

**Committee Request for Board Action:** none

Regular meeting: 35 attendees (via teleconference only) representing 26 member agencies

**ELAP Assessment Preparedness**

Tips for preparing for ELAP assessments was the main point of discussion at the meeting. The committee received input from guest speaker [Surjit Saini](#), Laboratory Services Manager at Santa Clara Valley Water District; and from committee member [Sara Burke](#), Plant Chemist, Oro Loma Sanitary District. Both presenters' laboratories have recently received third-party assessments to support ELAP accreditation renewal applications. For renewal applications, make sure to [download](#) the most recent forms from the ELAP website. The following assessment tips were shared with the committee:

- Develop an assessment timeline. Plan far in advance to allow time to obtain quotes from multiple vendors. Make sure the selected third-party assessor (TPA) is available at the right time and has expertise auditing to the specific standards needed by your laboratory. Make sure laboratory staff are available, too.
- Allow plenty of time for approval of Corrective Action Plans. The overall schedule should also allow for review and possibly revision of Corrective Action Plans. Corrective Action Plans do not need to be completely implemented before the application is submitted, but they do need to be accepted by the third-party assessor (TPA).
- Ask your TPA if they are willing to offer a daily debrief in addition to a discussion of findings at the end of the assessment. This is a way to sort out "findings" vs "suggestions." In some cases, existing information may be available to clear up minor issues discussed during daily debriefs.
- Hiring an external consultant to help with an internal audit ahead of the third-part assessment is a helpful way to build confidence.
- Expect the TPA to request documents ahead of time.
- Prepare an org chart with employee names and provide it to the TPA to facilitate communication.
- Provide the TPA with an overview of your organization and explain how the lab supports its mission.
- Prepare a pleasant work area for the TPA.

A copy of Surjit Saini's presentation is available [here](#).

**Monitoring and Reporting Program - Basin Plan Amendment to Support CECs Studies**

On Oct. 11, the Regional Water Board issued a [Tentative Order](#) to reduce monitoring requirements for some pollutants and to raise supplemental funding for Regional Monitoring Program CECs studies. Mary Cousins requested that BACWA members provide comments by Tuesday, October 26<sup>th</sup>.

**Chlorine Blanket Permit Amendment**

On Oct. 12, the Regional Water Board approved a [Revised Tentative Order](#) blanket permit amendment that will modify chlorine effluent limits and remove oil & grease monitoring requirements for BACWA members. The changes come into effect on the first day of the month after OAL and EPA approval (likely Dec.1 or Jan 1).

**Results of PFAS Regional Study, Phase 2**

SFEI and BACWA are working towards preparation of Sampling and Analysis Plan for Phase 2 of the PFAS Regional Study, which will include sampling at ~6 BACWA member agency facilities. For Phase 2, each facility will have a unique sampling plan for PFAS at the plant as well as potential sources within the sewershed. The schedule for Phase 2 will extend through Spring 2022.

**TNI Training and Implementation**

- The fourth TNI training session with Diane Lawver is scheduled for Tuesday, October 19. Recordings of previous sessions are available through the BACWA website (password required).
- The group discussed the changing requirements for documenting ongoing "Demonstration of Capability" for lab analysts. Suggestions included pulling the last four Laboratory Control Samples (LCS) from LIMS or having analysts run solutions saved from PT testing.
- The group discussed TNI language regarding sample custody. Suggestions included having a signature log for operators to sign in samples dropped off in a refrigerator, having lab staff record receipt of samples left in the refrigerator, and/or using custody seals.

**Next meeting: December 14, 2021, 10 AM – 12 PM** via Zoom – Sampling Plan training session to be hosted by CVCWA and Bill Ray