

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference: 866-299-3188/9195415544#
May 15, 2013; 1:00 – 3:00 p.m. EDT**

The U.S. Environmental Protection Agency's (EPA) Environmental Laboratory Advisory Board (ELAB or Board) teleconference was held on May 15, 2013. The agenda for this meeting is provided as Attachment A, a list of the participants is provided as Attachment B, and action items from the teleconference are included as Attachment C. The official certification of the minutes by the Chair or Vice-Chair is included as Attachment D.

AGENDA ITEMS:

1. OPENING REMARKS

Ms. Patsy Root, Chair of ELAB, and Ms. Lara Phelps, Designated Federal Official (DFO) of ELAB, welcomed participants to the teleconference and called an official roll of the Board members and guests.

2. APPROVAL OF APRIL MINUTES

Ms. Root asked whether any members other than Ms. Patricia Carvajal, who sent minor editorial comments prior to the teleconference via email, had any comments regarding the April minutes. Ms. Carvajal moved to accept the minutes with the editorial changes, and Dr. Mahesh Pujari seconded the motion. The Board approved the edited April minutes unanimously with one abstention and no discussion.

3. NEW TASK GROUPS

As a result of the changes to federal workgroup structure, the standing ELAB Workgroups were dissolved, and it is necessary to form *ad hoc* task (topic) groups based on Board topics and activities. Ms. Root explained that a topics spreadsheet had been sent to the members so that they could select the topics on which they wanted to work, and all of the Board members had responded with their preferences. Ms. Root asked for volunteers to lead each of the topic groups. She already had volunteered to lead the qPCR topic group, which also includes Ms. Carvajal, Ms. Ruth Forman and Dr. Michael Wichman. Ms. Michelle Wade had volunteered previously via e-mail to lead the helium topic, which also includes Ms. Aurora Shields, Mr. Jack Farrell, Ms. Forman, Ms. Susan Mazur and Mr. Dave Speis.

Mr. John Phillips provided an update on the Interagency Data Quality Task Force (IDQTF) topic, which is an effort to initiate a dialogue about modifying the data quality objective (DQO) process to include laboratory input prior to finalization of any DQO plan; Ms. Silky Labie previously had been responsible for contacting the IDQTF chair. Ms. Labie will lead the group, which includes Mr. Phillips, Dr. Pujari, Dr. James Seiber and Dr. Wichman.

Dr. Pujari volunteered to lead the topic group devoted to liquid chromatography with tandem mass spectrometry, which also includes Dr. Richard Burrows, Ms. Carvajal and Dr. Dallas Wait, who had provided background information on the topic. The topic devoted to commenting on a *Federal Register* notice regarding EPA work plans was removed, as the comment period has ended.

Ms. Root will ask Dr. Wait if he is willing to lead the methods harmony topic group, which also includes Ms. Shields, Dr. Burrows, Mr. Farrell, Mr. Speis and Ms. Wade. Mr. Phillips volunteered to lead the method detection limits group, which also includes Dr. Burrows, Ms. Carvajal, Ms. Forman, Ms. Mazur and Dr. Wait. Dr. Burrows will lead the accurate identification and reporting of chlorinated ethers topic group, which also includes Ms. Mazur, Mr. Phillips, Mr. Speis and Dr. Wichman.

Ms. Phelps explained that as long as no more than six ELAB members meet during a topic group teleconference, no advance notice of meetings is needed. Topic leaders can copy Ms. Kristen LeBaron and Ms. Denise Hoffman of The Scientific Consulting Group, Inc. (SCG) on any meeting invitation to secure notetaking services. If Ms. LeBaron is not available for a teleconference, SCG will ensure that another notetaker is available.

Ms. Root said that she would like to establish a new topic group to explore Method 625, Revision B. Mr. Lemuel Walker (EPA Office of Water) has requested that any ELAB feedback be provided no later than June 28, 2013. Given the deadline, Ms. Phelps recommended that ELAB members provide feedback about the document to a team that includes three to four members to synthesize the information. The full Board can discuss the comments during its June meeting, and the team can finalize the comments, allowing Ms. LeBaron to provide editorial review. Ms. Root agreed with this plan and said that after the Board discusses the comments during the June meeting, the team could produce a synthesis document and cover letter by the deadline. Drs. Burrows, Pujari and Wichman volunteered to serve on this topic group.

Ms. Phelps said that there would be a forthcoming topic that would need to be assigned to a topic group; more information will be available during the Board's June meeting. Ms. Phelps reminded the ELAB members that Region 8 eventually would like the Board's feedback about its conversion of Method 8260 from helium to hydrogen; the request probably will be received no later than July and will need to be assigned to a topic group. Mr. Farrell thought that this could be combined with the helium effort when ELAB receives the official request. Mr. Phillips commented that in regard to the helium topic, he had spoken to Ms. Meredith Clarage (EPA Region 6), who reported that her laboratory had attained success converting from helium to hydrogen for volatile methods; however, when methylene chloride is used for extraction for semivolatile methods in dry climates, acidification in the injection port occurs. A regional laboratory in a more humid climate, however, does not have this problem. If the helium group is interested in speaking with her, Mr. Phillips can forward her contact information.

In response to a question, Ms. Root responded that she would send the revised topics spreadsheet to the ELAB members.

4. REQUEST FROM THE OFFICE OF WATER

As discussed above, a topic group was established to accommodate the Office of Water's request that ELAB provide comments regarding Method 625, Revision B no later than June 28, 2013.

5. UPDATES FROM THE DFO

Ms. Phelps explained that the Board's charter expires in July and must be renewed. She has been working on the renewal package, which is expected to be approved shortly. Currently, the scope and other components of ELAB's charter have not been changed. Once information is available about the *Federal Register* notice regarding the renewed charter, Ms. Phelps will forward it to the Board members.

The next ELAB face-to-face meeting will be held in conjunction with the Environmental Measurement Symposium in August in San Antonio, Texas. Registration for the symposium has opened, and there is a link to the registration webpage from ELAB's website. Those members who only can attend the ELAB portion of the symposium should contact Ms. Phelps so that she can ensure that the registration fee is waived. A teleconference line will be provided during the Board's meeting, and Adobe Connect may be available as well.

The General Services Administration has updated the Federal Advisory Committee Act (FACA) committees database; it currently is in beta testing to ensure that all information was transferred accurately to the new site. The database is publicly accessible and provides information about all FACA committees across the federal government; the new database will be released in late June or early July.

6. NEW TOPICS/ISSUES FOR CONSIDERATION

The Board members did not introduce any new topics for consideration.

7. WRAP-UP/REVIEW ACTION ITEMS

Ms. Kristen LeBaron reviewed the action items identified during the meeting, which are included in Attachment C.

8. CLOSING REMARKS/ADJOURNMENT

Mr. Farrell moved to adjourn the meeting, which Dr. Burrows seconded. The meeting was adjourned unanimously at 1:53 p.m.

Attachment A

AGENDA
ENVIRONMENTAL LABORATORY ADVISORY BOARD
Monthly Teleconference: 866-299-3188/9195415544#
May 15, 2013; 1:00 – 3:00 p.m. (EDT)

Opening Remarks	Phelps/Root
Approval of April Minutes	Root
New Task Groups	Root/Wade
- Assignments/Activities	Root/Wade
Request From the Office of Water	Root/Shields
New Topics/Issues for Consideration	Root
Updates From the DFO	Phelps
Wrap-Up/Review Action Items	Root/LeBaron
Closing Remarks/Adjourn	Phelps/Root

Attachment B**MEMBERSHIP LISTING AND GUESTS**

ELAB TELECONFERENCE
May 15, 2013; 1:00 p.m. – 3:00 p.m. EDT

Attendance (Y/N)	Name	Affiliation
Y	Ms. Patsy Root (Chair)	IDEXX Laboratories, Inc. Representing: Laboratory Product Developers
N	Ms. Michelle L. Wade (Vice-Chair)	Kansas Department of Health and the Environment Representing: Laboratory Accreditation Bodies
Y	Ms. Lara P. Phelps, DFO	U.S. Environmental Protection Agency Representing: EPA
Y	Dr. Richard Burrows	TestAmerica Laboratories, Inc. Representing: Commercial Laboratory Industry
Y	Ms. Patricia M. Carvajal	San Antonio River Authority Representing: Watershed/Restoration
Y	Mr. John (Jack) E. Farrell, III	Analytical Excellence, Inc. Representing: The NELAC Institute (TNI)
N	Ms. Ruth L. Forman	Environmental Standards, Inc. Representing: Large Third-Party Assessors
Y	Ms. Sylvia (Silky) S. Labie	Environmental Laboratory Consulting & Technology, LLC Representing: Third Party Assessors
N	Ms. Susan L. Mazur	Florida Power and Light Representing: Utility Water Act Group
Y	Mr. John H. Phillips	Ford Motor Company Representing: Alliance of Automobile Manufacturers
Y	Dr. Mahesh P. Pujari	City of Los Angeles Representing: National Association of Clean Water Agencies (NACWA)
N	Dr. James N. Seiber	University of California, Davis Representing: Academic and Research Communities
Y	Ms. Aurora Shields	City of Lawrence, Kansas Representing: Wastewater Laboratories
N	Mr. David (Dave) N. Speis	QC Laboratories Representing: American Council of Independent Laboratories (ACIL)
N	Dr. A. Dallas Wait	Gradient Representing: Consumer Products Industry
Y	Dr. Michael D. Wichman	State Hygienic Laboratory at the University of Iowa Representing: Association of Public Health Laboratories (APHL)

Attendance (Y/N)	Name	Affiliation
Y	Ms. Kristen LeBaron (Contractor)	The Scientific Consulting Group, Inc. (SCG)
Y	Mr. Martin Hyman (Student Contractor)	EPA
Y	Ms. Lynn Bradley (Guest)	TNI
Y	Mr. Ben Deason	Office of the Inspector General, San Francisco

Attachment C

ACTION ITEMS

1. Ms. Kristen LeBaron will finalize the April 2013 meeting minutes and send them to Ms. Phelps via email.
2. Ms. Root will ask Dr. Wait if he will lead the methods harmony topic group.
3. The topic group leaders will begin coordinating the meetings of their groups. Any requests for notetaking should be via Ms. Phelps, Ms. LeBaron and Ms. Denise Hoffman (SCG); if Ms. LeBaron is unavailable, SCG will provide an alternate notetaker.
4. Ms. Root will forward Method 625, Revision B to the Board members for their comment; their comments will be due within approximately 3 weeks and will be discussed during the June ELAB meeting.

Attachment D

I hereby certify that this is the final version of the minutes for the Environmental Laboratory Advisory Board Meeting held on May 15, 2013.

A handwritten signature in black ink, appearing to read "P. Root", is positioned above a horizontal line.

Signature Chair

Ms. Patsy Root

Print Name Chair