



Meeting Summary, August 9, 2007
Meeting Location – TestAmerica, Beaverton, OR.

ORELAP MEMBERS		
<i>Shane Sinclair</i>	<i>City of Corvallis</i>	<i>Present</i>
<i>Victoria Boettcher</i>	<i>Clackamas County WES</i>	<i>Present (phone)</i>
<i>Keith Chapman</i>	<i>City of Salem</i>	<i>Present</i>
<i>John Neilson</i>	<i>Neilson Research, OELA</i>	<i>Present</i>
<i>Dennis Wells</i>	<i>TestAmerica Beaverton</i>	<i>Present</i>
<i>Steve Blair</i>	<i>EWEB</i>	<i>Absent</i>
<i>Michael Guebert</i>	<i>Metro</i>	<i>Present</i>
<i>Kevin Krefft</i>	<i>Linn Benton CC</i>	<i>Present</i>
ORELAP STAFF:		
<i>Greg Pettit</i>	<i>DEQ Lab Administrator</i>	<i>Absent</i>
<i>Dan Hickman</i>	<i>DEQ Technical Services Mgr, ORELAP</i>	<i>Absent</i>
<i>Chris Redman</i>	<i>ORELAP assessor</i>	<i>Absent</i>
<i>Brian Boling</i>	<i>DEQ Organic Lab Manager</i>	<i>Present (phone)</i>
<i>Michael Skeels</i>	<i>Public Health Laboratory Director</i>	<i>Absent</i>
<i>Irene Ronning</i>	<i>ORELAP Administrator</i>	<i>Absent</i>
GUESTS:	<i>Chuck Lytle, Portland BES</i> <i>Steve Thompson, CleanwaterServices</i>	

1. Welcome Shane Sinclair called the meeting to order at 10 am. This is the first meeting at which we have used phone conferencing. Thanks to Dennis Wells for setting it up. The question of whether attending the meeting by phone counts as being “present” at the meeting. We need to review the OTAC policy document and possibly modify it to allow this means of attendance.

2. Additions to Agenda: Noting the nice array of refreshments provided by TestAmerica it was suggested that we rotate the responsibility of bringing some simple snack items to meeting. Mike Guebert agreed to take care of the next meeting.

3. Review of the June 14, 2007, Meeting Summary Notes
 Minutes of the June meeting were approved after correction of one typo.

4. ORELAP Implementation Report: Dr. Ronning was not able to be present to give this report. It was mentioned by Victoria that Water Environment Services of Clackamas County had received their accreditation, increasing the in-state lab numbers by one

5. New Microbiological Report Form: The new microbiological analysis form (MAF) is posted on the DHS website at <http://oregon.gov/DHS/ph/dwp/labs.shtml> where it can be downloaded in *.pdf or *.doc format. DHS is able to get the correct methods entered into the SDWIS system. Electronic reporting will be possible in a week or so. Labs should still be able to use up their old three-color forms. You can add your laboratory logo onto the form. (Note: This can be done on the autofill.doc - Keith)

6. Nominations Steve Blair of EWEB has had to resign because his job requirements are making it difficult to attend the OTAC meetings. He still wishes to remain in contact with the committee. Chuck Lytle, Laboratory Manager for Portland's Bureau of Environmental Services, was present today and said that he is willing to replace Steve. John Neilson and Keith Chapman also have terms that are over this coming October. Steve Thompson, Laboratory Manager for Cleanwater Services of Washington County said that he is willing to replace Keith. John, who has been a member of the OTAC since its inception, as well as a longstanding member of the DHS Drinking Water Advisory Committee will contact the OELA for a nominee to replace him. The group voted unanimously to accept Chuck and Steve's nominations. Keith will send their biographical information to Dr. Ronning so that the ORELAP Executive Committee can approve their nominations. (They were both approved as of 8/30/07.)

Secretary duties was discussed next and Mike Guebert volunteered to take them over (Seconded by Keith and unanimously approved by the group).

7. The Nelac-Institute Meeting in Cambridge, MA, Aug 19-25. We have heard that the Field Methods Standard will be voted on at this meeting.

8. Training, Website, etcetera The meeting summaries are not posted until over two months have elapsed since the meeting. Is there a way to post them sooner, prior to their being approved? This topic will be added to the October agenda. Victoria mentioned that the Northwest Environmental Training Center (NWETC) is holding a class in Troutdale September 25 and 26 that might be of interest to laboratory personnel. There will a training session on Low Level Mercury sampling of stormwater held in Salem during October. Keith will provide more information on this at the next meeting.

9. Accreditation of Wastewater Laboratories: Brian Boling DEQ is in the early stages of forming a stakeholder committee to discuss the mandatory accreditation of laboratories that test wastewater. Brian is working with DEQ Permit Writers as well as with the Association of Clean Water Agencies (ACWA) that is one of the main stakeholders. Victoria suggested using the Pacific Northwest Clean Water Association (PNCWA) Newsletter to get information on this topic to wastewater people. Keith and John suggested including Oregon commercial labs since they already do much of the permit compliance data for wastewater utilities. Victoria said that there is a meeting of Oregon Region PNCWA members in Bend on September 7 at which accreditation will be discussed.

10. Agenda for Next Meeting:

- **ORELAP Implementation Report**
- **TNI news**
- **Accreditation of WW labs**
- **OELA representative on OTAC replacing John Neilson**
- **Policy on attendance by conference call**

The next OTAC meeting will be **10:00 AM** on October 11, at Willow Lake Treatment Plant in Keizer.

Submitted by Keith Chapman