

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
November 2, 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 November 2, 2016 at 10:12 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Coastal Hearing Room, Sacramento, CA 95814 and the Metropolitan Water District of Southern California, Room US2135, 700 N. Alameda Street, 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
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
Anthony Gonzalez

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.)

- *Mark Bartson, Division of Drinking Water, SWRCB, spoke. The committee was asked to provide feedback on a survey regarding the 1,2,3 TCP MCL. Plans were made to email the draft survey to committee members.*

ITEM #3 – Approval of Amended Minutes from August 24, 2016 Meeting

Motion: Member Clark motioned to adopt the minutes.

Seconded by: Member Mackenzie

MOTION CARRIED: November 2, 2016

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

Nay: None

Absent: Member Godfrey
Member Gonzales

Abstain: None

ITEM #4 – DELAPO Report

- *DELAPO Christine Sotelo spoke about ELAP's progress:*
 - *ELAP hired a Supervisor for the Proficiency Testing Unit, Dr. Christopher Ryan*
 - *ELAP appointed Jacob Oaxaca ELAP's Quality Assurance Officer*
 - *ELAP is in the process of interviewing for five new assessor positions and a Supervisor for the Glendale Field Office*
 - *ELAP's assessor training contract is expected to be awarded in mid-February.*
 - *ELAP created 11 additional Standard Operating Procedures. Sotelo briefly summarized them from the list that was included in the meeting materials. Suggestions were made by committee members about additional SOPs needed (management review), and the organization of the existing SOPs.*
 - *ELAP had selected a laboratory accreditation standard and presented their recommendation to the State Water Resources Control Board members and the public at an informational workshop on October 4th in Sacramento.*

ITEM #5 – Unfinished Business – Laboratory Accreditation Standard

DELAPO Christine Sotelo requested ELTAC work on creating a table of recommendations for modification of the TNI Standard document that were made during the meeting. She requested the table include: the section of the standard to be modified, a short summary of the content of that section, the proposed modification, a rationale for the proposal, and the number of ELTAC members in agreement.

This work product, including vote counts, is attached to this minute document as a table titled "PROPOSED MODIFICATIONS TO TNI VOLUME 1, PREPARED BY: ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE".

ITEM #6 - Close

ADJOURNMENT

The Committee adjourned at 5:08pm.

PROPOSED MODIFICATIONS TO TNI VOLUME 1
PREPARED BY: ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE

TNI Section	Summary	Modification	Rationale	# in Agreement
Module 2				
2.0	references other documents	defer to SAPC to judge if the documents are indispensable	not indispensable	9 (in favor) 2 (against) 1 (absent)
4.1.4	requires lab to make a list of potential conflicts of interest	delete	no definition of what conflict of interest is. Covered under mandatory ethics training	8 (in favor) 2 (against) 2 (absent)
4.1.5 (b)	requires lab to have documentation ensuring mgmt. and personnel are free from undue influence	delete	too broad	8 (in favor) 2 (against) 2 (absent)
		modify - strike "have arrangements to"	is necessary to avoid fraudulent actions	9 (in favor) 1 (against) 2 (absent)
4.1.5 (c)	requires procedures for protecting customer information	delete	outside regulatory authority of ELAP	9 (in favor) 1 (against) 2 (absent)
4.1.7.1 (d)	additional requirements for lab	delete	Difficult for 1-2 person lab to comply with. Problem with "documented training"	10 (in favor) 2 (against)
		delay until ELAP can offer better definition of expectation		
4.1.7.2 (d)	requires that separate facilities have separate technical managers	delete	expense to muni labs, cause small labs to revoke ELAP cert (labs won't be overseen by the state), doesn't solve the problem	8 (in favor) 4 (against)
4.1.7.2 (e)	requirements for when tech. mgr. is out for extended period of time	delete timeframe for notification, require an alternate when on leave		10 (in favor) 2 (against)
		delete and replace with current ELAP language	ELAP language is more stringent	
4.3	document control	delay for 3 years	excessive effort	11 (in favor) 1 (abstained)

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TNI Section	Summary	Modification	Rationale	# in Agreement
4.5 etc.	requires all labs used for subcontracting to be ISO certified	modify - striking ref. to ISO and replacing with CA standard	CA certified labs should be able to send samples to other CA certified labs	10 (in favor) 2 (against)
		any place where ref to ISO, replace with Title 22		
4.6	requires documenting purchasing process for services and supplies	delete	methods already have policies to ensure quality of supplies	9 (in favor) 2 (against) 1 (abstained)
4.8, 4.11, 4.12, 4.13, 4.15	documentation requirements	delay - ELAP provide training and support documents	imperative for implementation	12
4.14.5 (c)	requires annual internal audits	modify - require internal audits during years ELAP is not performing assessment	excessive effort	9 (in favor) 2 (against) 1 (abstained)
5.2.6 (all)	requires B.S degree as a condition of being technical manager or lab director	delete - use current CA language	requiring a B.S. degree eliminates qualified candidates. CWEA/AWWA certificates would not be valid	8 (in favor) 3 (against) 1 (abstained)
5.4	conditions for approval of use of non-standard methods	delete	labs should not be able to use non-standard methods without prior approval	8 (in favor) 2 (against) 1 (abstained) 1 (absent)
		if not deleted then modify - add ELAP/SAPC/EPA can approve methods	non-standard methods should require approval from State Agency	9 (in favor) 2 (against) 1 (absent)
5.6.2.1 and related sections	requirements for calibration labs	delete	not applicable - ELAP labs are not calibration labs	8 (in favor) 3 (against) 1 (abstained)
5.6.3.4	requires documentation of procedures for transport and storage of reference standards	delete	already in the method	7 (in favor) 5 (against)
5.6.4.1	sentence that proceeds subsection (a) is broad	delete sentence that precedes subsection (a)	too broad	7 (in favor) 4 (against) 1 (abstained)
5.6.4.2	sentence that proceeds subsection (a) is broad	delete sentence that precedes subsection (a)	too broad	7 (in favor) 5 (against)

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TNI Section	Summary	Modification	Rationale	# in Agreement
5.6.4.2 (f)	allows labs to use standards after expiration date if reliability is verified	modify - delete "if reliability is verified"	standards should not be used after expiration date	3 (in favor) 8 (against) 1 (abstained)
5.8.9 (c)	requires documentation for procedure of sample disposal	delete	outside regulatory authority of ELAP	8 (in favor) 4 (against)
Module 4				
1.5.2.1.1 (Notes)	gives lab the option to use EPA MDL procedures	modify - require use of EPA MDL procedure		
1.7.1		delete last sentence of first paragraph 1.7.1		8 (in favor) 3 (against) 1 (abstained)
1.7.1.1 (f)	requires labs to use a minimum number of calibration standards	modify - only when the method does not specify then the section applies	method already specifies the minimum number of calibration points	
1.7.2.3.3	requires surrogates for all samples, standards, and blanks	delete	method already specifies when surrogates are appropriate	8 (in favor) 2 (against) 2 (absent)
1.7.2.4	requires documentation of procedure for data reduction	modify - strike "such as use of linear regression"	too specific, should be broad	10 (in favor) 2 (against)
1.7.3.2 (b)	allows LCS to have certain # of analytes outside of acceptance range of method and still report results without corrective action	delete	any failure should require investigation/corrective action	4 (in favor) 8 (against)
Multiple Modules				
Module 1 - 4.2.4, 4.3.5, 4.3.7 (a,b,c); Module 2 - 5.9.3; Module 4 - 1.5.2.1, 1.5.2.2	requires that lab determine an LOQ for every analyte	remove any reference to LOQ and replace with something more specific to CA regulatory agency needs (for example DLR for DW). ELTAC will work with SAPC	confusing and non-productive	8 (in favor) 2 (against) 2 (absent)

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TNI Section	Summary	Modification	Rationale	# in Agreement
Module 2 - 3.1 Module 4 - 1.5.2.1.2, 1.5.2.2.2, 1.7.1.2	verification requirements	remove any reference to MDL as currently specified; work with SAPC to come up with solution that more adequately meets their needs		8 (in favor) 2 (against) 2 (absent)