

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Teleconference
December 20, 2006 ; 1:00 – 3:00 PM EDT**

The Environmental Laboratory Advisory Board (ELAB) meeting was held via regular teleconference on December 20, 2006 from 1:00 – 3:00 PM EDT. The 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

Ms. Lara Autry (USEPA/ORD) welcomed Board members. Ms. Autry then handed the meeting over to the ELAB chair, Mr. Robert Wyeth (Severn Trent Laboratories), who took a roll call of the Board. There were no guests that participated in the call.

AGENDA ITEMS

Action Items from the last Meeting

TASKS	TARGET
Ms. Autry will provide further updates on the Agency's plans regarding the performance approach.	Ongoing
Ms. Autry will provide Ms. Bradley's contact information.	Complete
Mr. Wyeth and Ms. Autry will look at past Open Forum notes to add a column to the spreadsheet regarding where items came from on the spreadsheet.	Ongoing
Mr. Wyeth will forward a copy of the collision cell issue letter with Mr. Lowry.	Complete
All Board members should supply Mr. Wyeth with feedback to the latest version of the Gray letter.	Complete

Approval of or Changes to Previous Meeting/Call Minutes

Mr. Wyeth noted the last minutes (November 15, 2006) had not yet been provided By Ms. Autry who had graciously volunteered in lieu of a subcontractor that the Board has enjoyed previously to take minutes and support the Board..

ACTION: Ms. Autry will share final draft Minutes from the November Board conference call as soon as possible.

Work Group Correspondence to FEM

Performance Approach.

Mr. Wyeth asked Ms. Autry about follow-up with the FEM to get the draft letter originally from Mr. David Friedman finalized. Ms. Autry stated that she would work with the members of the

FEM to move this to completion. Board members requested copies of the relevant past correspondence which was supplied

Problem Methods

The Board agreed after discussion that the topic of Problematic Methods should be moved to the Measurement and Technology Work Group. Little progress has been made on this topic since our previous meetings.

ACTION: Measurement and Technology Workgroup will follow-up with Ms. Lynn Bradley Chair of the Communication Action group of the FEM

Work Group Reports

Each Work Group reported that they had established defined monthly conference calls. The following schedule has been established using the same call-in system as provided for Board calls;

Laboratory Management	1 st Tuesday of each Month	1:00PM ET
Measurement and Technology	2 nd Tuesday of each month	11:30AM ET
Monitoring	3 rd Tuesday of each month	11:00AM ET

Mr. Wyeth encouraged participation by all Board members but reminded members that no more than 7 Board members make participate on any call if we are to remain compliant with FACA requirements.

Each Work Group leader reviewed their activities. Jeff Flowers, Laboratory Management Work Group leader, request information on the issue of “legal defensibility” from previous discussions. Mr. Wyeth is to provide.

ACTION: Work group continue to meet on frequency and at date and time established; prioritize tasks and begin efforts to present recommendations to the entire ELAB Board.

Pending and New Business

TNI Update(s)

This topic was added as a routine agenda item. All relevant and available information on The NELAC Institute (TNI) was previously distributed to Board members.

ACTION: Ms. Autry will provide updates as required during Board calls/meetings.

Issues Spreadsheet

Mr. Wyeth asked Board members particularly Work Group leaders to keep the spreadsheet as up to date as possible. It had been previously suggested that the originator of issues from past Open

Forums be added to the spreadsheet. Mr. Wyeth reported that he attempted to do so but was finding the task considerably more challenging than anticipated.

On the spreadsheet review it was determined that the issues of NEMI and Problematic Methods should be separated and worked on individually. Mr. Wyeth reported that the requested change had been made.

The only “open” issue from the most recent Open Forum was the issue of Quality Systems applicability addressed by Mr. Pat Conlon of Environmental Standards, Inc. Mr. Conlon had been contacted by Mr. Wyeth and agreed to present his issue in greater detail in correspondence to Mr. Wyeth by the end of the calendar year.

ACTION: Mr. Wyeth will continue to attempt to meet the request of identifying issue originators but success will likely be delayed until subcontractor support is once again available to the ELAB.

Website

Website group to schedule a kickoff meeting with ELAB's new appointed Web Developer at the beginning of January. ELAB had lost Web support due to the previous Web Developer being reassigned or employed to another position.

ELAB presently has a Design Document that the appointed Web Developer can use to establish a good baseline for the different sections of the Website. Once the new Web Developer was established, ELAB was going to attempt to expedite the development of the Website.

ACTION: Website group will work with Ms. Autry to schedule meeting with new EPA webmaster.

Update On The Federal Advisory Committee on Detection and Quantitation

Nan and Jim provided an update on the activities of the FAC on Detection and Quantitation. The results of the interlab study of detection and quantitation procedures should be available in January of 2007, the FAC will likely make decisions regarding recommendations to EPA at their June, 2007 meeting. The December, 2006 meeting of the FAC focused on reporting issues associated with detection and quantitation limits. The FAC was able to reach consensus on the recommendation that data above detection but below quantitation be reported on a DMR for the NPDES program in a non-numerical way using acronyms like DNQ (detected not quantified). Where averages must be calculated on the DMR a value of zero would be used for all values below the quantitation limit. Actual numerical results below quantitation could be requested by the regulatory agency but would be reported separately from the DMR. The regulatory agency can also include additional requirements in the permit, where necessary, when analytical methods do not provide enough information to make permitting decisions.

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Open Discussion

The Board discussed the TNI meeting in Denver in January and individuals intent to participate. It was agreed that both an Open Forum and a Face-to-Face Board meeting would be scheduled during The Forum on Laboratory Accreditation at the Westin Talbot Center in Denver, CO between January 27 and February 2, 2007.

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ADJOURNMENT

Mr. Wyeth adjourned the Board meeting at 3:00 p.m. EST.

Attachment A

**AGENDA
for
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING**

December 20, 2006; 1:00 – 3:00 PM EDT

Conference Call

Call in number: 1-866-299-3188; code 9195415544#

Topic	Individual Responsible
Opening Remarks	DFO
Role Call for ELAB Member Introduction of Guests	Chair
Approval of or changes to Previous Meeting/Call Minutes <ul style="list-style-type: none"> • November 15, 2006 	Chair
Work Group Correspondence to FEM/Response form EPA <ul style="list-style-type: none"> • Performance Approach <ul style="list-style-type: none"> - FEM Response to letter; to be finalized • Problematic Methods <ul style="list-style-type: none"> - FEM Response letter - Board letter to Mr. Veneer 	Chair Thomey DFO Thomey
Work Group Reports – Definitions and assignments <ul style="list-style-type: none"> • Monitoring Work Group • Laboratory Management Work Group • Measurement and Technology Work Group 	Chair Morgan Flowers Lowry
Pending and New Business <ul style="list-style-type: none"> • TNI update(s) • Open Forum • Web Site Work Group • Letter to Dr. George Gray • FAC on Detection and Quantification • Issues Spreadsheet <ol style="list-style-type: none"> 1. Corrections and/or updates to spreadsheet 2. New issues 	DFO Chair Banfer/DFO Chair Pletl/Thomey All
Comments and/or Additional Issues	All
Open Discussion and Comments from Guests	All
Adjourn/Closing Remarks	Chair/DFO

Attachment B

**MEMBERSHIP LISTING AND GUESTS
ELAB MEETING
September 20, 2006; 1:00 – 3:00 PM EDT**

Attendance (Y/N)	NAME	AFFILIATION
Y	Mr. Robert (Bob) K. Wyeth (Chair)	Severn Trent Laboratories Representing: ACIL
Y	Ms. Lara P. Autry, DFO	US Environmental Protection Agency Representing: EPA
Y	Mr. Gerald (Gary) Dechant	Analytical Quality Associates, Inc. Representing: DOE Analy. Mgmt. Pgm.
Y	Mr. Paul Banfer	EISC (Environnemental Info. Sys. Corp.) Representing: Information Systems
N	Mr. James (Jimmy) Jordan	Bechtel Jacobs, Inc. Representing: Large Go's Contractors
Y	Ms. Nan Thomey	Environmental Chemistry, Inc. Representing: Small Laboratories
Y	Mr. Rock Vitale	Environmental Standards, Inc. Representing: Third Party Assessors
Y	Mr. Eddie Clemons	Golden Specialty Laboratory Representing: INELA
N	Mr. Scot Cocanour	Promium Representing: Lab. Customers of Innovative Technology
Y	Dr. Jeff Flowers	Flowers Chemical Laboratories, Inc. Representing: Elected Officials for Local Gvt
Y	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	Dr. Jim Pletl	Hampton Roads Sanitation District Representing: Municipal Env. Lab.
Y	Dr. Albrecht Schwalm	Oglala Lakota College Representing: Academic & Indian Nations

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Attachment C

**ACTION ITEMS
ELAB MEETING
December 20, 2006; 1:00-3:00 PM EST**

TASKS	TARGET
Ms. Autry will provide further updates on the Agency's plans regarding the performance approach.	Ongoing
Mr. Wyeth and Ms. Autry will look at past Open Forum notes to add a column to the spreadsheet regarding where items came from on the spreadsheet.	Ongoing
Ms. Autry will share final draft Minutes from the November Board conference call as soon as possible	Complete
Measurement and Technology Workgroup will follow-up with Ms. Lynn Bradley Chair of the Communication Action group of the FEM	January 17, 2007
Work group continue to meet on frequency and at date and time established; prioritize tasks and begin efforts to present recommendations to the entire ELAB Board.	Ongoing
Ms. Autry will provide updates on TNI activities as required during Board calls/meetings.	Ongoing
Website group will work with Ms. Autry to schedule meeting with new EPA webmaster.	ASAP

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Attachment D

I hereby certify that these are the final version of minutes for the Environmental Laboratory Advisor Board Meeting held on December 20, 2006.

A handwritten signature in black ink, appearing to read "Robert K. Wyeth". The signature is written in a cursive style with a large, looped initial "R".

Signature Chairman

Robert K. Wyeth

Print Name Chairman