

Minutes
Environmental Laboratory Advisory Board (ELAB) Meeting
April 4, 2001
Via Teleconference
Minutes prepared by Steve Billets and Allen Verstuyft

The meeting was opened by Dr. S. Billets who read the regulatory language on the process, roles, and his responsibilities as Designated Federal Officer (DFO). The draft minutes for the previous meeting were approved. Recommendations from the previous meeting needed review and reapproval because the previous meeting had not been properly noticed in the Federal register.

The previous recommendations were, in brief:

- a. ELAB recommends that NELAC delay stack testing accreditation for two years.
- b. ELAB recommends that ASETT and MSE be disbanded as subcommittees of ELAB and Field Activities.

The board requested language to justify these recommendations. The stakeholders such as the Source Evaluation Society (SES) needed more time and will be working on needs and standards related issues through ASTM D22 Air and other groups.

Another recommendation was proposed that:

ELAB recommends that NELAC establish a policy for developing new standards. A committee must have a clear mandate to establish new standards.

The Board needs to set a policy whereby NELAC committees focus on the original areas of NELAC and not dilute resources with activities in other areas. The Board is already responding with a draft letter on the need to establish a clear agenda.

The May 24 proposed agenda was discussed. Additions to the agenda are as follows:

2. The Methods and data Comparability Board will have 30 minutes to present their role and activities.
3. NIST and EPA PT experts are invited to discuss PT issues.
4. A report from Quality Systems on PBMS

The copyright issues with ISO 17025 will be discussed.

ELAB needs to develop a strategy. S. Billets wants to define

5. The role of ELAB and its committee members
6. Clarify that ELAB provides a voice for all people in NELAC

7. The need for a Strategic Plan with a mission, vision, and value statement

ELAB needs to develop a strawman using a Quality Improvement Process that defines the Strategic Plan output for discussion including who is the customer (NELAC Board/EPA), expectations (talk with the customer), and metrics for performance. S. Billets would like Mark Marcus, Jerry Parr, Peter Spath, Harry Gearhart, and Wilson Hershey or Al Verstuyft to develop a strawman.

ELAB needs to provide a briefing on the role of ELAB at each NELAC meeting for new attendees.

Harry Gearhart will be presenting an invited talk at the EPA OW (B. Telliard) Analysis of Pollutants in the Environment Conference on May 8, 2001.

