posting; he has no reservations. Dr. Flowers suggested that perhaps the text should say something about the 2-day holding time since many may be confused. After a brief discussion with Ms. Morgan, it was decided that it was actually a 24-hour, as opposed to a 2-day or 48-hour holding time. Mr. Dechant agreed to add this information to the draft before posting it to the ELAB website. Dr. Pletl made a motion to post this text to the website with advised addition, and all board members were in favor.

NEMC ELAB AGENDA

Dr. Pletl informed the board that if they could get an agenda for the NEMC ELAB meeting to Gerry Parr soon, he could then distribute it to all of the attendees. Dr. Pletl then asked the board members if they had any ideas or points to discuss at the upcoming meeting. Ms. Autry suggested the Board hold off on the leadership swap until their September meeting when all of the new members have been instated. The board members were okay with waiting on the actual transition of leadership roles until September. After some discussion, it was decided that the following items be put on the agenda for the NEMC meeting: July minutes, PT frequency discussion, Ms. Morgan's NELAC survey, year in review/accomplishments, ELAB membership update and recognition of former members, any outstanding issues within the work groups, and significant time for public participation.

Ms. Morgan asked for the advice of the Board on getting the word out in regards to her survey. It was suggested that she draw up a summary or flier describing the survey and its purpose and goals for distribution before or during the NEMC meeting. Ms. Autry asked that she please make it clear that, while ELAB will benefit from the information garnered by the survey, they are not, in fact, conducting the survey.

TNI/EPA MEETING ON DMRQA

Dr. Pletl informed the Board that he is working with Mr. Lowry and other on the PT Expert Committee subgroup looking at toxicity issues with DMRQA. They are trying to get feedback from the EPA.

ELAB CHAIR/VICE-CHAIR ROLES POLICY

As was mentioned in discussion of the NEMC meeting, the actual transition of leadership roles within ELAB will not take place until their September meeting.

Mr. Lowry inquired about the chair and vice-chair selection and election process. Dr. Pletl explained that it was his understanding that the current vice-chair becomes chair unless he or she is unable to hold the position. Ms. Autry added that, assuming Dr. Flowers was still willing to serve as the new chair, vice-chair nominations and elections will take place as soon as the new membership is established in September. She said she will issue an email for nominations, as well as the following electronic ballot in September.

COMMENTS AND/OR ADDITIONAL ISSUES

Mr. Lowry asked Ms. Morgan how the survey distinguished between individuals within the same company. Dr. Pletl suggested that the survey then include a person's job title for this purpose. Ms. Morgan agreed that this would be a good addition and asked the Board to send her any suggestions they might have for such job title choices. In closing,

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she added that she removed the neutral option on the survey to increase survey-takers attention and willingness to commit to a choice.

ADJOURN/CLOSING REMARKS

Dr. Pletl adjourned the Board meeting at 2:25 p.m. EST.

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Attachment A

**AGENDA
for
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING**

July 16, 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">• June, 2008	All
4	Proficiency Testing Discussions	All
5	NEMC ELAB Invitation	Flowers, Wyeth
6	Method update letter for Dr. Gray	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	Website text on Chromium/OWS issue	Dechant
9	NEMC ELAB agenda	All
10	TNI/EPA meeting on DMRQA	Pletl
11	ELAB Chair/Vice-Chair Roles Policy	Pletl
12	Comments and/or Additional Issues	All
13	Open Discussion and Comments from Guests	All
14	Review Action Items and Assignments	Chair
15	Adjourn/Closing Remarks	Chair/DFO

MEMBERSHIP LISTING AND GUESTS**ELAB MEETING****July 16, 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.
Y	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
N	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.
N	Mr. Joe Pardue	Parallax, Inc. Representing: Clients of QS Services
Y	Ms. Nan Thomey	Environmental Chemistry, Inc. Representing: Small Laboratories
N	Mr. Rock Vitale	Environmental Standards, Inc. Representing: Third Party Assessors

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Attachment C

ACTION ITEMS

Dr. Pletl will make the suggested change to the June minutes and approve them.

Items to be posted on upcoming NEMC meeting agenda include the following: July minutes, PT frequency discussion, Ms. Morgan's NELAC survey, year in review/accomplishments, ELAB membership update and recognition of former members, any outstanding issues within the work groups, and significant time for public participation.

After Mr. Dechant makes the changes to the Chromium Holding Time write-up, it will be posted on the ELAB website.

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Attachment D

I hereby certify that these are the final version of minutes for the Environmental Laboratory Advisory Board Meeting held on July 16, 2008.

Signature Chairman

Jim Pletl

Print Name Chairman