

**ELAB PBMS Workgroup**  
Minutes from 7/14 Meeting

1. As this Workgroup cannot provide consensus recommendations for ELAB and, instead, only findings, the goal was revised to read as follows:

**Goal:** Provide a report with recommendations to ELAB to consider for submission to EPA and NELAC on the implementation of a Performance-Based Measurement System.

2. Everyone in the workgroup should have copies of, and be familiar with the following: EPA FR notice on PBMS NELAC standards, especially Chapter 5, E-4, and the previous ELAB recommendations on PBMS

3. EPA will forward to the Workgroup copies of the PBMS implementation plans from each EPA program office.

4. The preliminary scope of the workgroup's efforts will be:

a. Identify the essential elements of an ideal PBMS (examples: defensibility, flexibility, enforceability)

b. Review EPA implementation plans.

c. Provide recommendations to changes to plans to 1) improve consistency, 2) ensure program needs are met, and 3) meet essential elements as decided in (a) above. (Note: EPA program staff will be interviewed if needed.

d. Provide recommendations to changes in NELAC standards to ensure successful implementation of PBMS.

5. Our schedule is to complete this effort by November, so that ELAB may provide recommendations by the time of the NELAC interim meeting. Scheduled 2 hour conference calls will occur every two weeks as the primary tool for meeting our objective.