

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
August 24, 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 August 24, 2016 at 10:00 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Sierra Hearing Room, Sacramento.

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

State Regulatory Agency Employees:

Bruce Burton
Gail Cho
Bruce LaBelle
Renee Spears

Not Present:

Bruce Godfrey
Guilda Neshvad

Alternates:

Brad Meadows (alternate for Bruce Godfrey)

OTHER STAFF PRESENT

Scribe: Katelyn McCarthy

ELAP: Maryam Khosravifard

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 July 27, 2016 Meeting

Motion: Member Mackenzie motioned to adopt the minutes.

Seconded by: Member Kimbrough

MOTION CARRIED: August 24, 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

Nay: None

Absent: Member Godfrey
Member Neshvad

Abstain: None

ITEM #4 – DELAPO Report

- ***DELAPO Christine Sotelo spoke about ELTAC's accomplishments from the last meeting:***
 - ***ELTAC reached a recommendation on Field of Testing (FOT) lists, including recommending that ELAP certify laboratories on a per-analyte basis from the list of published methods, and that any additions to the certification lists should come from regulatory agency requests.***
 - ***ELTAC recommended that ELAP's technical standard for laboratories consist of the method requirements of all approved methods. ELAP has accepted this recommendation.***
 - ***ELTAC voted to support the development of a quality management system as a condition of accreditation for California.***

ITEM #5 – Structure for the Day

No Action Taken

ITEM #5 Cont. – Presentations of Quality Management Systems Options

1. Standards in Existing Regulations – Member Ghabour
2. US EPA Quality Systems – Member Kimbrough
3. The TNI Standard – Member Mackenzie
4. The TNI Standard “Light” – DELAPO Sotelo
5. Other – No speakers

No Action Taken

ITEM #5 Cont. – Recommendation on Quality Management System.

Motion: A motion was made by Member Kimbrough to recommend to ELAP adoption of existing regulations with additional components as determined by ELTAC to use as the basis for the laboratory quality management system.

Secoded by: Member Ghabour

MOTION CARRIED: August 24, 2016

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

Motion: A motion was made by Member Mackenzie that ELTAC recommend to ELAP the adoption of the 2016 TNI Standard, Volume 1, with modifications as the laboratory quality management system.

Secoded by: Member Coss

MOTION LOST: August 24, 2016

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

ITEM #5 Cont. – Recommendation on Implementation Schedule

Motion: A motion was made by Member Kimbrough that ELTAC recommend extension of ELAP's deadline to present a draft regulations package from January 2017 to September 2017.

Secoded by: Member Boele

MOTION LOST: August 24, 2016

Aye: Member Boele
Member Kimbrough
Nay: Member Brodt
Member Clark
Member Do
Member Eaton
Member Mackenzie

Member Ghabour
Member Gonzales
Member Gossett
Member Koekemoer
Absent: Member Godfrey
Member Neshvad
Abstain: Member Coss

Motion: Member Coss moved that ELTAC recommend to ELAP a three year implementation schedule for the new laboratory accreditation standard upon adoption of the regulations package by the State Water Board.

Seconded by: Member Clark

Amendment: Member Boele amended the motion to add that ELTAC recommend that the implementation period be no longer than three years from date of adoption of regulations.

Seconded by: Member Kimbrough

AMENDMENT CARRIED: August 24, 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

Nay: None

Absent: Member Godfrey
Member Neshvad

Abstain: None

MOTION CARRIED: August 24, 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

Nay: None

Absent: Member Godfrey
Member Neshvad

Abstain: None

ITEM #5 Cont. – Recommendation on Training and Assistance for Laboratories

No Action Taken

ITEM #6 - Close

➤ Review action items:

- a. ELAP will make a preliminary recommendation on the quality management system component of the laboratory accreditation standard and notify ELTAC in writing.
- b. ELTAC members discussed forming groups consisting of members from the first two quality systems presentations and the TNI Standard presentation to address revision to the standards.
- c. ELTAC discussed the topics anticipated to be on the November meeting agenda. They consist of Accreditation Standards, Certification Fees, Assessor Checklists, and the new reporting requirements for Lead and Copper in Drinking Water.

ADJOURNMENT

The Committee adjourned at 5:08pm.