



Meeting Summary, August 17, 2017
Meeting Location – Oregon Public Health Lab, Hillsboro

OTAC Members		
<i>Dennis Wells</i>	<i>Cascadia Labs</i>	<i>2017 Present</i>
<i>Ken Yeomans</i>	<i>Pixis Labs</i>	<i>2017 Present</i>
<i>Marsha Farooqui</i>	<i>Portland Water Bureau</i>	<i>2018 Present</i>
<i>Rory White</i>	<i>Consultant, Analytical Labs, OELA</i>	<i>2018 Present</i>
<i>Steve Thompson</i>	<i>Clean Water Services</i>	<i>2018 Present</i>
<i>Chuck Lytle</i>	<i>City of Portland</i>	<i>2019 Absent</i>
<i>William Michalek</i>	<i>Umpqua Testing Service, OELA</i>	<i>2019 Present</i>
<i>Rodger Voelker</i>	<i>OG Labs, Eugene</i>	<i>2019 Present</i>
<i>Darrell Auvil</i>	<i>Apex Labs, Secretary</i>	<i>2019 Absent</i>
ORELAP STAFF:		
<i>Dr. John Fontana</i>	<i>OHA/Public Health Lab Director</i>	<i>Not Present</i>
<i>Gary K. Ward</i>	<i>Guest, former ORELAP</i>	<i>Present</i>
<i>Stephanie Ringsage</i>	<i>OHA/ Lab Compliance Manager</i>	<i>Present</i>
<i>Rita Youell</i>	<i>ORELAP Staff</i>	<i>Absent</i>
<i>Chris Redman</i>	<i>ORELAP Program Administrator</i>	<i>Present</i>
<i>Lizabeth Garcia</i>	<i>ORELAP Assessor</i>	<i>Present</i>
<i>Ryan Pangelinan</i>	<i>ORELAP Assessor</i>	<i>Present</i>
<i>Alia Servin</i>	<i>ORELAP Assessor</i>	<i>Present</i>
<i>Scott Hoatson</i>	<i>DEQ QA Officer</i>	<i>Absent</i>
GUESTS:	<i>Keith Chapman ("Retired")</i>	

1. **Welcome / Additions to Agenda:** Dennis called meeting to order @ 10:00
2. **Review of last meeting summary:** Minutes were not available.
3. **ORELAP:** Chris R: ORELAP must audit 5 labs per month in order to return to TNI compliance within a 2 year period. Alia provided a report that charted ORELAP's audit and audit report progress within the past 6 months. The current average for auditing labs is 3-4 per month.

Stephanie R: ORELAP is not charging cannabis labs for repeat/follow-up audits. ORELAP currently is delaying and not denying accreditation to such labs. Should accreditation be denied these labs would be required to submit fresh applications which would raise revenue for ORELAP.

Lizabeth G: Regarding current cannabis lab applications 3 labs have applied but have not submitted the required documentation to move forward with an onsite audit. ORELAP has begun auditing cannabis sampling per the new ORELAP procedures. The September auditing schedule is currently heavy on out of state audits. Noted that audits performed by 3rd party auditors must have the pertinent findings from the audit entered into ODIE by ORELAP staff which is another drawdown of ORELAP resources.

Stephanie R: Approval has been granted for a new server. ODIE update: The application transfer has not been initiated. Current goal is one month. The original order for the server was submitted a year and a half ago. Last November there was an incompatibility issue which slowed progress of server transition further. (Also, Jimmy is retiring and will only be available through October). IT positions have been altered due to an IT infrastructure change. With this change there is no longer the position that Jimmy held.

Alia and Ryan are now validated inorganic/organic assessors, including DW. Chris and Liz took the micro assessor training but have not yet been qualified to assess micro. Ryan and Alia have been nominated to take the crypto assessor courses.

Stephanie R: Drinking water laboratory report review issues have been brought to the attention of ORELAP by Joe Carlson. They estimate they averaged one complaint a day regarding the accuracy of the lab reports issued to the state DW department during June. The cuts to EPA and the state DW department have resulted in Joe placing more pressure on ORELAP to monitor and investigate their complaints about the report issues. The DW department cut their money from their program that goes to ORELAP by 10%.

4. **TNI Update:** This month's meeting was pushed back a week due to the TNI conference being held last week. Chris, Martha, and Gary attended.

Chris R: California is working on restarting their accreditation program. The state is currently bringing in 3rd party assessors. California requires their wastewater labs to be accredited and there is roughly 700 of these facilities. California may decide to go with ISO instead of NELAP. They list negatives of NELAP accreditation as the requirement to perform two PT studies per year and issues with wastewater plants meeting TNI requirements regarding operators and their lacking education or equivalency requirements that TNI dictates for defined management roles.

The new TNI standard is now posted on their website. The implementation date is expected to be 2019. The TNI requirement is then for NELAP AB's to audit by the new standard in 2 years. Currently labs can begin implementing the new standard immediately in Oregon. It is up to each state AB to decide when to begin auditing by the new standard once official.

ODIE will need adjustments as the checklist is derived from the 2001 checklist. It is expected this work will begin the first of the new year.

Marsh F: EPA has signed off on the new MUR and it is expected to be published next July.

Gary W: Gary presented a historical discussion and powerpoint presentation regarding TNI history. It will be posted on the NEMC website and is already posted on YouTube, (enter Gary Ward & TNI). The presentation was well received by all in attendance.

5. **OLCC/ORELAP Relationship**

Stephanie R: OLCC is beginning to pull ORELAP back into their communication loop after most communication between the two agencies declined back in November. It is felt OLCC decided to figure out what they needed to do on their own without input from OHA & ORELAP at that point in time. The topic was broached as there appears that complaints about some cannabis labs and their lack of adherence to proper sampling protocol and inability to follow the required quality systems necessary to produce defensible data across all labs by the TNI standard, Oregon state law, and ORELAP policies has become a major issue in the state. Stephanie mentioned a possible meeting between the two organizations in September.

6. **3rd Party Assessors/Budget**

Stephanie R: Stephanie prepared a letter to the executive board regarding their situation.

Issues remain regarding how dollars are paid regarding 3rd party assessors, the labs, ORELAP & OHA since the July 10th legislative rule change deadline passed without any change to the current rule.

Rory W: Commented that laboratories should have a choice in 3rd party assessors and not have to rely on Dade M. If the goal is to get ORELAP back within TNI requirements for performing lab assessments and issuing reports, OHA should have a goal to facilitate the ability to add other 3rd party assessors to the available choices. OELA and OTAC recognize ORELAP has a need for this assistance in order to get the program functioning under required TNI criteria for an AB.

Chris R: Noted that the ORELAP staff is currently “geographically challenged” to conduct their out of state lab assessments in tandem with generating audit reports within the 30 day deadline.

Rory W: Suggested in state audits if performed through a 3rd party AB, labs be charged under the ORELAP fee structure and have the state pick up the extra fees currently charged by the 3rd party assessor. Rory also requested that OTAC be provided with a summary draft of the letter Stephanie drafted for her meeting with the executive board to which she agreed to do.

Steve T: Questioned whether an Oregon lab would be able to go to a 3rd party assessor once ORELAP has caught up and is back on schedule, would it be allowable in the rule and also keep this rule intact if signed into law.

Bill M: Brought up issues remain with ORELAP funding policy and the state’s requirement to have cannabis labs NELAP accredited without the state proactively considering the overall budgetary impact on ORELAP as well as their staffing. ORELAP could be in danger of losing their AB status if unable to meet TNI requirements as an AB. Again, not writing into law any funding from the cannabis money going to the state into the ORELAP budget is a problem. It is noted OLCC got funding from the state to hire and perform licensing audits.

Stephanie R: Noted that OHA/ORELAP desires money to supplement ORELAP from the OLCC and OMMP. Also mentioned Scott H. is a member of the RAC committee.

The subject of a budget was again brought up and Stephanie declared that she still did not have a budget document that could be brought forth to OTAC to examine.

Rory W: Directly asked Stephanie again at this meeting how can OTAC and OELA help? Also noted that he is at this point withdrawing the draft he composed regarding the RAC committee OELA/OTAC participation request letter for our members to be on this committee.

Keith C: Submitted a Minnesota ELAP KPI document that is used in this state for perusal by the committee.

Dennis W: Asked Stephanie and Chris if currently OHA/ORELAP is monitoring any KPI data measurements.

Stephanie R: Queried what OTAC desires to measure.

OTAC: Measurements could include budget proposals/projections, total in and out of state labs under the ORELAP program, status of assessments and reports, report follow ups, responses to corrective actions, repeat cannabis lab visits and number of these labs awaiting assessments or scope additions.

Dennis W: Noted that KPI measurements are “Business 101” and this tool is practical/typical of viable/sustainable businesses.

Marsha F: Suggested OTAC provide such a list of parameters and give OHA/ORELAP a chance to respond and how they would go about measuring such.

Bill M: We want to see basics. How is ORELAP performing per TNI requirements and functioning as a sustainable entity for the state?

Stephanie R: ODIE is now capable of doing budgetary measurements. The system can now provide info regarding how many assessors are needed to perform an onsite audit and how long it should take them to perform the onsite. Also noted Brian B. wants a 2 year calendar from ORELAP of planned assessments. She noted there was a hiring freeze in May. Also

stated that travel now needs justification by the executive board as well as the requested number of assessors and scope of the audit to be performed.

7. Other Items of Note

Dennis W: Mentioned the new OHA website update. Stephanie noted there is a feedback request that has been posted on the website for individuals to note their comments regarding the changes.

Stephanie R: New address change for Hillsboro.
7202 NE Evergreen Parkway

Dennis W: Due to meeting quickly approaching noon it was decided to postpone further conversation regarding corrective actions and is to be pushed to the October meeting.

Chris R: Due to DW department issues with the number of mistakes made on drinking water reports ORELAP is being pushed to respond to their complaints. This is consuming extra time and resources from ORELAP.

Gary W: Noted that in his ORELAP past he would set up an assessment at the lab that was the source of the complaint and use the visit to investigate the situation at the lab while performing the onsite. If a public health issue was discovered it could then be pushed up to the DOJ.

Marsh F: Her lab is posting a micro position opening.

Dennis W: Who is the new IT contact for the website? Answer = Sarah Tinker.

8. Next meeting: à Willow Lake WWTP, Salem, OR, October 12th, 10am.