

## Laboratory Certification Standards Review Council Meeting Minutes From 5/10/2011

### Attendance

Council Members: Dave Kliber (Chair), Sue Hill (Vice-Chair), Randy Thater, Kirsti Sorsa, Chris Groh, Steve Jossart [via LiveMeeting]  
*Absent: Judy Tholen*

DNR Staff: Camille Turcotte, Rick Mealy

Others in Attendance: Paul Junio and Tom Priebe (Northern Lake Service), , Karri Warnock and Dawn Kearns (TestAmerica Watertown)

Others Via LiveMeeting: Tom Trainor (DNR), Tom Hungerford (S-F Analytical), John Kohler (Neenah Paper), Sharon Mertens (Milwaukee MSD)

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### **Minutes from February 8, 2011 Meeting**

- o **Action:** *A motion (Thater/Groh) to approve the minutes with some minor corrections/changes was approved.*
- o Camille Turcotte asked that either the council secretary take minutes or that we be allowed to take more abbreviated minutes than in the past. She did not feel that the level of detail was worth the staff time it required. All decisions and action items would be recorded as well as anything council requested be included.
  - o Council members agreed that we should try the abbreviated minutes and see how it worked.
- o **Action:** *Rick Mealy will take abbreviated notes for this meeting and we will revisit it at a future meeting.*

### **Program Performance Status Report for FY2011 Year-to-Date**

- o The following information was reported to the Council:
  - Audits - Commercial/Public Health: 14 (35); Municipal/Industrial: 80 (97)
  - Reports - Commercial/Public Health: 24 (35); Municipal/Industrial: 82 (97)
    - o Reports Due - Commercial/Public Health: 5; Municipal/Industrial: 3
    - o Report TAT - Program wide: 80% of reports issued since 7/1/10 within 30 days
  - Closures - Commercial/Public Health: 27 (35); Municipal/Industrial: 740 (7)
    - o Open Cases- Commercial/Public Health: 14; Municipal/Industrial: 55
- o Since January 1, 2011, 90.3% of reports for audits conducted were issued within 30 days. During the same period in fiscal 2010, for the same number of reports, the compliance rate was 54.3%. For the fiscal year to-date, 80% of reports for audits conducted were issued within 30 days. During the same period in fiscal 2010, the compliance rate was 53.3%.
- o Council members agreed that program performance has significantly improved.
- o **Action:** *For future meetings, the Council agreed that report turnaround time should be evaluated on a fiscal year basis, rather than using a historical running percentage back to September 2008.*

### **Auditor Consistency**

- o The LabCert program is in the process of developing audit checklists for all analytical methods. These will be based on method and code requirements and will be in a format flexible enough such that auditors can adapt them for their individual use. Checklists will contain items that will be reviewed during each audit.
- o The LabCert program will try to make an auditor available at all council meetings, either in person or via LiveMeeting.

### **Budget Variance Report**

- o The following information was reported to the Council:

	<u>Actual \$</u>	<u>Budgeted \$</u>	<u>% of Budget</u>
FY 2011 BUDGET	\$ 312,091	\$ 590,857	52.8%
Salary/Fringe	\$ 284,391	\$ 516,557	55.1%
Supplies&Services	\$ 18,000	\$ 59,000	30.5%
IT Subtotal	\$ 9,700	\$ 15,300	63.4%

- **Action:** *The Council approved a motion (Thater/Sorsa) that the Council President compose a letter to the Governor, on the Council's behalf, requesting that LabCert program funds not be appropriated as part of the state budget deficit resolution. Note: such a letter was sent on May 16, 2011 to Governor Walker*

#### **Council Member Terms**

- Randy Thater expressed interest in staying on for a second 3-year term as the Large WWTP representative.
- **Action:** *The Council approved a motion (Hill/Groh) recommending Randy Thater be named to a second term as the Large WWTP representative.*
- **Action:** *Camille Turcotte committed to contacting the Department of Administration to process appointment of Randy Thater to a second term.*
- Camille Turcotte is soliciting names of individuals who might be interested in serving as the Industrial Facility representative on the Laboratory Certification Standards Review Council.

#### **Other DNR Business**

- Camille Turcotte presented the Council with a detailed look at a day in the life of a typical auditor.
- The Request To Fill (RTF) two staff vacancies has finally been approved. Positions will be open for lateral transfer next week then (if unfilled) will go to open recruitment.
- There was nothing new to report regarding MPCA accepting our accreditation.
- Tom Trainor provided an overview of the Department's Pre-Treatment program, which affects 26 "major" facilities. There has been some conflicting information regarding analyses for which certification/registration is required. NR 211 requires accreditation for "monitoring" samples, but LabCert believes accreditation is also required for "self-monitoring" samples. Further information will be provided when Department review of the issue is complete.
- There has been some confusion regarding what constitutes an MCL exceedance when an MCL is a whole number. Using nitrate as an example, the MCL is "10 mg/L". The Department interpretation of this is that an exceedance does not occur until a sample concentration exceeds 10.5 mg/L.
- In response to a situation encountered, LabCert wants to remind laboratories that ion selective electrode analysis (ISE) is not an approved technique for the analysis of nitrate plus nitrite (NO<sub>3</sub><sup>-</sup> + NO<sub>2</sub><sup>-</sup>).
- Formal approval for the use of SW-846 Method 5035 to analyze soil samples for VOCs is expected soon. This provides an option in lieu of methanol extraction.
- We are looking for ideas for a technical training session for the afternoon of the August 2011 Council meeting. **NOTE: it has since been determined that a session regarding gross alpha testing would be held.**
- Camille Turcotte and Tom Trainor presented an example of an abbreviated report format which could be used to streamline report generation. Following a period of discussion, the general consensus was that more detail than that offered in the proposed abbreviated format is preferred. In some cases, however, additional detail may not be required.

#### **Council Member Issues**

- There was an inquiry regarding planned revisions to ch. NR 219, Wis. Admin. Code. No changes are planned. In general, it will be awhile before any codes changes are initiated.

#### **Next Meeting Date**

- **Action:** *The next Council meeting was tentatively scheduled for Tuesday, August 9, 2011 at the DNR Science Operations Center (2801 Progress Road, Madison).*  
**NOTE: The meeting was subsequently re-scheduled for Thursday, August 11, 2011.**

*The business meeting was adjourned at 11:45 CDT*