SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference: 866-299-3188/9195415544#
December 21, 2011; 1:00 – 3:00 p.m. EST

The U.S. Environmental Protection Agency's (EPA) Environmental Laboratory Advisory Board (ELAB or Board) teleconference was held on December 21, 2011, from 1:00 to 3:00 p.m. EST. 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. Judy Morgan, Chair of ELAB, and Ms. Lara Autry, Designated Federal Officer (DFO) of ELAB, welcomed participants to the teleconference. Ms. Morgan called an official roll of the Board members and guests.

2. APPROVAL OF NOVEMBER MINUTES

Ms. Morgan asked whether there were any comments regarding the November 2011 Board minutes; there were none. Mr. Dave Speis moved to accept the minutes with no changes, and Ms. Silky Labie seconded the motion. The Board unanimously approved the November minutes with no changes and one abstention.

3. CURRENT ACTIONS NEEDING UPDATE/REVIEW

Ms. Patsy Root explained that the Monitoring Workgroup had contacted Ms. Grace Rubio (EPA) via e-mail regarding the Recreational Water Quality Criteria development issue. Ms. Rubio's colleague, Ms. Denise Smith, responded that ELAB should wait until the information is published in the *Federal Register* and comment via regular channels. The information should be published no later than the spring of 2012. The Board has a list of contacts once the information is published. Dr. Jim Pletl thought that the information had been published that day in the *Federal Register*. Ms. Root had not checked the day's *Federal Register* notices yet. Dr. Pletl said that what he received is titled, "Notice of Availability of Draft Recreational Water Quality Criteria and Request for Scientific Views," and he will send it to the Board members.

Ms. Autry noted that Ms. Root has made connections at various meetings, and now that the notice has been published, Ms. Autry can facilitate a meeting between ELAB and the appropriate EPA personnel. Dr. Jeff Flowers asked whether any of the appropriate EPA staff members would be present at The NELAC Institute (TNI) meeting in Sarasota, Florida, at the end of January 2012. Ms. Autry did not think that they would be unless they specifically were invited. Ms. Root said that she and Ms. Debra Waller (New Jersey Department of Environmental Protection) were developing a microbiology session for the August 2012 TNI meeting in Washington, DC. During a similar previous session, several experts, including Mr. John Wathen (EPA) from Ms. Rubio's

group, spoke. Perhaps it would be beneficial to invite a staff member from Ms. Rubio's group to speak about the proposed method at the August 2012 TNI meeting. Ms. Autry thought that this was a good idea, and she thought that Ms. Rubio's staff had participated in the summer TNI meeting in the past.

Ms. Morgan reported that Ms. Autry will distribute the letter of introduction regarding ELAB and its activities to the Forum on Environmental Measurements (FEM) members during the first week of 2012 in preparation for FEM's January 19, 2012, meeting; the letter is being sent in an effort to reach appropriate EPA staff members to educate them about the Board and its activities. Ms. Autry will provide an update about FEM's reaction to the letter during the Board's face-to-face meeting. Ms. Morgan thought that the letter will provide an opportunity to make additional contacts within the Agency. Additionally, the letter to the Office of Resource Conservation and Recovery (ORCR) was sent, and Ms. Kim Kirkland (EPA) responded that ORCR was happy to work with ELAB and come to a mutual agreement regarding the SW-846 effort.

Mr. Speis explained that the Board had received a letter from the Office of Water (OW) on December 6, 2012, in regard to the Board's recommendations to Mr. Greg Carroll (EPA) about the quality systems component of the Drinking Water Certification Manual that resulted from the comparison of the manual with the TNI standards. OW has chosen not to move forward with the recommendation, and Mr. Speis thinks that misconceptions remain about the structure of ISO that ELAB could clarify, which would then allow OW to pursue the recommendation. Mr. Dan Hautman (EPA) said that the purpose of the letter was to document the actions that have taken place and identify the Agency's position. Within the greater program, EPA has made changes to the Drinking Water Certification Manual to include direct references to quality systems standards such as ISO 17025 and the TNI standards. It is necessary to recognize that there are many non-NELAP states with certification programs, and it would be constituted as federalism if EPA required these states to apply the TNI quality systems superstructure to their programs.

Dr. Flowers was surprised that EPA had recommended the ISO standards rather than the TNI standards because the TNI standards are customized to the United States, whereas the ISO standards are European. Dr. Judy Brisbin (EPA) explained that the statement was the consensus among FEM, the Quality Community Information Exchange (commonly known as QCIX) and EPA regional quality assurance managers. Mr. Speis said that it was this fact that prompted his comment that there are misconceptions about the TNI standards and how they fit into the ISO framework; there must be education to clarify these misconceptions. Ms. Morgan added that she was confused as well because the TNI standards incorporate the pure language of ISO 17025; ISO 17025 is a framework for a quality system, whereas the TNI standards provide additional information that allows laboratories to be more consistent in how they use ISO 17025. ISO quality systems are general and can be applied to many fields (e.g., manufacturing, education), and TNI allows these to be applied consistently within the laboratory field. Dr. Brisbin said that ISO 17025 is recognized internationally and is required by all forensic laboratories. TNI is not internationally recognized. Mr. Speis said that the TNI standards are ISO standards, and Dr. Brisbin disagreed because an ISO 17025 certificate is not provided with a TNI accreditation. Ms. Aurora Shields asked whether this was the main issue for EPA. Dr. Brisbin said that most entities that seek a certificate choose ISO because it is nationally and internationally recognized, whereas TNI is not.

Mr. Eddie Clemons agreed with Mr. Speis that the ISO standards allow a great deal of variation among quality systems in the laboratory field and explained that the TNI standards are more stringent than ISO 17025. Mr. Hautman noted that states can apply their own quality system standards, so the choice between ISO and TNI does not have to be mutually exclusive. To advocate either system exclusively implies that those states that have adopted the other standard have chosen inappropriately. Mr. Speis asked whether this could lead to fragmentation of requirements in a nationwide program. Mr. Hautman thought that there was a degree of fragmentation within NELAP and ISO states. Mr. Speis asked whether this could increase the variability. Mr. Hautman responded that laboratories often find it easier to acquire NELAP certification in some states versus others. Ms. Morgan thought that this might be a systematic program inconsistency issue and did not think that it was driven by the particular quality system in place. Additionally, forensics laboratories combine ISO 17025 with additional requirements. In response to a question from Dr. Brisbin, Ms. Morgan and Mr. Speis thought that the additional requirements included both technical and quality systems requirements. Mr. Speis explained that these additional requirements are necessary because the ISO standards are general and need additional specifications for each field. Ms. Morgan reported that she had quickly investigated the additional forensic laboratory requirements (R221, published by the American Association for Laboratory Accreditation), and they include quality systems and technical requirements.

Dr. Flowers agreed that ISO 17025 standards need to be taken in context in terms of the laboratory's field of activity and its technical requirements, which is what the TNI standards accomplish. It is a quality systems superstructure built on ISO 17025 that resulted from a 10-year effort between the laboratory and regulatory communities, which worked together to build a superstructure on the framework. The TNI standards have both attributes. Ms. Shields added that the intention of the TNI standards was to provide a single set of standards for environmental laboratories that could be applied uniformly. It appears that the fact that states can set their own regulations is a challenge, so Ms. Shields asked what OW would propose as alternatives to ensure a more uniform U.S. drinking water program. Mr. Hautman said that U.S. regulations compound the problems. The issue that should be addressed is to ensure that the quality control aspects of the industry methods are applied appropriately; this is a key starting point. The most significant step would be for all U.S. laboratories to recognize, honor and document the quality control requirements at the method level. Value-added work is being conducted in laboratories despite the various approaches of the states.

Mr. Speis noted that the basis of the Board's recommendations to OW was that the presence of a sufficiently robust quality system with a strong emphasis on the quality control of the individual methodologies would allow consistency throughout the environmental laboratory community. Ms. Shields would like a single set of uniform standards implemented throughout the United States, and she would like input from EPA regarding a mechanism to accomplish this. After providing recommendations to the Agency for many years, she continues to hear about what cannot be done, and she would like to know what can be done. What can EPA do to resolve the situation? In response to a question from Dr. Brisbin, Ms. Labie explained that the TNI standards are overarching quality systems standards, and there is not a good deal of information on specific methods. It provides a framework within which the laboratory can work to provide data of a certain quality. Dr. Skip Kingston said that the goal is to produce quality data.

Dr. Michael Wichman said that states with primacy are required to establish a certification program. He asked whether these programs are evaluated by EPA regional offices; if so, would

this provide an opportunity to provide recommendations regarding implementation of quality standards beyond the Drinking Water Certification Manual? Dr. Brisbin said that this question was posed to the regional quality assurance managers. Mr. Hautman thought that the issue was using the regional evaluations to determine what types of systems the states have in place. Dr. Brisbin said that the regions have standard operating procedures (SOPs) in place for their evaluations of states, and they check for quality systems. Ms. Shields asked whether the SOPs were uniform or if each region has a different SOP. Dr. Brisbin responded that each region has customized their SOPs as a result of unique situations within each region (e.g., presence of tribes or territories within the region).

Ms. Morgan explained that the Monitoring Workgroup has been investigating language in the Drinking Water Certification Manual regarding third-party auditors, and she could not find any requirements in the Code of Federal Regulations (CFR) Parts 141 or 142 that mandate that laboratories must be certified to the Drinking Water Certification Manual. Ms. Root had been told by EPA that the Drinking Water Certification Manual is not promulgated; it is guidance, and the CFR takes precedence. To ensure consistency, a uniform document or mandate is needed so that laboratories do not have to seek accreditation from multiple entities (e.g., U.S. Department of Defense, EPA Drinking Water Program, states).

Mr. Speis said that the Board needed to determine its next step in regard to this issue. Ms. Shields thought that the Board's work regarding the health of a national accreditation program may lead ELAB to the next step. Dr. Flowers asked Ms. Autry if ELAB could use EPA's survey results regarding whether the states use the ISO standards in their certification programs. None of the Board members were aware of any states that utilize the ISO standards. Dr. Brisbin said that the Agency could pose this question in its regional evaluations. Most commercial laboratories carry additional certifications (e.g., ISO 9000) because they perform work outside of drinking water. In response to a comment made by Dr. Flowers, Dr. Brisbin stated that there are no federal requirements for laboratories to use ISO standards, but some industries require their use.

In response to a comment from Dr. Brisbin about technical requirements, Mr. Speis reiterated that the Board had recommended that the Drinking Water Certification Manual communicate technical specifications regarding drinking water certification to laboratories. Dr. Brisbin said that the requirements are found within the promulgated methods. Ms. Shields thought that if the methods were followed, then the guidance found in the Drinking Water Certification Manual would be covered. Mr. Jack Farrell said that not all methods were found in the promulgated drinking water methods. Ms. Morgan asked whether it would be worth it for the Board to examine the letter and, based on the current discussion, develop a document to increase understanding of existing programs so that OW could help ELAB foster a national program. Dr. Brisbin explained that the letter was a summary of the responses that OW had gathered from Agency groups outside of the drinking water program. Ms. Morgan agreed that a national program must include groups within the Agency other than OW, but the stakeholder community has not believed that EPA would/could endorse a national standard. Ms. Labie would be interested in finding out what does not apply to drinking water.

Ms. Morgan asked whether EPA still was willing to discuss the issue. Mr. Hautman responded that the Agency was willing to continue discussions and has been engaged in discussions with TNI and the states regarding this issue. Dr. Brisbin said that OW recognizes the TNI standards as

equivalent to the Drinking Water Certification Manual. Mr. Speis suggested that ELAB keep the issue on its agenda and discuss it further during the face-to-face meeting, continue its dialogue with OW and attempt to clarify the misconceptions within the Agency. Dr. Flowers thought that it would be beneficial to arrange a face-to-face meeting with OW to discuss the issue; this approach met with success when the Board worked with ORCR in the past. Dr. Kingston emphasized that it was necessary to have an understanding of certain issues (e.g., regulations, opportunities) prior to the meeting to ensure that it is productive. Dr. Brisbin said that it would be helpful for OW to know what ELAB specifically is expecting and/or looking for from the office. Dr. Flower said that in the past, the Board developed a letter to ORCR, and the groups met to discuss the letter so that each group understood what was to be discussed prior to the meeting. ELAB could provide a similar letter to OW outlining the issues before the meeting. Mr. Farrell added that there had been a number of follow-up teleconferences with ORCR that allowed the groups to continue to progress. More than one meeting may be needed to understand the issues surrounding ISO 17025/TNI standards and clarify them.

Ms. Morgan thought that the issue was not limited to the drinking water program and included environmental laboratories. Would it be appropriate for the Board to address all environmental programs and clarify how the standard applies across EPA programs in addition to drinking water? Dr. Brisbin said that this was why OW consulted other groups outside of the drinking water program; the thought is that a standard should be applicable to other environmental programs. EPA would like guidance on what to do with the information that the Board supplies. A Board member noted that the more states that are involved will make the system more viable. Mr. Hautman agreed. Mr. Speis thought that the Board's work on the health of national accreditation could be applicable to this issue. The next step is for the Board to develop an approach to determining issues related to the adoption of the TNI standards as a quality system superstructure to be discussed with OW and arrange to meet with OW to address these issues.

The Board members next discussed the health of national accreditation. Mr. Speis explained that the 23-page document that the Board members had received that morning included all of the raw information gathered from the ELAB constituents regarding the health of national accreditation. He recommended that the implementation and economic issues be consolidated further and this consolidated information be used to determine whether the Board will make a recommendation to EPA regarding the issue. The Board members will determine whether a consensus opinion can be established.

Dr. Wichman asked where his input from the Association of Public Health Laboratories (APHL) was included in the matrix; Ms. Shields said that it did not appear to be included. Mr. Speis will revise the Determination of the Health of National Environmental Laboratory Accreditation Key Factor Evaluation Matrix to include the APHL input and send it to Board members via e-mail. Ms. Morgan provided the guests on the teleconference with background information about the matrix.

Dr. Flowers thought that the State of Alaska provided helpful input, but he thought that the state was provided too much coverage within the matrix. He suggested that the first sentence from each paragraph be used and that the rest should be deleted in the editing process. Mr. Speis explained that this was a compilation of raw data and would not be edited. Mr. Farrell said that the comments from the State of Alaska were derived from the state assessors' teleconference, and these comments were the consensus of those present on the call (i.e., the comments represent

more than the State of Alaska). Ms. Shields added that the matrix includes a compilation of all of the comments, so once the APHL comments are added, the matrix will be a complete document of all comments. She asked Mr. Speis to read the team assignments.

Mr. Speis outlined the team assignments for consolidating the matrix as follows:

- Commercial Environmental Laboratories (Ms. Morgan, Dr. Richard Burrows and Mr. Speis): Sections I.A.–I.D.

- Quality Assurance Consultants and Accreditation Standard Developers and Assessors (Ms. Labie, Mr. Clemons and Mr. Farrell): Sections I.E.–I.H.

- Research and Development Organizations (Dr. Kingston and Dr. Reza Karimi): Sections I.I.–I.L.

- Users and Providers of Commercial Laboratory Products (Ms. Root and Dr. Flowers): Sections I.M.–I.O.

- Accreditation Bodies and Accredited Wastewater Laboratories (Ms. Shields and Ms. Michelle Wade): Sections II.A.–II.C.

- Municipal Laboratories and Public Health Laboratories (Drs. Pletl and Wichman): Sections II.D.–II.G.

- Alliance of Automobile Manufacturers (Mr. John Phillips): Sections II.H.–II.I.

Dr. Flowers reported that he had spoken to 25 commercial laboratories across the State of Florida, and they provided comments that were in direct contrast to the commercial laboratory comments in the matrix that stated that third-party accreditors were preferable to state/government involvement, so he did not think that the comments were a consensus viewpoint of U.S. commercial laboratories. Commercial laboratories in the State of Florida want state/government involvement in the accreditation process. He has been told by EPA that the Agency will not recognize Florida's primacy if the state moves to a third-party program. A Board member reminded Dr. Flowers that the comments included in the matrix merely were input. Dr. Flowers did not think that this was the case because the comments were purported to be from all U.S. commercial laboratories. He could not support this interest group being branded with that opinion. Ms. Morgan was not sure that the matrix stated what Dr. Flowers thought it did; she did not think that any of the data suggested removing the state agencies from the process. None of the comments in the matrix assert that there should be no state involvement. Mr. Speis explained that information had been received from a variety of stakeholder groups, and it was the Board's responsibility to distill the information and determine whether there was a consensus opinion on which to make a recommendation to EPA. Dr. Flowers said that if the information was going to be labeled by stakeholder group, then the information needed to be correct.

Ms. Morgan asked whether the information in the matrix should be updated and clarified. Ms. Shields did not think that the information should be changed because the matrix is a compilation of information and not the final recommendation, which will be to EPA and not the

states. It could be emphasized that the information is a compilation of opinions from various stakeholder groups and does not necessarily reflect the opinion of all members of each group. For example, there are disagreements within the municipal laboratory community as well. Mr. Clemons suggested that Dr. Flowers provide Mr. Speis with the information that he has regarding commercial laboratories in Florida so that it could be added to the matrix, and the Board could move forward. Dr. Flowers thought that demographics should be added to place the information in perspective. Mr. Speis thought that the information already could be viewed in perspective because input had been received from multiple groups. ELAB's job is to examine the multiple inputs and distill the information into a consensus opinion, if possible, or summarize the divergent opinions, if necessary.

Ms. Shields thought that Dr. Flowers should add his information to the spreadsheet. Mr. Speis noted that collecting information from the various stakeholders was a challenging effort, and it was necessary to avoid inserting the individual opinions of the Board members. He was concerned that adding opinions now could bias the information that already was received. Ms. Shields did not think that Dr. Flowers was expressing his own opinion as he has reported that he has communicated with commercial laboratories in his state. Mr. Speis said that Dr. Flowers should provide this documentation so that it could be added to the matrix. Dr. Flowers asked what documentation the other members had of their conversations with stakeholders.

Ms. Morgan thought that the next steps should be for Dr. Flowers to provide his information to be included in the matrix so that the Board members can consider all of the information and develop a summary. Dr. Flowers promised to provide it by the end of the week. He also thought that all of the instances of "No comment" should be removed from the matrix. Mr. Speis, Ms. Morgan and Ms. Shields emphasized that the matrix was not the final product; rather, it is a compilation of information, and those comments would not be included in the final recommendation. Dr. Flowers thought that the instances of "No comment" were inconsistent and should be removed. He also thought that there was a duplicate comment that should be removed.

In response to a question from Dr. Flowers about Section G, Ms. Morgan explained that there were subcategories under the main category based on the manner in which the stakeholders responded.

In response to a question from the Board, Ms. Autry explained that no teleconference for January 2012 was scheduled or announced in the Federal Register because of the face-to-face meeting; ELAB could schedule an administrative call to discuss the matrix and further understand the information, but no decisions could be made regarding moving the content forward. The Board members decided to meet in an administrative call on January 18, 2012, from 1:00 to 3:00 p.m. EST. Mr. Speis said that during the administrative call, the teams could present the divergent or consensus opinions summarized in their sections. Ms. Shields wondered whether the administrative meeting could be held face-to-face. Mr. Speis said that presenting the summarized information would stimulate discussion, and there is nothing that prevents the Board from having the discussions publicly. Ms. Autry said that the Board members could discuss the issue in any manner during administrative teleconferences or face-to-face meetings, including distilling the information; the members, however, cannot propose any definitive advancements during an administrative meeting.

Mr. Phillips asked for clarification that the assignment was to summarize the information in each of the sections without identifying the interest groups. Mr. Speis confirmed that this was correct. If the Board is to make a recommendation to EPA, it will need to be based on a consensus agreement. Dr. Flowers noted that the goal is to eliminate references to interest groups in the final edited product. Mr. Speis thought that it would be okay to identify the opinions of the interests groups in cases of divergence. Ms. Shields suggested writing a section separate from the summary that focuses on the recommendations to the Agency identified by the stakeholder group. Some of the information in the matrix indicated clear recommendations from various interest groups that could be written up and discussed. Dr. Flowers thought that the matrix with the raw data should be included as an appendix in the final product; Ms. Shields agreed.

Mr. Speis will send the Board members the list of team assignments. The teams will review and consolidate their assigned section of the matrix and return it to Ms. Morgan by January 9, 2012. Ms. Morgan and Mr. Speis will assemble a revised document by January 13, 2012, and send it via e-mail to Board members in preparation for an administrative meeting to discuss the document on January 18, 2012, from 1:00 to 3:00 p.m. EST.

4. OTHER WORKGROUP ACTIVITY

Ms. Morgan noted that Ms. Root had reported on the Monitoring Workgroup activities and that the Board already had discussed the Laboratory Management Workgroup's activities regarding national accreditation. Mr. Phillips reported that the Measurement and Technology Workgroup met via teleconference on December 15, 2011, to review the gathered information on measurement and data quality objectives. The Workgroup has scheduled another teleconference in January 2012 prior to the ELAB face-to-face meeting. Mr. Phillips would like to receive input from the Board at the face-to-face meeting regarding the direction of the Workgroup.

5. NEW TOPICS

Ms. Morgan will circulate a draft agenda for the January 30, 2012, face-to-face meeting to Board members via e-mail. Dr. Flowers made a motion for the Board members to approve the agenda via e-mail, which Mr. Speis seconded. The Board voted unanimously to approve the face-to-face meeting agenda via e-mail.

6. UPDATES FROM THE DFO

There were no updates from the DFO.

7. OTHER ITEMS

The Board members did not identify any additional items for discussion.

8. WRAP-UP/REVIEW ACTION ITEMS

Ms. Morgan planned to review the highlights and action items that are sent following the meeting to determine the action items that were identified.

9. CLOSING REMARKS/ADJOURNMENT

Ms. Labie introduced a motion to adjourn the meeting, which Dr. Flowers seconded. Following a unanimous vote, Ms. Morgan adjourned the meeting at 3:03 p.m.

Attachment A

AGENDA
ENVIRONMENTAL LABORATORY ADVISORY BOARD
Monthly Teleconference: 866-299-3188/9195415544#
December 21, 2011; 1:00 – 3:00 p.m. (EDT)

Opening Remarks	Autry/Morgan
Approval of November Minutes	Morgan
Current Actions Needing Update/Review	
- Recreational Water Quality Criteria Development	Root
- Letter of Introduction Sent to FEM	Morgan
- Response Letter from OW	Speis
- State of National Accreditation	Morgan/Speis/ Autry
Other Workgroup Activity	
Monitoring Workgroup	Root
Measurement and Technology Workgroup	Phillips
Laboratory Management Workgroup	Flowers
New Topics	
- Preparation for January Face-to-Face Meeting	Morgan
Updates From the DFO	Autry
Other Items	All
Wrap-up/Review Action Items	Morgan
Closing Remarks/Adjournment	Autry/Morgan

Attachment B

MEMBERSHIP LISTING AND GUESTS

ELAB TELECONFERENCE
December 21, 2011; 1:00 p.m. – 3:00 p.m. EDT

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	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
N	Dr. Reza Karimi	Battelle Memorial Institute Representing: Nonprofit Research and Development Organizations
Y	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
Y	Mr. John H. Phillips	Ford Motor Company Representing: Alliance of Auto Manufacturers
Y	Dr. James (Jim) Pletl	Hampton Roads Sanitation District Representing: Municipal Environmental Laboratories
Y	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	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. Joanne Brodsky (Contractor)	The Scientific Consulting Group, Inc. (SCG)
Y	Ms. Erin Alger (Guest)	Pennsylvania
Y	Ms. Lynn Bradley (Guest)	EPA/OEI and TNI
Y	Dr. Judy Brisbin (Guest)	EPA/OW
Y	Mr. Dan Hautman (Guest)	EPA Technical Support Center
Y	Ms. Glynda Smith (Guest)	EPA Technical Support Center

Attachment C

ACTION ITEMS

1. Ms. Kristen LeBaron will finalize the November 2011 meeting minutes and send them to Ms. Autry via e-mail.

2. Dr. Pletl will send Board members via e-mail the "Draft Recreational Water Quality Criteria and Request for Scientific Views" notice from the December 21, 2011, *Federal Register*.

3. The Board will develop an approach to determining issues related to the adoption of the TNI standards as a quality system superstructure to be discussed with OW and arrange to meet with OW to address these issues.

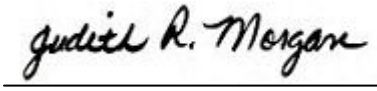
4. Dr. Flowers will send the information regarding commercial laboratories in the State of Florida to Ms. Morgan and Mr. Speis by December 23, 2011, to be added to the Determination of the Health of National Environmental Laboratory Accreditation Key Factor Evaluation Matrix.

5. Mr. Speis will revise the Determination of the Health of National Environmental Laboratory Accreditation Key Factor Evaluation Matrix and send it to Board members via e-mail. Mr. Speis also will send Board members a list of team assignments. The teams will review and consolidate their assigned section of the matrix and return it to Ms. Morgan by January 9, 2012. Ms. Morgan and Mr. Speis will assemble a revised document by January 13, 2012, and send it via e-mail to Board members in preparation for an administrative meeting to discuss the document on January 18, 2012, from 1:00 to 3:00 p.m. EST.

6. Ms. Morgan will circulate a draft agenda for the January 30, 2012, face-to-face meeting to Board members via e-mail. Board members subsequently will approve the agenda by e-mail.

Attachment D

I hereby certify that this is the final version of the minutes for the Environmental Laboratory Advisory Board Meeting held on December 21, 2011.



Signature Chair

Ms. Judith R. Morgan

Print Name Chair