

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)**  
**COMMITTEE MEETING MINUTES**  
**MARCH 28, 2018**

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 Stephen Clark called the meeting to order on March 28, 2018 at 10:07 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Conference Room 2540, Sacramento, CA 95814 and the Metropolitan Water District of Southern California, 700 North Alameda Street, Room 1-102, CA 90012.

**COMMITTEE MEMBERS PRESENT**

*DELAPO:* Christine Sotelo

*Representatives (voting):*

Diane Anderson  
Mindy Boele  
Jill Brodt  
Stephen Clark  
Ronald Coss  
Huy Do  
Andy Eaton  
Miriam Ghabour  
Bruce Godfrey  
Anthony Gonzalez  
David Kimbrough  
Mark Koekemoer

*State Regulatory Agency Employees (non-voting):*

Bruce Burton  
Gail Cho  
Bruce LaBelle  
Renee Spears

*Not Present:*

Rich Gossett  
Allison Mackenzie

**OTHER STAFF PRESENT**

*Scribe:* Katelyn McCarthy

*ELAP:* Maria Friedman, 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**

#### **Call to Order/Roll Call**

#### **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.)

#### **Approval of Minutes from December 6, 2017 Meeting**

**Motion:** Member Eaton moved to adopt the minutes.

**Seconded by:** Member Gonzalez

**MOTION CARRIED:** March 28, 2018

**Aye:** Member Anderson  
Member Boele  
Member Brodt  
Member Clark  
Member Coss  
Member Do  
Member Ghabour  
Member Godfrey  
Member Kimbrough  
Member Koekemoer

**Nay:** None

**Absent:** Member Gossett  
Member Mackenzie

**Abstain:** None

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### **ELTAC Member Presentation**

*Member Kimbrough, Pasadena Water and Power*

Member Kimbrough presented thoughts on interim accreditation, the Drinking Water Laboratory Certification Manual, on-site assessment schedules, and certificate expiration dates for the committee's consideration.

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### **DELAPO Report**

- *DELAPO Christine Sotelo welcomed new chairperson, Stephen Clark.*
- *Staffing updates*
  - *New staff in PT Unit – Janet Hernandez*
  - *New Supervisor of Program Development, Research, and Enforcement Unit – Jacob Oaxaca*

- *Sotelo informed the committee about the results of US EPA's 2017 audit of CA ELAP.*
  - *EPA is pleased with ELAP's progress*
  - *Findings were administrative in nature (documentation and certificate dates)*
- *Sotelo provided information on the Drinking Water Certification Manual*
  - *ELAP is necessary for DDW to maintain primacy under the Safe Drinking Water Act.*
  - *Cert manual sets out federal requirements, and makes recommendations to laboratories about what EPA considers to be best practice*
- *Sotelo provided information about the program's use of "interim" certificates to allow ELAP more time to assess a laboratory.*
  - *Laboratories with interim certificates can do business as usual.*
- *Sotelo provided an update on the Regulations Development timeline.*
  - *Anticipate regulations becoming effective in the second quarter of 2019*
- *Sotelo described her recent trip to the Forum on Environmental Accreditation*
  - *The TNI community discussed the changes to the Standard that California is proposing in the draft regulations.*
- *Sotelo provided an update on ELAP's Assessor Training Contract*
  - *Positive feedback on NV5 assessors from pilot round laboratories*
  - *Assessments are longer than past ELAP assessments because of training, broad gap analysis, and answering questions for laboratory staff.*
  - *Reports have been delayed during initial training period. ELAP is committed to getting reports to laboratories within 30 days in the future.*
  - *Reports have new electronic format and delivery*
  - *The gap analysis is broad – not detailed down to every line item in the TNI Standard.*
  - *ELAP is now accepting Corrective Action Plans and not requiring laboratories to submit supporting documentation. Corrective Actions will be verified during the next on-site assessment and documentation can be requested at any time.*
- *Sotelo informed the committee that the Early TNI Implementation Project would include two laboratories (instead of the originally proposed six) due to funding availability. The timeline for the execution of this contract was extended to 2020 due to the Water Board's Contract Unit backlog.*
- *Sotelo informed the committee that ELAP is working on a Memorandum of Understanding to formalize its acceptance of third-party assessments for accreditation. ELTAC will be asked to review the draft document at a future meeting.*
- *Sotelo informed the committee that the proposed Intercalibration Contract was being postponed because funding was not available this year.*
- *Sotelo discussed the increase in the number of requests for assistance and training ELAP staff have been receiving from California State regulatory programs and its impact on ELAP's workload. ELAP is working with the Water Board Training Office to develop a training series to meet these needs.*
- *Sotelo charged the committee with identifying how ELAP could support mentor groups or workgroups that had formed to assist each other with implementation of the TNI Standard. The committee suggested that any groups that need assistance should reach out directly to ELAP.*

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### **US EPA Methods Update Rule**

Jacob Oaxaca informed the committee that ELAP anticipated releasing new Field of Testing lists that included the methods and revisions from the 2017 US EPA Methods Update rule in June 2018. He asked the committee to advise ELAP on whether California should require the new Method Detection Limit (MDL)

procedure requirements should be applied to all matrices or only to wastewater. An informal workgroup was formed to address the request. Members Cho, Do, Ghabour, and Kimbrough volunteered to be on the workgroup.

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### **ELTAC By-Laws**

The ELTAC By-Laws are currently scheduled to be reviewed by ELAP and ELTAC. Chairperson Clark suggested ELAP distribute a Microsoft Word version of the document to all members following the meeting, and ELTAC members submit proposed revisions to ELAP via Katelyn McCarthy by April 30<sup>th</sup>. Committee members and ELAP agreed to this plan.

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### **Orange County Sanitation District's Transition to the TNI Standard**

*Member Coss, Orange County Sanitation District*

Member Coss gave committee members an overview of his laboratory's transition to the TNI standard to inform a discussion about the costs and time it would take for laboratories in California to implement the new requirements if the regulations are adopted.

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### **Informational Item: Division of Drinking Water Priorities**

*Melissa Hall, Division of Drinking Water*

Melissa Hall presented information to the committee about the Division of Drinking Water's regulatory priorities. She requested committee assistance in two areas – examination of several Detection Limits for Reporting (DLR's) and the formulation of a laboratory survey about changes to data reporting requirements. Two informal workgroups were formed:

- DLR – Members Eaton, Ghabour, Kimbrough
  - Data Reporting – Members Boele, Eaton, Ghabour
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### **Action Items**

- *Katelyn McCarthy – send Doodle poll for July meeting dates*
  - *Katelyn McCarthy – send Word version of ELTAC By-Laws with due date to committee members*
  - *Committee members – send proposed revisions to ELTAC minutes to Katelyn by April 30th*
  - *Katelyn McCarthy – send draft meeting minutes to members within 30 days*
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### **Adjournment**

The Committee adjourned at 3:29pm.