

**Committee Request for Board Action:** None

Regular meeting: 40 attendees via Zoom, including representatives from 22 laboratories

**Going Paperless and Achieving TNI Compliance for Sophisticated Instruments in Trace Organics: A SharePoint-Powered Workflow for Data Validation and Storage**

Ngoc Le from the City of San José explained how her agency has transitioned all documentation related to trace organics analysis to a SharePoint server, which saves tremendous amounts of paper waste. A typical electronic data package for trace organics includes all raw data, calibrations, standards and reagents logs, QC reports, and SOPs. All of these documents can be linked in SharePoint for each analytical result. SharePoint is also used to store reports exported from MassHunter (mass spectrometry software). Ngoc is willing to share MassHunter programming information with other BACWA members.

City of San José staff appreciate SharePoint's ability to set permissions and use customized fields (e.g., a "Validated" field), and they are using SharePoint's data capabilities to meet TNI traceability and archival requirements (TNI requires five years, but the City's archival requirements require permanent archival). Lab reports can all be printed to PDF and signed digitally. City staff set up the entire system, and were able to easily share select files with TNI auditors during a recent audit. Ngoc encouraged other agencies to go paperless using SharePoint or other similar software.

**Future Meeting Topic – PCB Congeners**

The committee chair presented information about recent issues with PCB analysis using Method 1668C. There is confusion about whether PCB congeners reported at levels below the MDL should be reported with the qualifier "ND" or "DNQ." There is also confusion about how to report Estimated Maximum Probable Concentrations (EMPCs). These topics will be discussed in greater detail at the next Permits committee meeting on February 27<sup>th</sup>.

**Future Meeting Topic – Chronic Toxicity Species Sensitivity Screening Studies**

Attendees shared the status of their agency's chronic toxicity species sensitivity screening studies. Most agencies have not yet started, but representatives from SVCW, West County Agency, South San Francisco, Novato, SMCS and Vallejo reported that they have started the process (either in the proposal or testing phase). This topic will be discussed further at the April laboratory committee meeting.

**BACWA Updates:**

- A [PFAS Study Summary](#) is now available. [USEPA Methods 1633 and 1621](#) for PFAS are now finalized.
- The [Group Annual Report](#) for the Nutrient Watershed Permit is now available, with nutrient and flow information for October 2022 – September 2023.
- Members may request attendance certificates for calendar year 2023, if desired.

**Announcements and Member Discussion**

- The CWEA Annual Meeting will be held April 9<sup>th</sup> – 12<sup>th</sup> in Sacramento. On April 9<sup>th</sup> there will be a pre-conference workshop on [Laboratory Data Review 101](#).
- The next BACWA TNI training sessions will be held Tuesday, February 20<sup>th</sup>. The sessions are now in Q&A format; submit your questions ahead of time to [Diane Lawver](#).

**Next Regular Meeting: Tuesday, April 23, 2024, on Microsoft Teams**