

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
June 15, 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 June 15, 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
Ronald Coss
Huy Do
Andy Eaton
Miriam Ghabour
Anthony Gonzalez
Rich Gossett
David Kimbrough
Allison Mackenzie
Guilda Neshvad

Alternate:

Chris Francis (for Mark Koekemoer)

State Regulatory Agency Employees:

Bruce Burton
Gail Cho
Bruce LaBelle
Renee Spears

Not Present:

Bruce Godfrey
Mark Koekemoer

OTHER STAFF PRESENT

Scribe: Katelyn McCarthy

ELAP: Maryam Khosravifard, Angela Anand, Ruby Lau, Jacob Oaxaca

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.

Commenter

Marshall Chaffee, Jones Environmental

- *Proposed adding Proficiency Testing scoring system to a future agenda.*

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 May 11, 2016 Meeting

Motion: Member Clark motioned to adopt the amended minutes.

Seconded by: Member Boele

MOTION CARRIED: June 15, 2016

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

Nay: None

Absent: Member Godfrey
Member Koekemoer

Abstain: None

- *Action Item: Katelyn McCarthy will amend minutes by adding informal action items.*

ITEM #4 – DELAPO Report

- *DELAPO Christine Sotelo spoke about ELAP's accomplishment in enhancing resources, including radiochemistry and inspector training for technical staff, announcement of new vacant positions, and promotion of Katelyn McCarthy to Staff Services Analyst.*
- *Sotelo discussed ELAP's work on developing Standard Operating Procedures (SOPs).*
- *Sotelo informed the committee about ELAP's upcoming U.S EPA audit, the amount of resources being used to prepare for the audit, and the effect on the fee structure timeline.*

ITEM #5 – Unfinished Business

1. Laboratory Accreditation Standards

Motion: A motion was made by Member Boele to table discussion of the Florida Case Study until a later date.

Seconded by: Member Cho

MOTION CARRIED: June 15, 2016

Aye: Member Boele
Member Brodt
Member Clark
Member Coss
Member Do
Member Eaton
Member Ghabour

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

Motion: A motion was made by Member Boele to request Carol Wortham (spokesperson for the State Agency Partners Committee) be added to the July 27th ELTAC meeting agenda to report on the State Agency Partners meeting.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Chairperson Eaton to table discussion of auditor checklists for one meeting, at minimum.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Member Kimbrough to table presentation and discussion by Member Mackenzie (“In Support of CA Adoption of the TNI Standard”).

Seconded by: Member Boele

MOTION CARRIED: June 15, 2016

Aye: Member Boele
Member Brodt
Member Clark

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

Motion: A motion was made by Chairperson Eaton to request ELAP bring a guest speaker or speakers to the next committee meeting from TNI-accredited one- or two-person laboratories, or that ELAP provide contact information for those persons should they not be available to speak during the scheduled meeting.

Seconded by: Member Boele

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Member Clark that the committee accept Delapo Sotelo's "three decision" model as an alternative to the previously discussed Options 1, 2, and 3 to frame the laboratory accreditation standards discussion.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Member Kimbrough to use the remaining time during the current agenda item to discuss the issue of a recommendation to ELAP on the proficiency testing decision in the standards model.

Seconded by: Chairperson Eaton

MOTION CARRIED: June 15, 2016

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

Nay: None

Absent: Member Godfrey
Member Koekemoer

Abstain: None

Motion: A motion was made by Member Boele that the committee recommend ELAP require laboratories submit one round of proficiency testing per year.

Seconded by: Member Gossett

MOTION CARRIED: June 15, 2016

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

Nay: None

Absent: Member Godfrey
Member Koekemoer

Abstain: None

2. Proposed process for agency coordination and to update laboratory community on future regulatory actions.

Motion: A motion was made by Member Boele that Member Clark revise version one of a memo regarding a recommended process for ELAP, agency, and laboratory coordination when new methods or new reporting limits are needed and submit the second version to ELAP for distribution to the Agency Partners Committee for review and comment.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

Aye: Member Boele
Member Brodt
Member Clark
Member Do
Member Eaton
Member Ghabour
Member Gonzales

Member Gossett
Member Kimbrough
Member Mackenzie
Member Neshvad
Nay: None
Absent: Member Coss
Member Godfrey
Member Koekemoer
Abstain: None

3. Auditor Checklists – tabled

4. Fee Structure

Motion: A motion was made by Member Boele to create a Fees Subcommittee consisting of Members Boele, Ghabour, Gossett, Kimbrough, Mackenzie, and Neshvad.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

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

- **Action Item:** *ELAP should provide information to subcommittee regarding program needs and possible fee models that have been evaluated.*

ITEM #6 – Committee Reports

1. Field of Testing (FOT) Subcommittee

Motion: A motion was made by Member Boele to accept the subcommittee's proposed format for FOTs.

Seconded by: Member Clark

MOTION CARRIED: June 15, 2016

Aye: Member Boele
Member Brodt
Member Clark
Member Do
Member Eaton
Member Ghabour
Member Gonzales
Member Gossett

Member Kimbrough
Member Mackenzie
Member Neshvad
Nay: None
Absent: Member Coss
Member Godfrey
Member Koekemoer
Abstain: None

Motion: A motion was made by Chairperson Eaton to recommend that when there are compounds that are regulated by the state or federal government, but there is not a mandatory requirement for lab certification, that ELAP offer laboratory certification.

Seconded by: Member Kimbrough

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Member Clark to have the fee subcommittee address the issue of certification by program versus by method or instrumentation.

Seconded by: Member Gossett

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Member Gossett to recommend ELAP change program statute to method/instrumentation based certification instead of a program based certification.

Seconded by: Member Cho

Amendment: An amendment to the motion was made to request ELAP present to ELTAC the process and historical evaluation of the options before proceeding with statute change.

Seconded by: Member Boele

AMENDMENT CARRIED: June 15, 2016

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

MOTION CARRIED: June 15, 2016

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

Motion: A motion was made by Chairperson Eaton to table the last three issues on the FOT Subcommittee report.

Seconded by: Member Boele

MOTION CARRIED: June 15, 2016

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

ITEM #9 - Close

➤ Review action items:

- a. Katelyn McCarthy with amend May meeting minutes to include informal action items.

- b. ELAP will bring a guest speaker or speakers to the next committee meeting from TNI-accredited one- or two-person laboratories, or provide contact information for those persons should they not be available to speak during the scheduled meeting
- c. Member Clark will revise version one of a memo regarding a recommended process for ELAP, agency, and laboratory coordination when new methods or new reporting limits are needed and submit the second version to ELAP for distribution to the Agency Partners Committee for review and comment.
- d. ELAP will work with the fees subcommittee to provide additional information.
- e. The FOT Subcommittee will finish its report at the next meeting.

ADJOURNMENT

The Committee adjourned at 5:14pm.