



**Meeting Summary, December 13, 2007**  
**Meeting Location – TestAmerica, Beaverton**

<b>ORELAP MEMBERS</b>		
<i>Shane Sinclair</i>	<i>City of Corvallis</i>	<i>Present</i>
<i>Victoria Boettcher</i>	<i>Clackamas County WES</i>	<i>Absent</i>
<i>Steve Thompson</i>	<i>CleanWater Services</i>	<i>Present</i>
<i>William Michalek</i>	<i>OELA</i>	<i>Present</i>
<i>Dennis Wells</i>	<i>TestAmerica Beaverton</i>	<i>Present</i>
<i>Chuck Lytle</i>	<i>City of Portland</i>	<i>Present</i>
<i>Michael Guebert</i>	<i>Metro</i>	<i>Present</i>
<i>Kevin Krefft</i>	<i>Linn Benton CC</i>	<i>Present</i>
<b>ORELAP STAFF:</b>		
<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>Absent</i>
<i>Michael Skeels</i>	<i>Public Health Laboratory Director</i>	<i>Absent</i>
<i>Irene Ronning</i>	<i>ORELAP Administrator</i>	<i>Present (phone)</i>
<b>GUESTS:</b>		

1. **Welcome** Shane Sinclair called the meeting to order at 10 am.

**Additions to Agenda:** None

**2. Review of the Oct 11, 2007, Meeting Summary Notes**

Minutes of the 10/11/07 meeting were approved, with the only change being to correct the date at the beginning of the summary.

**3. ORELAP Implementation Report: Irene Ronning**

The following is copied directly from Dr. Ronning's implementation report:

New Labs Accredited since October's Meeting

SGS Environmental Services, Inc., Wilmington NC, secondary accreditation – dioxins only

Pending Accreditation (waiting for documents to be printed)

Summit Environmental Technologies, Akron, OH, secondary accreditation- large scope

Applied, in the Evaluation Process –primary

1. EPA Region 5, Chicago – finishing up on-site assessment
2. Army – White Sands Missile Range – has had on-site assessment
3. Oregon Lab – Central Oregon – has had on-site assessment

In application process

Two new Central Oregon Labs

Withdrawn

One Oregon did not re-apply

**General Process Report:**

1. DEQ has moved to the new Hillsboro facility – along with the ORELAP database
2. The ORELAP Administrative Office is scheduled to move on January 11, 2008 with the rest of PHL arriving over the following two weeks.
3. The down time for ORELAP is turning out to be longer than expected due to time it takes to pack everything and then unpack once we have been relocated. Because both PHL and DEQ each have vital functions to ORELAP and each with separate moving dates, it means a long down time.
4. All on-site assessments and reports are basically on hold.
5. The issuance of most certificates and FOAs are on hold with labs receiving letters stating that their accreditation has been extended until the new documents can be issued.

**Microbiology PT Issues:**

I am the Chair of TNI's PT Committee Subcommittee for Micro PTs

We have been meeting regularly and will have a report with recommendations by the January meeting of TNI in California.

**4. OTAC Membership Issues**

William (Bill) Michalek, VP at Umpqua Research and representing OELA, was unanimously approved by all present as the replacement for John Nielson.

**5. OTAC Policy Review**

The goal is to get the OTAC policy out of draft form, so it would be helpful if everyone could review the policy and send any comments to Shane at least two weeks prior to the February meeting.

**Policy Statement**

A few changes and/or ideas were brought up. A statement regarding the rotating refreshment policy has already been added. Chuck suggested using Roberts Rules of Order for any formal recommendations or policy votes, but a review of the policy indicates that a statement to this effect is already in place. Finally, the question was raised about whether we need a conflict of interest statement. Irene thinks that maybe we need it for NELAC, Chuck will look into it.

**Review Officers Responsibilities**

The current draft policy statement indicates that the secretary will send out the agendas prior to each meeting. This will be changed to state that the secretary sends the prior meeting's minutes to the chair, who will then send out those minutes with the upcoming agenda.

The Chair Elect is in charge of developing and coordinating policy review.

## **6. Nelac Institute News (Dan Hickman)**

Dan was not present to give his report. DEQ staff are busy with their move to the new office location in Hillsboro.

## **7. Web Site Updates**

none

## **8. Training, Website, etcetera:**

**PNCWA Short School** will be held March 25-27 in Clackamas, and Marlene Moore will be one of the presenters. She will be discussing quality systems and sampling, and her emphasis on NELAC will be toned down for those sessions. Following the short school, she will present more NELAC oriented training at a location along SE Foster Road in Portland. It is very expensive to bring her here and sponsors are being sought out to help defray the costs.

Victoria asked if OTAC would be willing to take an afternoon four-hour block of time where someone could talk about the roles that ORELAP and OTAC play, OTAC's role as ombudsman to ORELAP, wastewater accreditation, and TNI.

**Awwa Short School** is March 17-19 at the Valley River Inn in Eugene. Kevin passed out a schedule of classes; he can be contacted for registration information. Bill suggested having an OTAC presence here as well to help drinking water labs become aware of OTAC and the ombudsman opportunities.

## **9. Advisory Committee on the Accreditation of Wastewater Labs (Brian Boling)**

No report

## **10. Drinking water Inquiries: PHL accreditation and shipping samples**

There were a couple of ombudsman questions. The first regarded the practice of shipping bac-t without ice, and why that is ok if hand delivered samples need to be kept cold. The answer, supplied by Irene, was "because the EPA says it is ok." The second was about why the Public Health Lab does not need to enter as much sample information as private labs. Since the PHL is not ORELAP accredited, they are not required to enter the data. They are looking into accreditation through another state, as a public lab cannot be accredited by its' own state. This is why some EPA labs are looking to get accredited by ORELAP.

## **12. Agenda for the next meeting**

Discuss the possibility of having the April meeting at DEQ's new facility.

Kevin will bring refreshments

Discuss the possibility of some sort of write-up about OTAC in the ACWA newsletter, and possibly sending a fax to laboratories with information about OTAC.

The next OTAC meeting will be **10:00 AM** on February 14<sup>th</sup> at Willow Lake WWTP in Salem.

Submitted by Michael Guebert