

**SUMMARY OF THE
ENVIRONMENTAL LABORATORY ADVISORY BOARD MEETING
Monthly Teleconference Meeting: 866-299-3188/9195415544#
August 19, 2015; 1:00 – 3:00 p.m. EDT**

The U.S. Environmental Protection Agency's (EPA) Environmental Laboratory Advisory Board (ELAB or Board) teleconference was held on August 19, 2015. The agenda for this meeting is provided as Attachment A, a list of the participants is provided as Attachment B, and action items from the teleconference are included as Attachment C. The official certification of the minutes by the Chair or Vice-Chair is included as Attachment D.

ROLL CALL/INTRODUCTION OF GUESTS

Ms. Patty Carvajal, Chair of ELAB, and Ms. Lara Phelps, Designated Federal Official (DFO) of ELAB, welcomed participants to the teleconference and called an official roll of the Board members and guests.

OPENING REMARKS FROM THE DFO

Ms. Phelps explained that she has received a good deal of positive feedback about the new ELAB website. The Board's charter has been approved for the next 2 years and has been posted on the website. She is in the process of completing the required annual audit of the Board; the auditors are impressed with the new ELAB website and would like to ensure that all finalized Board letters and reports to the Agency are stored in the EPA library. This does not include working documents created by the Task Groups. The official results of the audit should be available by the end of August, so the Board can discuss any recommendations during its September meeting.

In response to a question from Dr. Dallas Wait regarding storing working documents, Ms. Phelps explained that under the new Drupal system, EPA might be able to establish a password-protected website for the ELAB members to share working documents with each other. She will investigate this possibility.

APPROVAL OF JULY MINUTES

Ms. Carvajal asked whether any members had comments regarding the Board's July meeting minutes, noting that she had submitted a corrected email address via email. Dr. Wait moved to accept the minutes, and Ms. Aurora Shields seconded the motion. ELAB approved the July minutes unanimously with the change of email address and no further discussion.

UPDATES ON CURRENT TOPICS

Methods Harmonization

Dr. Wait plans on scheduling a meeting of the Task Group during the week following Labor Day.

Interagency Data Quality Task Force (IDQTF)/Data Quality Objective (DQO) Process

Dr. Henry Leibovitz has taken a temporary leave of absence from the Board. This Task Group will be placed on hold if no ELAB members are able to lead the group in Dr. Leibovitz's absence. Ms. Carvajal will send an email to the Board members to determine whether anyone will lead the Task Group devoted to the IDQTF/DQO process in Dr. Leibovitz's absence.

Qualification of Drinking Water Data

Ms. Carvajal has contacted Ms. Aaren Alger (Pennsylvania Department of Environmental Protection) to request the information that laboratories have been submitting to have their qualified data accepted into the database. The goal is to determine what issues laboratories are submitting and how this has changed over time. There was less concern expressed at the most recent ELAB face-to-face meeting now that individuals are beginning to understand Pennsylvania's program, but it would be beneficial to move toward consistency among all states.

Ms. Carvajal believes that the ultimate product of the Task Group will be recommendations to the Agency, and she asked Ms. Phelps to whom these should be addressed. Ms. Phelps noted that Mr. Dan Hautman (EPA) had been engaged in the discussion during the face-to-face meeting. She will contact him to determine the best point of contact. Her thoughts are that it should be sent to Mr. Hautman with Ms. Janet Goodwin (EPA) copied.

Ms. Carvajal explained that the Task Group had met with the Office of Water staff during ELAB's recent face-to-face meeting to discuss this issue. Each side was able to share its perspectives and concerns. Ms. Phelps indicated that it was a productive meeting.

In-Line and On-Line Monitoring

Mr. Michael Flournoy explained that the Task Group had not met since the face-to-face meeting. He has contacted Mr. Lem Walker (EPA) regarding some additional details and is awaiting his response. There are several individuals outside the Board willing to help with this effort, including someone from the state of New York. Ms. Carvajal obtained relevant information from the U.S. Geological Survey and will share this with Mr. Flournoy.

Polychlorinated Biphenyls (PCBs)/Acrolein and Acrylonitrile

Dr. Mahesh Pujari stated that the Agency's PCB effort is being run by Mr. Adrian Hanley (EPA), who has indicated that Dr. Pujari cannot yet circulate any documents related to the project. The EPA group met at the end of July to discuss the project and the many comments that have been received. Mr. Hanley's group has determined that the focus will be on a gas chromatography-mass spectrometry method. The next step is to develop a Quality Assurance Project Plan and determine which laboratory will perform the work. Dr. Pujari is waiting for Mr. Hanley to provide direction regarding how the Task Group can move forward to help with this effort.

Dr. Pujari reiterated that the recent Methods Update Rule (MUR) did not remove the pH requirement for acrolein and acrylonitrile methods. Mr. Hanley is the main point of contact

regarding this issue, and Dr. Pujari plans to speak with him prior to the September Board meeting.

MUR Update

Ms. Carvajal reported that EPA is not able to determine at this time exactly when the final MUR will be published. If the process goes smoothly, it may be released in early 2016; otherwise, it could be mid-to-late 2016. The Agency received 400 pages of comments regarding the proposed MUR.

PROPOSED TASK GROUP STRUCTURE POLICY FOR ELAB

Ms. Carvajal noted the importance of maximizing the Board's limited resources. She proposed that the Task Groups change annually each January. Dr. Wait and Mr. Flournoy agreed that this would be a more efficient method to carry out and complete the Board's work; efficiency is critical for ELAB's success. Ms. Phelps noted that ELAB worked very well under the previous Workgroup structure, which was based on three topic areas that allowed issues to be disseminated in a balanced manner. It is unfortunate that the structure had to be changed as the result of external factors. The frequency and rotation under the proposed structure will meet Federal Advisory Committee Act (FACA) requirements and will depend on the various issues that ELAB addresses. She thought that a 1-year rotation would be acceptable, but everyone must be committed to the rotation and be willing to engage in a different set of topics. One agreed-on member should remain following the rotation to ensure that the institutional knowledge of each group is retained. The Task Group structure and process policy should be documented so that all members understand and agree on the policy. Ms. Carvajal will revise the proposal based on comments from Ms. Phelps and will share the revised proposal with the ELAB members so that they can discuss it during the Board's September teleconference.

Dr. Wait asked how the Task Group structure would be handled during years in which ELAB members leave the Board. Ms. Carvajal responded that this could be considered while the rotation process is developed to ensure that there is continuity. Ms. Phelps added that under the previous structure, the Workgroups included a mixture of first-, second- and third-term Board members to ensure that each group had institutional knowledge as well as new ideas from new members. Dr. Wait would like the finalized process to "codify" how rotations will be handled to ensure continuity. In response to a question from Dr. Wait, Ms. Phelps explained that the FACA review committee did not need to approve any Task Group policy created by ELAB; it is incumbent on her to ensure that ELAB is complying with FACA rules. She reiterated that the old term of "Workgroup" must not be used.

NEW TOPICS/ISSUES FOR CONSIDERATION

No additional new topics or issues were introduced for consideration.

WRAP-UP/REVIEW ACTION ITEMS

Ms. LeBaron reviewed the action items identified during the meeting, which are included as Attachment C.

CLOSING REMARKS/ADJOURNMENT

Mr. Flournoy moved to adjourn the meeting; Dr. Wait seconded the motion. The meeting was adjourned at 1:58 p.m.

Attachment A

AGENDA
ENVIRONMENTAL LABORATORY ADVISORY BOARD
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Roll Call/Introduction of Guests	Carvajal/LeBaron
Opening Remarks From the DFO	Phelps
Approval of July Minutes	Carvajal
Updates on Current Topics	All
Methods Harmony: Wait	
Interagency Data Quality Task Force/Data Quality Objectives Process: Carvajal	
Qualification of Drinking Water Data: Carvajal	
In-Line and On-Line Monitoring: Flournoy	
Polychlorinated Biphenyls/Acrolein and Acrylonitrile: Pujari	
Methods Update Rule Update: Carvajal	
Proposed Task Group Structure Policy for ELAB	Carvajal
New Topics/Issues for Consideration	Carvajal
Wrap-Up/Review Action Items	Carvajal/LeBaron
Closing Remarks/Adjournment	Carvajal

Attachment B**PARTICIPANTS LIST****Board Members**

Attendance (Y/N)	Name	Affiliation
Y	Ms. Patricia (Patty) Carvajal (Chair)	San Antonio River Authority Representing: Watershed/Restoration
Y	Dr. A. Dallas Wait (Vice- Chair)	Gradient Corporation Representing: Consumer Products Industry
Y	Ms. Lara Phelps, DFO	U.S. Environmental Protection Agency Representing: EPA
N	Dr. Michael (Mike) Delaney	Massachusetts Water Resources Authority Representing: Massachusetts Water Resources Authority
Y	Mr. Michael Flournoy	Eurofins Environment Testing USA Representing: American Council of Independent Laboratories
N	Mr. Keith Greenaway	ANSI-ASQ National Accreditation Board Representing: The NELAC Institute
N	Dr. Deyuan (Kitty) Kong	Chevron Energy Technology Company Representing: Chevron
Y	Ms. Sylvia (Silky) Labie	Environmental Laboratory Consulting & Technology, LLC Representing: Third-Party Assessors
N (Leave of Absence)	Dr. Henry Leibovitz	Rhode Island State Health Laboratories Representing: Association of Public Health Laboratories
Y	Dr. Mahesh Pujari	City of Los Angeles Representing: National Association of Clean Water Agencies
N	Ms. Patsy Root	IDEXX Laboratories, Inc. Representing: Laboratory Product Developers
Y	Ms. Aurora Shields	City of Lawrence, Kansas Representing: Wastewater Laboratories
Y	Ms. Michelle Wade	Kansas Department of Health and the Environment Representing: Laboratory Accreditation Bodies

PARTICIPANTS LIST (CONT)

Contractors and Guests

Attendance (Y/N)	Name	Affiliation
Y	Ms. Kristen LeBaron (Contractor)	The Scientific Consulting Group, Inc. (SCG)
Y	Ms. Rachel McIntosh-Kastrinsky (EPA ASPPH Fellow)	EPA

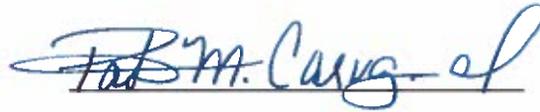
Attachment C

ACTION ITEMS

1. Ms. LeBaron will finalize the July meeting minutes and send them to Ms. Phelps via email.
2. Ms. Phelps will determine whether EPA can establish a password-protected website accessible only to the Board for the ELAB members to share working documents with each other.
3. Ms. Carvajal will send an email to the Board members to determine whether anyone can lead the Task Group devoted to the IDQTF/DQO process in Dr. Leibovitz's absence.
4. Ms. Phelps will contact Mr. Hautman to determine to whom the letter regarding the qualification of drinking water data recommendations should be sent.
5. Ms. Carvajal will share information regarding in-line and on-line monitoring from the U.S. Geological Survey with Mr. Flournoy.
6. Ms. Carvajal will revise the Task Group structure proposal based on comments from Ms. Phelps and will share the revised proposal with the ELAB members so that they can discuss it during the Board's September teleconference.
7. Ms. Phelps will send information about the previous Workgroup structure to Ms. Carvajal

Attachment D

I hereby certify that this is the final version of the minutes for the Environmental Laboratory Advisory Board Meeting held on August 19, 2015.

A handwritten signature in blue ink, appearing to read "Pat M. Carvajal", written over a horizontal line.

Signature Chair

Ms. Patricia M. Carvajal

Print Name Chair

