

## Laboratory Certification Standards Review Council Meeting Minutes From 8/12/2014

### Attendance

Council Members: **In Person:** Paul Harris (Chair), Kirsti Sorsa (Vice-Chair), Pat Gorski, Paul Junio, Sharon Mertens, Kurt Birkett (Secretary),  
*absent:* Jennifer Peth

DNR Staff: Steve Geis, Rick Mealy, John Condron

Others in Attendance: Greg Pronger and Jarret Thomas (Suburban Labs via MS Lync)

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The meeting was called to order at 10:00 am

### Minutes from meeting of May 13, 2014

- o **Action:** *A motion (Gorski/Sorsa) to approve the May 13, 2014 minutes as presented passed.*

### Final Program Performance Status Report for FY 2014

- o Audits - Commercial/Public Health: **36** (34); Municipal/Industrial: **86** (89)
- o Reports - Commercial/Public Health: **33** (34); Municipal/Industrial: **88** (89)
  - o Reports Due - Commercial/Public Health: **6**; Municipal/Industrial: **4**
- o Closures - Commercial/Public Health: **31** (34); Municipal/Industrial: **91** (89)
  - o Open Cases - Commercial/Public Health: **20**; Municipal/Industrial: **33**
- o For the fiscal year 2014 complete, **82.1%** of reports for audits conducted were issued within 30 days

### Program Performance Status Report for FY 2015 Year-to-Date

- o Audits - Commercial/Public Health: **2** (34); Municipal/Industrial: **8** (89)
- o Reports - Commercial/Public Health: **4** (34); Municipal/Industrial: **6** (89)
  - o Reports Due - Commercial/Public Health: **4**; Municipal/Industrial: **6**
- o Closures - Commercial/Public Health: **1** (34); Municipal/Industrial: **7** (89)
  - o Open Cases - Commercial/Public Health: **21**; Municipal/Industrial: **34**
- o For the fiscal year 2015 to-date, **60%** of reports for audits conducted were issued within 30 days
- o There was a question about the longstanding open case for Summit Labs. Geis reported that the auditor has scheduled a re-audit for September.

### Budget Variance Report FY 2014

- o The following information was reported to the Council for the fiscal year ending June 30, 2014:

	<u>Spent \$</u>	<u>Budgeted \$</u>	<u>% of Budget</u>
<b>FY 2014 BUDGET</b>	<b>\$ 542,739</b>	<b>\$ 580,402</b>	<b>94%</b>
Salary/Fringe	\$ 442,257	\$ 473,577	93%
Supplies & IT	\$ 100,283	\$ 106,825	94%

*Allocables through July 2014: \$100,972 (18.6% of total expenses, 35.6% of salary line).*

- o The following information was also reported to the Council for the fiscal year ending June 30, 2014:

<b>FY 2014 OPENING CASH BAL</b>	<b>\$ 675,475</b>
<b>+ REVENUE COLLECTED FY14</b>	<b>\$ 584,105</b>
<b>- FY14 EXPENDITURES</b>	<b>\$(542,739)</b>
<b>- FY14 LAPSE</b>	<b>\$( 60,200)</b>
<b>END CASH BAL (BEG FY15 CASH BAL)</b>	<b>\$ 656,641</b>

- o A lengthy discussion again ensued regarding the difficulty in predicting allocable charges. One idea discussed was the possibility of holding all revenues generated and not depositing them till after the new fiscal year begins. That would eliminate the appearance of a large surplus at the end of each fiscal year.

## Budget Variance Report for FY 2014

- The following information represents the final expenditures for fiscal 2014.

	BUDGET	ACTUAL	% of BUDGET
Salary	\$301,882	\$250,861	83%
Indirect labor	\$20,916	\$62,099	297%
Fringe	\$150,779	\$94,544	63%
<b>SALARY+ FRINGE</b>	<b>\$473,577</b>	<b>\$129,497</b>	<b>93%</b>
Contractor	\$24,000	\$30,621	128%
Travel, Supplies & IT	\$44,050	\$30,789	70%
Indirect supplies	\$18,600	\$38,873	209%
Additional Allocables	\$20,175		
<b>SUPPLIES/IT</b>	<b>\$106,825</b>	<b>\$100,283</b>	<b>94%</b>
<b>FY2014 BUDGET</b>	<b>\$580,402</b>	<b>\$542,739</b>	<b>94%</b>
<i>Allocables</i>	\$60,398	\$100,972	167%

## FY 2015 Accreditation Renewal Update

- 330/367 (89.9%) ready to renew [LY:92.8%]
- Unpaid Fees: \$26,482 (12 labs) [LY:9 labs; \$14.5K]
- Collected 97.3% of billed [LY: 97.1%]
- Total PTs owed = 81 [LY: 25]; 26 labs owe > 1 PT [LY: 17] 66]
- 13 labs not eligible to renew [LY: 10]

## Other DNR Business

- Variances - No variance requests were received.
- Radiochemistry/Asbestos update – No new information is available.
- Method modification concern – The audit will remain open until the issue is resolved. It was agreed that the lab would have the validation study available in January.
- NR 812 changes update - The rule requirements as we understand them were discussed. There remains uncertainty as to how the data quality objectives mesh with lab certification audit protocols and code requirements.
- NR 149 update – Council members and LabCert staff have met at least monthly since May. We will continue to meet at least monthly until we have discussed all sections of NR 149.
- NR 219 update – Next step in the process is for it to pass through Legislative review, which will not occur until January 2015 when the next session is convened.

## Council Member Issues

- MUR Update- Sharon Mertens indicated that the next Method Update Rule (MUR) is slated for release in December. Will address updates to methods 624 and 625 to harmonize with other EPA methods. It is anticipated that the rule proposal will also include proposed changes to determination of LODs and LOQs.

## Next Meeting Date

- **Action:** *The next Council meeting was scheduled for 10:00 AM CDT Tuesday, November 18, 2014 at the DNR Science Operations Center (2801 Progress Road, Madison).* Subsequent to the meeting a decision was made to hold another afternoon session, devoted to discussing changes to NR 149, beginning at 1:00 PM, CDT.

The meeting was adjourned at 12:07 PM.