

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
May 11, 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

DELAPO Christine Sotelo called the meeting to order on May 11, 2016 at 10:00 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Conference Room 2540, Sacramento, CA and the Metropolitan Water District of Southern California, 700 N. Alameda Street, Room US2-456, Los Angeles, CA 90012.

COMMITTEE MEMBERS PRESENT

DELAPO: Christine Sotelo

Representatives:

Mindy Boele
Jill Brodt
Stephen Clark
Huy Do
Andy Eaton
Miriam Ghabour
Bruce Godfrey
Anthony Gonzalez
Rich Gossett
Dave Kimbrough
Mark Koekemoer
Allison Mackenzie
Guilda Neshvad

Alternate:

John Quinn (alternate for SRAE Bruce Labelle)

State Regulatory Agency Employees:

Gail Cho

Not Present:

Ronald Coss
Bruce LaBelle

OTHER STAFF PRESENT

Scribe: Katelyn McCarthy

ELAP: Maryam Khosravifard, Angela Anand, Ruby Lau, Naeem Ahmad

Water Boards Office of Enforcement: Nickolaus Knight

Office of Public Participation: Gita Kapahi

ANNOUNCEMENT

- *Evacuation information in case the fire alarm goes off during the meeting.*
- *The Committee meeting is being webcasted 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 Formal Action Taken

Commenter

Nick Haring, City of San Diego

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 Formal Action Taken

ITEM #3 – Approval of Revised Minutes from March 23, 2016 Meeting

Motion: Member Clark motioned to adopt the revised minutes.

Seconded by: Member Gossett

MOTION CARRIED: May 11, 2016

Aye: All
Nay: None
Absent: None
Abstain: None

ITEM #4 – DELAPO Report

- *On April 19, 2016, the State Water Resources Control Board adopted a resolution to allow the Executive Director or designee to enter into a multi-year contract for ELAP assessor training and laboratory audits.*
- *Robert Brownwood joined the Division of Drinking Water as Assistant Deputy Director.*
- *Nicolaus Knight from the Office of Enforcement is ELAP's enforcement attorney.*
- *The contents of the Bagley-Keene Open Act were discussed in regards to forwarding emails amongst committee members.*

ITEM #5 – Committee Reports

1. Field of Testing Worksheet Review

Motion: A motion was made by Member Godfrey to form a subcommittee including Members Brodt, Cho, Eaton, Gossett, Kimbrough, and Neshvad to lead the task of reviewing the Field of Testing Worksheet review.

Seconded by: Member Gossett

MOTION CARRIED: May 11, 2016

Aye: All
Nay: None
Absent: None
Abstain: None

2. ELTAC Mission Statement

Motion: A motion was made by Member Clark to adopt the revised ELTAC Mission Statement.

Seconded by: Member Boele

MOTION CARRIED: May 11, 2016

Aye: All
Nay: None
Absent: None
Abstain: None

Informational Item – Lower 1, 2, 3 Trichloropropane Reporting Limits

- *Presented by Bill Draper, Drinking Water Radiation Laboratory*
- *Action Item: Stephen Clark will draft memo recommending a process ELAP use to communicate new regulatory needs to ELTAC and the laboratory community.*

No Formal Action Taken

ITEM #6 – Unfinished Business

1. Discussion of Laboratory Standards

- *Action Item: ELAP will schedule a meeting with the State Agency Partners to obtain a list of their agencies' needs regarding laboratory data and practices.*
- *Action Item: ELTAC requests that ELAP request presentations for the next meeting from small laboratories that had successfully implemented a quality management system for accreditation.*

No Formal Action Taken

ITEM #7 – New Business

1. ELTAC Constituency Contacts/By-Laws Expectations

- *Action Item: ELAP will send ELTAC members constituency email contact lists.*

No Formal Action Taken

2. Auditor Checklists

Motion: A motion was made by Chairperson Eaton to table the topic until the next meeting.

Seconded by: Member Clark

Amendment: An amendment to the motion was made by Member Kimbrough to allocate thirty minutes to the next meeting agenda and to review a representative checklist during that time.

Seconded by: Member Clark

AMENDMENT CARRIES: May 11, 2016

Aye: All

Nay: None

Absent: Member Gossett
Member Neshvad

Abstain: None

AMENDED MOTION CARRIED: May 11, 2016

Aye: All

Nay: None

Absent: Member Gossett
Member Neshvad

Abstain: None

- *Action Item: ELAP will provide comparisons between ELTAC-drafted and ELAP-revised auditor checklists as part of the next meeting packet.*

3. Draft Regulations on Fee Structure

- *Action Item: ELAP will provide additional information regarding fees, including: fee exemption data, total lab accreditation data, FOT accreditation data, and method accreditation data.*

No Formal Action Taken

ITEM #9 - Close

- Review action items:
 - a. Stephen Clark will draft memo recommending a process ELAP use to communicate new regulatory needs to ELTAC and the laboratory community.
 - b. ELAP will schedule a meeting with the State Agency Partners to obtain a list of their agencies' needs regarding laboratory data and practices.
 - c. ELAP will send ELTAC members constituency email contact lists.
 - d. ELAP will provide comparisons between ELTAC-drafted and ELAP-revised auditor checklists as part of the next meeting packet.
 - e. ELAP will provide additional information regarding fees, including: fee exemption data, total lab accreditation data, FOT accreditation data, and method accreditation data.

ADJOURNMENT

The Committee adjourned at 4:42pm.