



Meeting Agenda

Thursday, October 11, 2018

10:00 AM – 12:00 PM

Willow Lake, Keizer, OR

Opening:

1. Election of Chair
2. Recognition of OTAC members, ORELAP/OHA/DEQ/ODA personnel, and OTAC guests
3. Review and approve minutes from last meeting
4. Additions to agenda

ORELAP:

5. Status Report
 - a. Current number of assessors and new hires planned
 - b. 'Response Time Summary' report
 - c. 'Lab Assessments Over 24 and Over 30 Months' report
 - d. Current status of ORELAP 'Business' Plan and Budget
 - e. Announcements
6. What are the Executive Teams's expectations regarding OTAC's role?
7. What are the ORELAP staff's expectations regarding OTAC's role?
8. Status of request to bring new ORELAP interpretations to OTAC for review and then post them on the ORELAP website pages. What is the status of Gary Ward's previously provided interpretations? Will these be posted?
9. How does ORELAP correlate assessment cycles when there is a visit for some, but not all of a lab's parameters? Is the lab still on the 24 month cycle for the previous main visit or does the cycle start again from the partial visit?
10. EPA Guidance for Lead and Copper for Public Water Systems requires that samples be preserved within 14 days of collection. OHA DWP has suggested that a lab change their

Quality System to a straight six months, in spite of this guidance. What is ORELAP's interpretation?

Open Issues:

11. Review and approval of proposed Bylaws update. OTAC bylaws are to be reviewed and updated every two years. Apparently, they were last revised October 8, 2015. According to Robert's Rules, when bylaws contain no procedures for modification, they can be changed by majority vote at any regular meeting and no notice is required. (See attachment – Drafted by Rory White)
12. Election of Vice Chair
13. Review of proposed letter to ORELAP Executive Team regarding its disapproval of Dennis Wells' OTAC membership nomination. (See attachment - Drafted by Darrell Auvil)
14. Recommendations for filling current committee vacancies (See table below)
15. Recommendations for filling committee terms ending 12/31/1018 (See table below)
16. Discussion and approval for the drafting of a letter requesting that ORELAP personnel, the OSPHL Laboratory Compliance Section Manager, and the ORELAP Executive Team members routinely attend OTAC meetings.
17. Discussion and approval of proposed OTAC policy resolution: The agenda is to be developed and emailed no later than two weeks before the scheduled meeting. In addition, meeting minutes shall be emailed no later than two weeks after the meeting. Both are to be expeditiously posted on the ORELAP/OTAC webpage.
18. Discussion of DEQ interpretations of temperature blanks and holding times. Propose that OTAC draft a letter to DEQ requesting that DEQ adopt TNI/ORELAP interpretations.
 - a. An ORELAP/TNI accredited lab recently learned that a year's NPDES stormwater testing data for one of their clients has been rejected by the DEQ program. A problem with their quality system was noted. This problem involved the use of temperature blanks in the coolers for two of the samplings and sample blanks for measuring the temperatures for the other two sampling coolers. DEQ disallowed the use of the temperature blanks and due to this irregularity in procedure (temperature measured in two different ways), disallowed the two

remaining reports. The lab's procedures were fully compliant with ORELAP/TNI. An appeal to the DEQ QA Officer resulted only in the advice that it was up to the DEQ program.

- b. The DEQ NPDES program also disallowed a TSS sample result analyzed before the end of the seventh day but after 7x24 hours.

Closing:

- 19. Announcements, Industry News, Meetings, etc.
- 20. Review of next meeting date and possible timing conflicts.

OTAC Members	Employer	Term Ends
<i>Dennis Wells, Chair</i>	<i>Cascadia Labs</i>	2020
		2020
<i>Derrick Tanner</i>	<i>Pixis / Columbia Food Lab</i>	2020
<i>Chuck Lytle</i>	<i>City of Portland</i>	2019
<i>William Michalek</i>	<i>Umpqua Testing Service, OELA</i>	2019
<i>Darrell Auvil, Secretary</i>	<i>Apex Labs</i>	2019
<i>Marsha Farooqui</i>	<i>Portland Water Bureau</i>	2018
<i>Rory White</i>	<i>Consultant, Analytical Labs, OELA</i>	2018
<i>Steve Thompson</i>	<i>Clean Water Services</i>	2018

ORELAP Technical Advisory Committee Mission Statement:

“The ORELAP Technical Advisory Committee provides a forum for open discussions between the State and the environmental laboratory community. The Committee advises ORELAP on policies, procedures, implementation and interpretation of the NELAC Standards, and serves as a two-way conduit for information on environmental laboratory accreditation between Oregon accredited laboratories and ORELAP.”