

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
JANUARY 4, 2017**

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 January 4, 2017 at 10:00 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Sierra Hearing Room, Sacramento, CA 95814 and the Metropolitan Water District of Southern California – La Verne, Weymouth Room, 700 Moreno Avenue, La Verne, CA 91750.

COMMITTEE MEMBERS PRESENT

DELAPO: Christine Sotelo

Representatives (voting):

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

State Regulatory Agency Employees (non-voting):

Gail Cho
Bruce LaBelle
Renee Spears

Not Present:

Bruce Burton (non-voting State Regulatory Agency Employee)

OTHER STAFF PRESENT

Scribe: Katelyn McCarthy

ELAP: Maryam Khosravifard, Jacob Oaxaca

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.

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 Comments

ITEM #3 – Approval of Amended Minutes from November 2, 2016 Meeting

Motion: Member Kimbrough motioned to adopt the minutes.

Seconded by: Member Coss

MOTION CARRIED: January 4, 2017

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

Nay: None

Absent: Member Brodt

Abstain: None

ITEM #4 – DELAPO Report

- ***DELAPO Christine Sotelo updated committee members on the program’s progress since last meeting:***
 - ***ELAP finalized its Quality Assurance Manual***
 - ***Two new staff hired in Sacramento Office***
 - ***Supervisor hired for Glendale Field Office – Maria Friedman***
 - ***ELAP’s Assessor Training Contract is open for bids and expected to be awarded in February***
 - ***ELAP was audited by the US EPA November 16-18, 2016***
 - ***Still waiting on report, but verbal feedback was positive***
 - ***Three areas identified for improvement:***
 - ***Documentation***
 - ***Reciprocity***
 - ***Checklists***
 - ***ELAP is prepared to take corrective actions once the report is received***

ITEM #5 – Informational Item – 2017 Method Update Rule

Committee members discussed the timelines for the recently published Method Update Rule. Members indicated they would like to discuss in depth at a future meeting once more information was available. A summary of the changes was provided to the committee members in the meeting packet.

ITEM #6 – Unfinished Business

ASSESSOR CHECKLISTS

DELAPO Sotelo informed committee members that the Assessor Training Contract includes method checklists as a deliverable and requested tabling of this item until a later date.

Motion: Member Kimbrough motioned to table the item.

Seconded by: Member Gossett

MOTION CARRIED: January 4, 2017

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

Nay: None

Absent: None

Abstain: None

MODIFICATIONS TO THE TNI STANDARD

DELAPO Sotelo presented a summary of ELAP’s preliminary determinations on 87 of modifications proposed by ELTAC members and requested ELTAC’s vote on 37 proposed modifications still under consideration. This work product, including vote counts, is attached to this document as a table titled “ELTAC FEEDBACK REQUESTED”.

Additionally, Sotelo informed committee members of next steps in the process of adopting a laboratory standard:

- Votes from this meeting will be presented to the State Agency Partners
- ELAP will make a preliminary determination on the remaining 37 modifications
- ELAP will present all preliminary determinations to the Expert Review Panel and consider changes based on their feedback

FEE STRUCTURE

DELAPO Sotelo presented committee members with three conceptual models and requested a preliminary count vote.

1. Model 1 – Everyone pays equally **(2 in favor)**
 2. Model 2 – Only a per Field of Testing Fee **(3 in favor)**
 3. Model 3 – Base + Per Field of Testing Fee **(14 in favor)**
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ADJOURNMENT

The Committee adjourned at 4:30pm.