

**Meeting Summary, October 8th, 2015**  
**Meeting Location – Salem, Oregon**

<b>OTAC Members</b>			
<i>Dennis Wells</i>	<i>Chair, BSK Associates</i>	2017	<i>Present</i>
<i>Ken Yeomans</i>	<i>(Formerly) TestAmerica Labs</i>	2017	<i>Present</i>
<i>Marsha Farooqui</i>	<i>Portland Water Bureau</i>	2015	<i>Present</i>
<i>Scott Dickman</i>	<i>Alexin Analytical</i>	2015	<i>Present</i>
<i>Steve Thompson</i>	<i>Clean Water Services</i>	2015	<i>Present</i>
<i>Chuck Lytle</i>	<i>City of Portland</i>	2016	<i>Present</i>
<i>William Michalek</i>	<i>OELA</i>	2016	<i>Present</i>
<i>Darrell Auvil</i>	<i>Apex Labs, Secretary</i>	2016	<i>Not Present</i>
<b>ORELAP STAFF:</b>			
<i>Stephanie Ringsage</i>	<i>Public Health Laboratory</i>		<i>Not Present</i>
<i>Chris Redman</i>	<i>DEQ ORELAP Lead</i>		<i>Not present</i>
<i>John Fontana</i>	<i>Public Health Laboratory Director</i>		<i>Not present</i>
<i>Gary K. Ward</i>	<i>ORELAP Administrator</i>		<i>Present</i>
<i>Shannon Swantek</i>	<i>ORELAP</i>		<i>Present</i>
<b>GUESTS:</b>			
	<i>Rory White</i>		

- Welcome / Additions to Agenda:** Dennis called meeting to order at 10:10 AM.
- Review of last meeting summary:** Meeting notes from last meeting held at Hillsboro on 8/13 were not available for review
- ORELAP Implementation Report:** The Assessment Report TAT & Assessment Timeliness Charts supplied by Gary. ORELAP is keeping up on reports. On a 19/20 day average TAT. With respect to timeliness on assessments on the 2½ year schedule only two are late.

Liz Garcia was hired for the position Shannon noted being created at our 8/13 meeting to assist ORELAP. Gary is seeking a recruitment for one more to join them. It has been more difficult for ORELAP to obtain DEQ staff for auditing purposes.

A new field of accreditation has been added that includes instruments such as LC/MS/MS and new category analysis PCR. Certain specific prices are seeing a bump such as crypto. ORELAP will adhere to the TNI definitions of matrix. (Recently with the addition of the cannabis lab testing the definition of a solids matrix was required). Accreditation tiers are the same, but some of the analysis determined “complex” saw fees up as of August this year. Out of state labs will see an increase in price for an ORELAP conducted audit/certification for NELAC.

**4. TNI Update:**

California ELAP will accept a NELAP certification in roughly six months for California labs. More states continue to accept/request the ORELAP team for TNI certification.

The new TNI calibration module is now out to all. Nothing new Oregon ORELAP labs have not already been held to. Residual error has been introduced in the calibration standard.

The new TNI LOD/MDL procedure is now up for vote.

The 2015 TNI update continues to see work on the document. Final not expected till 2017.

a result of microwave digestion of refractory oxides. Gary noted a study that currently did not back up a critical difference in results of certain metals done by microwave versus some conventional digestions.

Gary noted that his team expected to be certified as an AB for NEFAP per June of 2016. They are working presently on their quality manual for NEFAP certification.

For ORELAP Gary and team will set up a sampling committee addressing ORELAP requirements for samplers to acquire accreditation under NEFAP. Department of agriculture is expected on the committee.

**5. Cannabis Testing update:**

An OREIAP meeting conducted by Shannon Swantek on Monday of this week was held with approximate attendance of 40 for accreditation requirements for cannabis labs. 9 labs have applied thus far. ORELAP will begin audit visits in January 2016 with March 2016 the goal for accreditation of recreational marijuana labs. It was noted at least one PT provider was setting up an in state shop to produce PT's that don't cross state lines and hoped to be able to provide them to labs in December 2016. The cannabis pesticide list is expected to be finalized in November of this year.

**6. OTAC draft review to committee bylaws:**

Members had reviewed Scott Hoatson's comments about the bylaws he presented at the past meeting and members were tasked this meeting with going over the revision Dennis had created since. Chuck led the discussion about the document title of policy statement versus bylaws. Policy statement was eliminated.

Dennis noted in creation of his draft he consulted how such committees were crafted in other states, mentioning Pennsylvania and New Jersey as examples.

Impetus for revising the document was that a review had not been conducted by the OTAC committee since 2008.

An authorization bullet noting OTAC's existence per Oregon law regarding ORELAP was added.

After committee discussion it was determined that term limits should not apply within the revision.

The chair position would be kept as a two year commitment with no term limits.

It was noted duties in the document for secretary were not necessarily being done by the secretary. This was not considered an issue. The section for a chair elect and associated duties was removed.

As an addition a review of bylaws was required biannually.

Chuck noted the time and effort put in by Dennis on creating the draft revision. Dennis's review of the document and homework was highly commended by all present.

Steve mentioned a revision of the first sentence in the guest statement area be considered for clarification. This item was changed in the final draft.

Dennis's action item was to prepare the final draft version, get to all the committee by email for review and voting, then forward to Gary who would take it to the Executive Team for the next step in finalizing the document.

**7. Short School Planning:**

Gary was queried about an ORELAP representative being present related to program review/introduction to ORELAP.

Possible ideas included ethics presentations by Dennis or Chuck, Jan Wilson as a possible NEFAP representative.

Chuck's presentation on detection limit "roulette"

**8. OTAC Membership:**

The motion to extend the membership of Steve Thompson, Marsha Farooqui and Scott Dickman was brought up by Bill and the motion was seconded by Chuck with the motion approved by all other committee members present.

The recommendation will be forwarded to the Executive Team.

Next meeting in Hillsboro Thursday, December 10<sup>th</sup>.