



Meeting Summary, February 14, 2008
Meeting Location – Willow Lake WWTP, Salem ,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>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>Absent</i>
<i>Chuck Lytle</i>	<i>City of Portland</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>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</i>
GUESTS: <i>Keith Chapman</i> <i>RaeAnn Haynes</i>	<i>City of Salem</i> <i>DEQ</i>	

1. **Welcome** Shane Sinclair called the meeting to order at 10 am.
2. **Additions to Agenda:** None
3. **Review of the Dec 13th, 2007, Meeting Summary Notes**
Minutes of the 12/13/2007 meeting were approved with no changes.
4. **ORELAP Implementation Report: Irene Ronning**

Due to the recent move of DEQ to their new offices in Hillsboro, there has been limited computer connectivity for approximately two weeks, and very little ORELAP work has been able to get done for about 2 months. However, one in-state lab, Box R laboratory in Prineville, has been accredited for

some drinking water analytes. Also, White Sands Missile Lab in New Mexico is near accreditation for RCRA-type analysis.

The possibility of a fee increase was brought up, as ORELAP loses money on in-state lab accreditation, and there is a need for a full-time assessor.

Microbiological Analysis Form Revision

So far, there have been no issues with the new form.

5. OTAC Membership Issues

***Conflict of interest statement**

All present OTAC members signed the statement; the remainder will be collected at the next meeting.

***April meeting at DEQ?**

DEQ staff will check on the availability of a meeting room.

6. OTAC policy review

***Review OTAC policy statement**

Shane and Kevin will get together and work on cleaning up the policy statement, and then will send it out for review.

*** Review Officers Responsibilities**

Shane suggested a minor change, in that the chair will create the agenda and then send it out with a summary of the previous meeting's minutes and any other attachments.

7. NELAC Institute News (Dan Hickman)

RaeAnn Haynes gave the update in Dan's absence. The lab module and proficiency testing standards were passed at the TNI Conference in January. The lab module standards were cleaned up and some of the repetitiveness was removed, while the PT standards were not significantly changed; mostly cleaning up the language and a few minor additions.

Next, the Lab Accreditation Committee will go through the applicable standards and make recommendations to the NELAP board. If those recommendations are adopted, the implementation date will be two years later.

The big topic at the conference was a discussion of how often labs are required to perform proficiency testing. There was talk of reducing the frequency, but the question remained of how that would affect data quality. There is also a possible change to air testing standards. Currently, the EPA provides consultants with an unknown to be submitted with the collected sample; this may be changed so that PT providers would supply the unknown. Finally, the field standards were voted in, but no one has implemented them yet.

8. Web site updates

The minutes from the August, October, and December meetings have not been posted yet. Mike will get these to Pam, along with the 2008 meeting schedule and membership updates.

9. NELAC training and workshop updates:

***PNCWA short school –3/25-27**

We need to make sure the OTAC session is fully staffed. DEQ will fill their two hours, 3-5 pm on the 25th, with Brian and Greg who will talk about wastewater accreditation. This may also be a good time to talk about changes to the NELAC Institute.

***Data Usability – Marlene Moore 3/28**

This session will be at the DEQ facility in Hillsboro, Shane will send out an announcement.

***Other training**

The OELA workshop is tentatively scheduled for May 15th in Salem, with the focus to be on small lab issues.

10. TNI Small Lab Subcommittee

This was a sub-committee from chapter 4 that was intended to help small labs become a part of NELAC, but it appears that instead of a committee TNI will have a small lab advocate who will be a member of the Technical Assistance Committee.

Keith discussed an exchange of emails from some small labs that were expressing frustration and feeling that TNI was only for large labs. Irene added that small labs can be accredited, but often they are just apprehensive thinking they can't meet the standards, while in fact they can.

11. Getting OTAC out there

- **OELA Survey**

There is a need to get information about OTAC out to drinking water groups, so Bill wrote a survey to be sent out to OELA members, with the responses going to Keith. After about two weeks, there were a number of responses, which were summarized by Keith and will be included at the end of these minutes. The overall feeling of the responses was nicely summarized by Keith, "Across the board the ORELAP staff was commended but the accreditation process was not."

There should be more responses by the next meeting, and it may be helpful to have some ORELAP input in future surveys.

- **ACWA Newsletter**

A writ-up in the ACWA Newsletter could be a good way to publicize the role of the OTAC ombudsman service. Another idea is to send out copies of OTAC meeting minutes to chairs of relevant committees (such as WQLAS and OELA) who could then share it with their members.

12. Senseless MDLs

There was a thread in the WEF forum regarding MDLs for BOD and COD (this happened in Texas) that was generating some controversy. ORELAP will not require MDLs for either of these, as they are method-based tests, therefore the accreditation is for the method.

13. Agenda for the next meeting

Email Shane with any ideas.

The next OTAC meeting will be **10:00 AM** on April 10, 2008, at DEQ in Hillsboro (tentative).

Submitted by Michael Guebert

Summary of OELA Survey of the Oregon Environmental Lab Accreditation Program (OELAP):

Keith Chapman (13 Feb 2008)

As of today we have received seven responses from ORELAP laboratories in Oregon. Some were brief, others quite lengthy. While it would be instructive to read them in their entirety here is a one-page summary of their major issues to get the discussion started. Across the board the ORELAP staff was commended but the accreditation process was not.

#1

Whole system too complex for small labs, especially one person labs.
Chapter 5 checklist is too redundant

#2

NELAP process tremendously burdensome to the small laboratory.
Corrective action reports for on site assessments not completed in a timely manner

#3

My lab has no clients that want ISO type work
ORELAP program could possibly run small labs out of business
I would be opposed to having different rules for small utility labs than for other labs
No benefit from accreditation only a lot of hassle and cost
It takes too long to add a new analyte or method

#4

Overall participation in ORELAP has resulted in improvement in quality of lab operation.
Staff work hard and are pleasant to deal with
Process is very difficult and inherently slow for the lab
Orelap staff is under-resourced

#5

Timeliness, Accuracy/applicability of onset findings, requirements for personnel are sources of frustration.
Process seems too focused on inputs rather than outputs.

#6

Process is now much easier to complete than it initially was but could still use better guidelines for the lab and auditors.
Greatest concern in timeliness

#7

My problems are with the program, not the people!
NELAC environmental emphasis inappropriate for Drinking Water Lab
Causing our profitability to shrink.
Excessive paperwork and documentation
NELAC requirements prejudicial against small businesses
ORELAP cannot meet its obligations and needs a higher level of funding.