

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)**  
**COMMITTEE MEETING MINUTES**  
**July 27, 2016**

More information on the Environmental Laboratory Accreditation Program (ELAP) and previous ELTAC meetings can be found at <http://www.waterboards.ca.gov/elap>.

**CALL TO ORDER**

Chairperson Andy Eaton called the meeting to order on July 27, 2016 at 10:00 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Conference Room 2540, Sacramento, CA and the Southern California Coastal Water Research Project, 3535 Harbor Blvd., Suite 110, Costa Mesa, CA 92626.

**COMMITTEE MEMBERS PRESENT**

*DELAPO:* Christine Sotelo

*Representatives:*

Mindy Boele  
Jill Brodt  
Stephen Clark  
Ronald Coss  
Huy Do  
Andy Eaton  
Miriam Ghabour  
Anthony Gonzalez  
Rich Gossett  
David Kimbrough  
Mark Koekemoer  
Allison Mackenzie  
Guilda Neshvad

*State Regulatory Agency Employees:*

Bruce Burton  
Gail Cho  
Bruce LaBelle  
Renee Spears

*Not Present:*

Bruce Godfrey

**OTHER STAFF PRESENT**

*Scribe:* Katelyn McCarthy

*ELAP:* Maryam Khosravifard, Jacob Oaxaca

*Division of Drinking Water:* Robert Brownwood

**ANNOUNCEMENT**

- *Evacuation information in case the fire alarm goes off during the meeting.*
- *The Committee meeting is being webcast and recorded.*

**COMMITTEE MEETING**

**PUBLIC FORUM**

Any member of the public may address and ask question of the Committee relating to any matter within ELTAC's scope provided the matter is not on the agenda, or pending before the Advisory Committee.

**No Comments**

## **COMMITTEE BUSINESS**

**ITEM #1** - Call to Order/Roll Call

**ITEM #2** - Public Comments on Items Not on Agenda

(The Committee will not take any action but will consider placing any item raised on the agenda at a future meeting.)

### **No Action Taken**

**ITEM #3** – Approval of Amended Minutes from June 15, 2016 Meeting

**Motion:** Member Gossett motioned to adopt the amended minutes.

**Seconded by:** Member Kimbrough

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad

**Nay:** None

**Absent:** Member Godfrey

**Abstain:** None

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**ITEM #4** – DELAPO Report

- ***DELAPO Christine Sotelo spoke about ELTAC's accomplishments from the last meeting:***
  - ***ELTAC recommended a process for agency and laboratory coordination when new regulatory needs emerge. The proposed process was verbally accepted by the Division of Drinking Water.***
  - ***ELTAC recommended a revised structure for the Fields of Testing Worksheets. ELAP accepted the recommendation.***
  - ***ELTAC agreed on a framework for discussing laboratory standards.***
  - ***ELTAC recommended ELAP require one Proficiency Test per year from laboratories. ELAP accepted the recommendation.***
- ***Sotelo discussed that ELAP's future training contract will include compliance assessments of drinking water laboratories where ELAP assessors will shadow a third-party contractor's experienced assessors.***
- ***Sotelo informed the committee that ELAP staff members are training to certify a new method for Shellfish. California will be the first state in the country to offer the certification.***
- ***Sotelo announced that ELAP currently has five vacant positions, four of which will be assessment staff.***
- ***Sotelo requested that ELTAC form a group to discuss and recommend a solution for improving ELAP's current Proficiency Testing scoring system.***
  - ***Action Item: It was decided the Field of Testing subcommittee would address this issue.***
- ***Sotelo requested feedback on a memo regarding new application requirements for aquatic toxicity laboratories.***
  - ***Action Item: ELAP staff member who authored the memo will confer with Member Clark on which tests the requirements apply to before sending to all ELTAC members.***
- ***Sotelo informed the committee that the formation of a subcommittee by official action would subject the subcommittee to the requirements of the Bagley-Keene Open Meeting Act.***

**Motion:** A motion was made by Member Boele to adjust the day's agenda by moving Member Kimbrough's presentations to 2:00pm.

**Seconded by:** Member Gossett

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad

**Nay:** None

**Absent:** Member Godfrey

**Abstain:** None

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#### ITEM #5 – Committee Reports

##### 1. Field of Testing (FOT) Subcommittee

**Motion:** A motion was made by Member Kimbrough to recommend that ELAP offer accreditation on a per analyte basis for all FOTs from the list of published methods, and additions to the FOTs may only be added in response to a request from the regulatory agencies.

**Seconded by:** Member Gossett

**Amendment:** Amend the recommendation to include the request that ELAP post the revised FOT lists to the program website, request public comments, and make necessary revisions prior to them becoming effective.

**Seconded by:** Member Boele

**AMENDMENT CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad

**Nay:** None

**Absent:** Member Godfrey

**Abstain:** None

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do

Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad  
**Nay:** None  
**Absent:** Member Godfrey  
**Abstain:** None

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**Motion:** A motion was made by Member Kimbrough to table Item 6 from the FOT Subcommittee update until a later meeting.

**Seconded by:** Member Gossett

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad

**Nay:** None  
**Absent:** Member Godfrey  
**Abstain:** None

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**Motion:** A motion was made by Member Eaton to table the discussion of fee structure until a later meeting.

**Seconded by:** Member Kimbrough

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad

**Nay:** None  
**Absent:** Member Godfrey  
**Abstain:** None

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**ITEM #6** – Unfinished Business – Laboratory Accreditation Standard

1. State Agency Partner Report – Carol Wortham, DTSC

- *An informal request was made by Member Clark that Carol Wortham amend her presentation to show that one partner agency dissented from the vote to recommend ELAP use the TNI Standard as California's laboratory accreditation standard.*

**Motion:** A motion was made by Member Kimbrough to move to the next item on the agenda.

**Seconded by:** Member Gossett

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad  
**Nay:** None  
**Absent:** Member Godfrey  
**Abstain:** None

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2. Accreditation Standard Questions

**Motion:** A motion was made by Member Kimbrough that ELTAC recommend to ELAP that the technical standard for accreditation consist of all approved methods in the FOT lists and any additional technical requests to be recommended later by a regulatory agency.

**Seconded by:** Member Ghabour

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Do  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Neshvad  
**Nay:** Member Coss  
**Absent:** Member Godfrey  
**Abstain:** Member Clark  
Member Eaton  
Member Mackenzie

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**Motion:** A motion was made by Member Clark to have ELTAC support the development of a quality management system for California laboratories.

**Seconded by:** Member Eaton

**Amendment:** An amendment to the motion was made by Member Kimbrough to add that ELTAC support the development of a quality management system "as a condition of accreditation by California ELAP".

**Seconded by:** Member Clark

**AMENDMENT CARRIES.**

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad  
**Nay:** Member Ghabour  
**Absent:** Member Godfrey  
**Abstain:** None

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Do  
Member Eaton  
Member Gonzales  
Member Gossett  
Member Koekemoer  
Member Mackenzie  
**Nay:** Member Coss  
Member Ghabour  
Member Kimbrough  
**Absent:** Member Godfrey  
**Abstain:** Member Neshvad

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**Straw Poll:** Should ELTAC recommend the TNI Standard as a foundation for ELAP's quality management system requirement for accreditation?

Yes: 5

No: 8

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**Motion:** A motion was made by Member Kimbrough to schedule and August meeting of ELTAC in order to discuss quality management systems, implementation timelines, and implementation assistance for laboratories.

**Seconded by:** Member Coss

**MOTION CARRIED:** July 27, 2016

**Aye:** Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Eaton  
Member Ghabour  
Member Gonzales  
Member Gossett  
Member Kimbrough  
Member Koekemoer  
Member Mackenzie  
Member Neshvad  
**Nay:** None

**Absent:** Member Godfrey  
**Abstain:** None

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**ITEM #9** - Close

- Review action items:
  - a. The FOT Subcommittee will research the issue of ELAP's Proficiency Testing scoring system.
  - b. ELAP staff will confer with Member Clark on the memo regarding new application requirements for toxicity laboratories prior to distribution to ELTAC members.
  - c. The State Agency Partners Committee Report will be amended to show one agency dissent in the recommendation to use the TNI Standard.
  - d. Katelyn McCarthy will send PDFs of all presentations directly to members following the meeting.
  - e. ELAP will obtain copied of the TNI Standard for ELTAC members prior to the next meeting for discussion purposes.

**ADJOURNMENT**

The Committee adjourned at 5:03pm.