

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Face-to-Face Meeting/Teleconference: 866-299-3188/9195415544#
Hyatt Regency Sarasota, Sarasota, FL
January 30, 2012; 8:30 a.m. – 12:00 p.m. EST**

The Environmental Laboratory Advisory Board (ELAB or Board) face-to-face meeting was held on January 30, 2012, from 8:30 a.m. to 12:00 p.m. EST. The meeting was held as a session at the Forum on Laboratory Accreditation. The agenda for this meeting is 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, MISSION STATEMENT AND OVERVIEW OF BOARD GOALS

Ms. Lara Autry, Designated Federal Officer (DFO) for the Board, and Ms. Judy Morgan, Chair of the Board, welcomed the members and guests to the meeting and explained that the Board is a Federal Advisory Committee to the U.S. Environmental Protection Agency (EPA or Agency). Ms. Morgan explained that ELAB is a 15-member Board representing various stakeholder communities. The Board members bring issues from these stakeholders to EPA. In the past, the Board has worked with EPA's Office of Resource Conservation and Recovery (ORCR) on issues affecting stakeholders, provided the Agency with letters of advice and so forth.

2. APPROVAL OF DECEMBER MINUTES

Ms. Morgan asked whether there were any comments regarding the December 2011 Board meeting minutes; there were none. Mr. Jack Farrell made a motion to approve the December 2011 minutes, which Mr. David Speis seconded. The meeting minutes for December 2011 were approved unanimously with no discussion and no changes.

3. NEWS/UPDATES FROM THE DFO

Ms. Autry explained that she had received compliments regarding the accessibility of ELAB's monthly teleconferences and the fact that the Board's face-to-face meetings are held in conjunction with The NELAC Institute (TNI) meetings, particularly given the current budget situation. ELAB membership packages will be processed in the next few months. Those interested in serving on the Board should send Ms. Autry a letter of interest, resume and statement regarding which sector they would be representing.

4. STATE OF NATIONAL ACCREDITATION

Ms. Morgan explained that the Board had been working on determining the health of national accreditation since June 2011. Each of the representatives gathered information from his or her stakeholder group, from which 23 pages of feedback were developed. Mr. Speis added that the Board had not had a chance to discuss the compiled information and would do so during the meeting. He explained that the effort began following the American Council of Independent Laboratories' (ACIL) Third-Party Accreditation Initiative. The consolidated data gathered as a result serve as a basis for determining whether ELAB can recommend EPA action that will better promote a national program. At Dr. Jeff Flowers' request, Mr. Speis provided background information on the ACIL white paper suggesting that the accreditation process be shifted from a governmental process to a nongovernmental process using accreditation bodies (ABs). The primary driver for the move is economic. The information that the Board members gathered was divided into two categories: (1) operations and implementation and (2) economic factors. The constituents were asked about a number of subcategories within each category and were asked to identify difficulties in implementing a national accreditation program as well as what could be done to improve the current program. The following questions were posed: What impact do these factors have on the program? What solution would you propose if the impact is negative? Mr. Farrell added that the Board members also received positive input regarding what is working about the current program.

Mr. Speis highlighted the condensed findings about operational issues. There are continued concerns on assessment uniformity and standards interpretation and frequency. Other concerns include the absence of centralized, authoritative leadership driving the program and the damaging effects from nonparticipating states. Overwhelming requirements and costs affect small laboratory participation, so fully developed tools are needed to facilitate their participation. Nonuniform accreditation scope offerings and administrative procedures also complicate the current program, along with the inability to disqualify deficient laboratories. Finally, multiple stakeholder involvement in standards implementation impedes the process.

Economic issues affecting national accreditation include program funding shortfalls, increased financial burden from nonparticipating states, and lack of robust assessor training as a result of funding levels and AB staff reductions. The availability of state assessment in states not participating in the National Environmental Laboratory Accreditation Program (NELAP) affects laboratories' ability to compete. The common themes expressed by the majority of stakeholders include the need for expanded EPA involvement, a desire to use the Agency's drinking water program for assessment and proficiency testing (PT) specifications, use of the third-party AB community as a resource, the need for standardized administrative requirements and the use of creative mechanisms to achieve full state participation.

Mr. Speis opened the topic for discussion. Ms. Morgan stated that the summary document is an excellent source of information. She would like the Board to vote to approve the document and publish it on its website. Ms. Autry noted that names would need to be removed prior to publication. Ms. Morgan responded that the document is generic enough that individual stakeholders are protected. Dr. Reza Karimi asked about the intent of the document. Mr. Speis explained that the goal was to assess the health of national accreditation and then determine whether recommendations can be made to the Agency based on the findings. Mr. Farrell stated

that it was necessary for the Board to ensure that the document was accurate and complete before being published to the website. The document needs to be published with a disclaimer about what the document is and what it is not; Dr. Karimi agreed. Ms. Autry stated that the PowerPoint presentation could be published until the Board is comfortable with the document. Mr. Farrell also thought that it was necessary to prioritize the issues and themes to ensure that the discussion moved forward most efficiently and thoroughly. Mr. Speis agreed and noted that the first step was for the Board to review the information.

In response to a suggestion by Ms. Autry, Mr. Farrell thought that the best use of meeting time would be to receive input from the participants. Mr. John Phillips wanted to obtain stakeholder input regarding the feasibility of implementing changes and potential obstacles to implementation. Mr. Speis added that it is important to consider the Board's role. Dr. Karimi said that it was necessary to examine economic issues, and the funding questions need to be identified to determine what is achievable. Ms. Morgan said that the Board needs to prioritize the focal points under each category. The ELAB members also need to examine the information to determine barriers that are keeping the program from moving forward at a faster rate. Many commonalities were expressed among the various stakeholder groups.

Dr. Flowers wondered whether success could be achieved and what ELAB could do to help achieve that success. Furthermore, the Agency must operate within federal law, which may decrease its ability to be involved in a national program for environmental laboratory accreditation. Although ELAB is an advisory group to EPA, TNI will ignore any advice that the Board provides at its peril. National accreditation can provide tools to allow all laboratories to achieve the goals of accreditation in a favorable economic manner. Mr. Speis thought that making the Agency aware of the issues was important even if it was unable to act under current federal laws. Knowledge is important to EPA. Dr. Flowers said that the commonalities expressed by the stakeholders indicated the need to pay careful attention to the message.

Mr. Farrell thought it was important to consider other accreditation programs in addition to TNI. Dr. Karimi noted that separation is another issue; not all of the stakeholders that he interviewed distinguish among the programs. Ms. Aurora Shields added that the information that she gathered was based on NELAP accreditation. Mr. Farrell said that it was important to determine a focus as well as examine other accreditation programs. Dr. Richard Burrows added that only accreditation programs that affect environmental laboratories currently were being discussed, which include NELAP and the drinking water program. Ms. Autry stated that the document needed a clear title indicating this. Dr. Michael Wichman stated that all states with primacy have a drinking water program. Third-party assessors would have to be approved by the states. It is necessary to determine why there are nonparticipating states. Ms. Morgan agreed and noted that barriers to participation needed to be identified. Mr. Speis added that many nonparticipating states derive benefits from NELAP, potentially at the expense of other states. Ms. Shields wondered whether 100 percent participation was necessary.

Ms. Autry asked whether a laboratory would consider a program successful if the majority of the states benefit from the program. Is there a program (e.g., TNI, ISO, drinking water) that has impacted the program as a whole so that national accreditation is close to being achieved? Dr. Flowers thought that it had been achieved because of the commonality of the stakeholder statements. A significant issue is the reduced tax base, which impedes the states' ability to

support accreditation. A legal and economic tool is needed to allow the states to continue to function. Ms. Morgan commented that the program only addresses one aspect; there are a number of programs (e.g., air, various states' drinking water programs, Clean Water Act, Resource Conservation and Recovery Act), some of which do not require certification. It is necessary to consider how the various programs are being utilized. Ms. Morgan agreed with Dr. Wichman's assessment that it "comes down to the states." Dr. Wichman said that participation in the drinking water program was driven by the federal mandate.

Ms. Morgan noted the common theme of increased EPA involvement, and Ms. Autry reminded the Board that the Agency only has statutory authority for drinking water, asbestos and lead. Dr. Flowers thought that if barriers were removed so that it was easier to participate, the 17 states that are "drinking water only" may participate if costs are not increased. Ms. Silky Labie agreed and thought that it would be beneficial to approach state agencies and inform them of the importance of quality environmental data. Dr. Burrows said that ELAB needed to focus on providing recommendations to EPA regarding what the Agency can do.

Mr. Farrell commented that a recommendation would be viewed in a positive manner by other organizations. Although the Board's primary role is to provide advice and recommendations to the Agency, a secondary service that ELAB can provide is information. In terms of third-party ABs, Mr. Farrell thought that the issue was nongovernment use of nongovernmental resources. Other resources are available that can provide assistance, and Mr. Farrell suggested changing the language of the document to reflect this. Dr. Flowers commented that a broad ability to address problems, particularly economic problems, was needed.

Dr. Ed Askew (Askew Scientific Consulting) commented that he did not see any statements about the ABs that have not met the 2009 TNI standards. If the document is about the status of TNI accreditation, then he suggested that the title of the document be changed to reflect this. If the broad title is kept, then other accreditation organizations need to be discussed.

Mr. Jerry Parr (TNI) thanked ELAB for its work and noted that the TNI Advocacy Committee and Accreditation Body Task Force probably would act on the information that the Board had provided. He commented on the *Federal Register* notice about "streamlining EPA regulations" and thought that if the Board made a recommendation soon regarding streamlining the accreditation approach, there may be a good chance of affecting change. Ms. Shields noted that the Board had provided comments on that *Federal Register* notice.

Dr. Anand Mudambi (EPA) said that the U.S. Department of Defense also bases its quality systems manual on the TNI standards. In terms of cost-effectiveness, it is necessary to look broadly across EPA and determine where states can leverage. Money already is being spent, so it is wise to take advantage of what already is being done.

Ms. Judy Duncan (Oklahoma Department of Environmental Quality, Retired) said that it would be helpful to know the demographics of the respondents when the document is published. EPA must obey the law, but states also must deal with statutes. There is a need to find an effective method for advocating for change within EPA and the states. Leadership is necessary to advance change, and EPA could provide this leadership.

Ms. Nan Thomey (Environmental Chemistry, Inc.) commented that she saw the same obstacles that she had witnessed 6 or 7 years prior. Many issues are related to standard administrative requirements, so she suggested that the Board begin with this issue and work with the states' participation in the process to determine if there is a way to work "from the bottom up instead of top down." This would allow states to follow their statutory requirements. A bottom-up approach is "thinking outside of the box." Mr. Speis replied that the information that the Board collected would be publicly available for any organization to act on. Ms. Autry reminded the group that it was necessary to be specific about what EPA can do to help the process within its statutes. EPA is attempting to leverage and collaborate with other federal agencies, nongovernmental organizations and the private sector. If it is possible for the Agency to work with other federal agencies that have taken a step toward supporting environmental accreditation, then this should be another consideration. Mr. Farrell and Ms. Autry discussed a related FEM policy effort that ELAB possibly could support.

Mr. Bill Hall (New Hampshire Environmental Laboratory Accreditation Program) asked for clarification regarding whether ACIL or ELAB had performed the study. Ms. Autry explained that the Board members independently contacted their constituents and reported the information to the Board. Mr. Farrell added that ELAB had decided that it could not act on the ACIL white paper under its stated mission.

Dr. George Detsis (U.S. Department of Energy) encouraged the Board to examine expanded EPA involvement to include all federal agencies, any of which also could make contributions.

The Board members discussed a motion regarding the next step in the process. Once they agreed on the language, Dr. Flowers moved that the Board would: (1) edit the state of national accreditation PowerPoint presentation before publishing it to its website, (2) edit the summary document before publishing it to its website, and (3) establish a process to distill the information and make recommendations. Dr. Karimi seconded the motion, which passed unanimously. Mr. Farrell reminded the Board members of the need to define an action plan and that the recommendations would be derived from the gathered information and the Board's expertise.

5. RECENT RECOMMENDATIONS

Ms. Morgan explained that the Board's activities since the August 2011 face-to-face meeting were directed toward stakeholder interest issues. ELAB sent a letter of interest to EPA regarding Recreational Water Quality Criteria development proposing Board involvement related to method decisions and implementation and followed up with ORCR regarding method revision, collaboratively deciding that ORCR would provide a summary of changes when a method is revised in SW-846. A letter of concern was sent to the Office of Water (OW) regarding method revisions versus new methods following the recent development of Method 524.4. The Board sent a letter of introduction to the Forum on Environmental Measurements (FEM) and its affiliates describing ELAB's expertise and desire to be involved in relevant, upcoming EPA issues. The assessment of the current status and health of national accreditation will result in a recommendation to the Agency.

ELAB sent a letter to OW in June 2010 recommending that the office utilize the TNI standards as the quality system superstructure and use the Drinking Water Certification Manual for technical specifications. The recommendation was based on the Board's comparison of the TNI 2009 standards and the fifth edition of the Drinking Water Certification Manual. Following the recommendation, Board members participated in a conference call with OW staff. On December 6, 2011, the Board received a letter from OW concluding that the recommendation is not practical at this time. The EPA quality assurance community currently supports the idea of a quality system adopted by ISO. ELAB's next steps will be to provide a detailed response and continue conversations with OW. Ms. Morgan highlighted a number of points to consider for future discussions with OW, noting that the Board members had not seen this information yet as she had researched why ISO would be the preferred standard. She created a table highlighting the information that she had found regarding ISO standards, TNI standards and the Drinking Water Certification Manual. She noted that precedence exists within EPA for requiring specific programs and cited several examples. She also cited 15 CFR 287.4 as a topic for further discussion.

Other facts to consider during future discussions with OW are that no other related federal program mandates exclusive use of ISO 17025, and the TNI 2009 standards are the only program standards that purely include ISO 17025 with established supplemental requirements, thus making it the most widely applied use of ISO17025 in any given laboratory industry. Laboratories meeting the TNI 2009 standards have, by design, essentially been assessed to ISO17025 requirements. Laboratories that need or desire international recognition can obtain it from an International Laboratory Accreditation Cooperation (ILAC) AB. Because there currently are only a few ILAC signatories, Ms. Morgan wondered whether the expectation would be that government agencies would complete the requirements and incur the costs to become an ILAC signatory to grant this accreditation if the requirement becomes ISO 17025. Ms. Morgan's research indicated that only eight U.S. states make no mention or have no recognition of the TNI standards in any documented form. The mention or inclusion of the TNI standards by 42 states speaks to the widespread knowledge of the program. Ms. Morgan has almost completed a document comparing the existing programs.

Mr. Farrell thought that there appeared to be a conflict regarding the Drinking Water Certification Manual supplement that needed to be explored. Agency groups, such as the Quality Community Information Exchange (QCIX), could benefit from the information that Ms. Morgan discovered. Mr. Speis added that he had been confused by OW's response because the TNI standards include ISO 17025 and are applied in 42 states. Application of the TNI standards meets or exceeds OW's intentions, so it is incumbent on the Board to educate OW and QCIX.

Mr. David Friedman (Friedman Consulting, LLC) said that it must be understood that the discussion was about the TNI standards and not NELAP. A chart highlighting the specific requirements from the Drinking Water Certification Manual that are not included in the TNI standards is needed, and OW's justification for the additional requirements should be sought. Under the Administrative Procedure Act, the government must use standards that already have been developed by other organizations instead of creating its own. Mr. Speis responded that ELAB had completed such a comparison, which was the basis for the recommendation. Ms. Morgan added that one concern is that the Drinking Water Certification Manual is not mandated by the Code of Federal Regulations, although some states had adopted their technical

requirements from the manual. Mr. Friedman thought that including the states confuses the issue. Ms. Labie said that the take-home message from the conference call with OW was that there is a great deal of misunderstanding regarding what is included in the TNI standards. Future meetings with OW must provide clarification.

Dr. Kenneth Jackson (TNI) stated that TNI has a Cooperative Research and Development Agreement with the Agency, one component of which is to establish a task force to harmonize the TNI and drinking water program requirements. The effort is timely and will include the regions. He anticipated that the task force would be developed shortly.

Mr. Askew noted that it was important to remember that the Drinking Water Certification Manual is guidance rather than regulation. It would be beneficial to determine where in the Code of Federal Regulations that the TNI standards are encouraged or discouraged. Mr. Speis said that ELAB was completing this determination in conjunction with its efforts regarding the health of national accreditation (i.e., facilitating the operation and expansion of a national environmental laboratory accreditation program).

Ms. Marlene Moore (Advanced Systems, Inc.) said that based on discussions with EPA, TNI, states and other peripheral programs within environmental communities, she thought that the problem was that, even within the TNI community, there is not a full understanding of accreditation processes. There also is confusion regarding what TNI has accomplished in terms of standards. It is important to note that NELAC (National Environmental Laboratory Accreditation Conference) evolved quickly into TNI, which is moving into other areas as well. She stated that it is necessary to speak the same language; Ms. Morgan agreed.

Mr. Peter Unger (A2LA) commented that the ultimate goal of accreditation is recognition of a laboratory's competence to perform tests. Because the TNI standards include a requirement for ISO 17025, EPA should not be confused. He explained that forensic science is a guideline and not mandated by ILAC. The Clinical Laboratory Improvement Amendments do not include ISO 17025 and are not an international standard. In response to a question from Mr. Farrell, Mr. Unger explained that those organizations that accredit to ISO 17025 generally have supplemental requirements, but these are not agreed on internationally.

Mr. Dan Hautman (EPA OW) stated that there is not confusion about the TNI standards. The regulatory aspect must be considered; if EPA supplies a mandate to use one specific program, states would have a legitimate federalism complaint. The states need flexibility to run their programs, and EPA is obligated to provide the states with options. Mr. Speis did not understand how use of systems of varying rigor could protect human health and the environment. Mr. Hautman said that the method is paramount, and quality control within the methods is used to ensure protection of human health and the environment. Mr. Farrell noted that not all methods include quality control components. Mr. Hautman agreed and said that EPA has a responsibility to protect all states, not just NELAP states. He wondered whether it would be beneficial to include a non-NELAP member on the Board. Economics also must be considered, as non-NELAP states would have a significant financial burden should EPA propose such a mandate. This type of mandate also would imply that non-NELAP states are using inferior methods. A mandate will need to be based on options and not on one specific quality system standard. Ms. Morgan responded that ELAB realizes the limitations of the Agency, but the Board would

like to see environmental accreditation within all EPA programs (e.g., air) instead of just drinking water. The goal is for all laboratories to offer the same level of quality in a consistent manner. Mr. Hautman was surprised when he had learned that other EPA programs did not have certification programs in place and agreed that this was a good place to begin. Mr. Farrell added that ELAB was not suggesting that all states need to become NELAP accredited or adopt all of the TNI standards.

Ms. Aaren Alger (Pennsylvania Department of Environmental Protection Laboratory Accreditation Program) said that her state operates NELAP and non-NELAP programs, and the state accepts the data from both programs as equivalent to meet the regulatory requirements. The major difference between the two programs is that non-NELAP-accredited laboratories are not required to meet some of the quality systems documentation requirements, which some laboratories cannot afford, and expecting them to meet these requirements would be a disservice to the laboratory community.

Ms. Lynn Bradley (TNI) noted that although Mr. Hautman indicated that EPA cannot require states to implement a specific quality system standard, per the CFR, any recipient of Agency grants, funds, agreements and so forth must have a quality system in place. EPA provides funding to the states for their drinking water programs. Ms. Bradley volunteered to find the specific CFR, which Ms. Morgan said would be helpful.

6. WORKGROUP ACTIVITIES

Monitoring Workgroup

Ms. Morgan explained that the Monitoring Workgroup was focusing on EPA's efforts to revise 40 CFR 131, develop new or revised Recreational Water Quality Criteria recommendations and implement rapid microbial methods. ELAB is interested because water quality criteria play a critical role in the Clean Water Act and are used in a variety of assessments and determinations. The Draft Water Quality Standards were published on December 21, 2011 (EPA-OW-2011-0466), and comments are due by February 21, 2012. The final standards are to be published in October 2012. Prior to this publication, several questions must be considered: What implementation assistance will EPA or the states be able to provide to laboratories that adopt qPCR? What guidance will be available to assessors to audit laboratories with qPCR? How will an associated PT program be managed and by which entity? There are several topics for discussion with EPA, including how qPCR will be adopted and the issue of PT providers.

In summary, new water quality standards and criteria will be in place by October 15, 2012, with adoption in 2015. Laboratories will need guidance regarding how to adopt the new rapid methods, and ABs will need guidance on how to assess laboratories that are using qPCR. PT providers also will need to be assessed. The Monitoring Workgroup plans to discuss the laboratory implementation process with experienced laboratories so that ELAB can better determine the impact and cost to laboratories that may be required to add qPCR. The workgroup established initial contact with the EPA Recreational Water Criteria group and will begin discussing the impact of the changes on laboratories, ABs and PT providers. A microsession during the August 2012 TNI meeting will include EPA representatives discussing the proposed

criteria and the impact on laboratories and assessors, experience and insight from one state that already had set up qPCR laboratories, and common issues with performing and assessing uniformity using the qPCR method.

Dr. Flowers noted that qPCR is an extremely expensive method that has no bearing on protection of human health because it measures nonviable organisms. Studies have proven that the method is not correlated with human health. Results will have significant financial impacts (e.g., beach closures) despite this lack of correlation. Ms. Morgan said that EPA was scheduled to present the potential impacts at the microsession at the next face-to-face meeting. This will be a good forum for laboratories to discuss their concerns regarding the method. Dr. Wichman added that it was impractical under the proposed timeframe unless the laboratory is onsite at the beach. Positive results still will need to be verified, which will take another 24 to 48 hours.

Measurement and Technology Workgroup

Mr. Phillips provided the report for the Measurement and Technology Workgroup. The current objective is to provide clarification regarding the use and application of Data Quality Objectives (DQOs), Measurement Quality Objectives (MQOs) and Data Quality Indicators (DQIs) as they relate to environmental analytical measurements within the DQO process. The workgroup is developing a glossary to define terms such as DQOs, MQOs and DQIs. Two other tasks are to understand the application of the DQO process within the various EPA regions and offices, states, U.S. Department of Defense, U.S. Department of Energy, U.S. Department of the Interior, ASTM International and TNI as well as to make recommendations to facilitate the expanded use of the DQO process for environmental measurements. The goal is to recommend which DQIs should be defined for all environmental laboratory measurements and propose a TNI guidance document that establishes the use of DQIs for laboratory measurements. If a client does not specify the project DQI criteria, then each laboratory should have default criteria for each measurement over which they have control.

EPA has released a second pilot study comparing the current Method Detection Limit and Minimum Limit processes to the Federal Advisory Committee on Detection and Quantitation process. Mr. Phillips encouraged Board members and participants to read the document, which was released in December 2011. Dr. Burrows explained that the false-positive rate, even when the tests were performed under the best possible circumstances, was 8 percent, which would mean that basically every sample would be subject to a false positive. The Agency has recognized that there are problems but does not have enough data to change the processes. The workgroup will pursue this issue and present to the full Board possible recommendations for the Agency. In response to a question from Mr. Farrell, Mr. Phillips explained that the effort would not be redundant to a TNI effort. Dr. Burrows made a motion that the Measurement and Technology Workgroup undertake an investigation of EPA's second pilot study with the goal of providing the full Board with potential recommendations for EPA. Mr. Phillips seconded the motion, which passed unanimously.

Laboratory Management Workgroup

The Laboratory Management Workgroup is working on the health of national accreditation, which already had been discussed during the meeting.

7. OPEN DISCUSSION/NEW ITEMS

Dr. Flowers made a motion to immediately publish the PowerPoint presentation from the meeting to its website, clearly marking it as a draft document that does not have official ELAB endorsement. Mr. Phillips seconded the motion. Mr. Farrell thought that this was in direct conflict with the earlier motion that had passed regarding the health of national accreditation portion of the presentation. The motion passed with one nay vote.

Mr. Speis moved that the Board undertake follow-up activities to be discussed during ELAB's February teleconference regarding its recommendation to OW about use of the TNI standards as a quality system superstructure, including use of the information Ms. Morgan found during her research. Dr. Flowers seconded the motion and suggested that OW staff members be invited to attend the teleconference. The Board passed the motion unanimously.

8. REVIEW ACTION ITEMS/CLOSING REMARKS/ADJOURNMENT

Citing no additional comments or issues, Ms. Morgan asked for a motion to adjourn. Dr. Flowers made the motion, which Ms. Shields seconded. The meeting was adjourned at 12:03 p.m.

AGENDA
ENVIRONMENTAL LABORATORY ADVISORY BOARD
Face-to-Face Meeting/Teleconference: 866-299-3188/9195415544#
Hyatt Regency Sarasota, Sarasota, FL
January 30, 2012; 8:30 a.m. – 12:00 p.m. EST

- 8:30 a.m. Opening Remarks, Roll Call, Mission Statement and Overview of Board Goals
- 8:40 a.m. Approval of December Minutes
- 8:45 a.m. News/Updates From the DFO
- 8:50 a.m. State of National Accreditation
- 10:00 a.m. Break
- 10:30 a.m. Recent Recommendations
- 11:00 a.m. Workgroup Activities
 - Monitoring Workgroup
 - Measurement and Technology Workgroup
 - Laboratory Management Workgroup
- 11:15 a.m. Open Discussion/New Items
- 11:55 a.m. Review Action Items/Closing Remarks/Adjournment

MEMBERSHIP LISTING AND GUESTS

ELAB MEETING
January 30, 2012; 8:30 a.m. – 12:00 p.m. EST

Attendance (Y/N)	Name	Affiliation
Y	Ms. Judith (Judy) R. Morgan (Chair)	Environmental Science Corp. Representing: Commercial Environmental Laboratories
Y	Ms. Aurora Shields (Vice-Chair)	City of Lawrence, Kansas Representing: Wastewater 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 (via teleconference)	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
N	Dr. H. M. (Skip) Kingston	Duquesne University Representing: Government Consortiums, Native Americans and Academia
Y	Ms. Sylvia (Silky) S. Labie	Environmental Laboratory Consulting & Technology, LLC Representing: Third-Party Assessors
N	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
N	Dr. James (Jim) Pletl	Hampton Roads Sanitation District Representing: Municipal Environmental Laboratories
N	Ms. Patsy Root	IDEXX Laboratories, Inc. Representing: Laboratory Product Developers
Y	Mr. David (Dave) N. Speis	Accutest Laboratories Representing: American Council of Independent Laboratories (ACIL)
Y (via teleconference)	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)

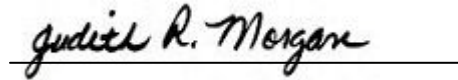
Attendance (Y/N)	Name	Affiliation
Y	Ms. Kristen LeBaron (Contractor)	The Scientific Consulting Group, Inc. (SCG)
Y	Ms. Aaren Alger (Guest)	Pennsylvania Department of Environmental Protection Laboratory Accreditation Program
Y	Dr. Edward Askew (Guest)	Askew Scientific Consulting
Y	Ms. Lynn Bradley (Guest)	TNI
Y	Dr. George Detsis (Guest)	U.S. Department of Energy
Y	Ms. Judy Duncan (Guest)	Oklahoma Department of Environmental Quality (Retired)
Y	Mr. David Friedman (Guest)	Friedman Consulting, LLC
Y	Mr. Bill Hall (Guest)	New Hampshire Environmental Laboratory Accreditation Program
Y	Mr. Dan Hautman (Guest)	EPA
Y	Dr. Kenneth Jackson (Guest)	TNI
Y	Dr. Anand Mudambi (Guest)	EPA
Y	Ms. Marlene Moore (Guest)	Advanced Systems, Inc.
Y	Mr. Joe Pardue, Jr. (Guest)	Pro2Serve
Y	Mr. Jerry Parr (Guest)	TNI
Y	Ms. Nan Thomey (Guest)	Environmental Chemistry, Inc.
Y	Mr. Peter Unger (Guest)	A2LA

ACTION ITEMS

1. ELAB will: (1) edit the state of national accreditation PowerPoint presentation before publishing it to its website, (2) edit the state of national accreditation summary document before publishing it to its website, and (3) establish a process to distill the information the Board gathered from its constituents and make recommendations to EPA.
2. The Board will immediately publish the PowerPoint presentation from the meeting to its website, clearly marking it as a draft document that does not have official ELAB endorsement.
3. The Measurement and Technology Workgroup will undertake an investigation of EPA's second pilot study with the goal of providing the full Board with potential recommendations for EPA.
4. The Board will undertake follow-up activities to be discussed during ELAB's February teleconference regarding its recommendation to OW about use of the TNI standards as a quality system superstructure, including use of the information Ms. Morgan found during her research.

Attachment D

I hereby certify that these are the final version of minutes for the Environmental Laboratory Advisory Board Meeting held on January 30, 2012.

A handwritten signature in black ink, reading "Judith R. Morgan", is written over a horizontal line.

Signature Chair

Ms. Judith R. Morgan

Print Name Chair