

Attendance (20)

- 7 Council Members (6): Jennifer Buchholz (Vice Chair), Brenda Anderson, Craig Obry, Christine LesCamela, Matt Schmeichel, Tad Schwartzhoff, Paul Junio (Chair, absent)
- 7 DNR Staff (3): Steve Geis, Tom Trainor, Autumn Farrell, Patty Doerflinger (absent), Janelle Nehs (absent), Zana Sijan (absent), Brandy Baker-Muhich (absent)
- Guests (11): Sharon Mertens (Milw MSD), RT Krueger (NLS), Steven Hefter (NLS), Brooke Klingbeil (Medford), Camille Danielson (WSLH), Erin Mani (WSLH), Amanda Kordus (Badger), Steve Heraly (Badger/DNR), Mary Powers (Madison MSD), Jessica McCammon (Madison MSD), Julie Klimek (Davy)

Agenda repair and approval of last meeting minutes

- Agenda repair: None.
- The last meeting minutes were approved.

Outstanding issues from last meeting

- When well drillers and pump installers do not provide DNR sampling forms or provide incomplete DNR sampling forms to the laboratory, we suggest that the laboratory reach out to Marty Nessman, Private Water Supply Section Program Manager and make him aware of the situation. Marty can be reached at Martin.Nessman@wisconsin.gov or 608.574.2592.

Program metrics report

Large-scale lab metrics: July 2022 – June 2023 (FY 2023 complete)

- Completed: Audited = 94%, Reports Issued = 106%, Closed = 128%, Revised Application Audits = 8.
- Reports issued within 60 days = 84%.

Small-scale labs: July 2022 – June 2023 (FY 2023 complete)

- Completed: Audited = 100%, Reports Issued = 104%, Closed = 101%, Revised Applications Audits = 1.
- Reports issued within 30 days = 91%.

Large-scale lab metrics: July 2023 – August 2023 (FY 2024 partial)

- To date completed: Audited = 67%, Reports Issued = 33%, Closed = 117%, Revised Application Audits = 5.
- Backlog of labs = 2.
- Reports issued within 60 days = 100%.
- Audits not closed over 1 year from report date = 2.
- Active labs = 110.
- New labs applied to program since 3.31.23 = 3.
- Labs dropped from program since the last meeting = 4 (1 was an application).

Small-scale labs: July 2023 – August 2023 (FY 2024 partial)

- To date completed: Audited = 45%, Reports Issued = 109%, Closed = 82%, Revised Application Audits = 0.
- Backlog of labs = 6.
- Reports issued within 30 days = 100%.
- Audits not closed over 1 year from report date = 0.
- Active labs = 212.
- New labs applied to program since last meeting = 0.
- Labs dropped from program since last meeting = 2.

Other business items

- The 2023 list of approved PT providers was reviewed. Currently there are eight PT providers. Sigma-Aldrich (Millipore) will be discontinuing their PT services effective January 1, 2024.
- The 2023 list of parameters that require PT samples was distributed and the list was updated on our website.

Program updates

- **Lab Cert Website Updates.** The accredited laboratories lists have been updated. The documents page includes spreadsheets and forms that have been updated that include a revision date. The new LOD/LOQ spreadsheet “3 Tab” version was also published with this update. Base 4 checklists will be available on the documents page before the end of this year. Examples include:

SPREADSHEETS

- [DNR LOD-LOQ Spreadsheet 3 Tab - basic version \(8.25.23\) \(xlsx\)](#)
- [DNR LOD-LOQ Spreadsheet - advanced version includes chromatography \(6.30.23\) \(xlsx\)](#)
- [DNR LOD-LOQ Spreadsheet - advanced multi-parameter version \(6.30.23\) \(xlsx\)](#)
- [DNR LOD-LOQ Spreadsheet instructions \(6.30.23\) \(xlsx\)](#)
- [TSS benchsheet \(6.30.23\) \(xlsx\)](#)
- [TSS/TVS benchsheet \(6.30.23\) \(xlsx\)](#)
- [BOD benchsheet 4 samples \(6.30.23\) \(xlsx\)](#)

FORMS

- [Lab Activity Reminder Checklist \(6.30.23\) \(xlsx\)](#)
- [TCLP Log \(6.30.23\) \(xlsx\)](#)
- [Preservation and Neutralization Log for Ammonia and Phosphorus \(6.30.23\) \(xlsx\)](#)
- [Preservation Log for Ammonia and Phosphorus \(6.30.23\) \(xlsx\)](#)
- [Client Test Report Agreement \(6.30.23\) \(pdf\)](#)
- [Sample Receipt Log \(6.30.23\) \(xlsx\)](#)
- [Analytical Balance Monthly Verification Log \(6.30.23\) \(xlsx\)](#)

- **Fiscal Year 2024 Lab Assignments.** Tom indicated that lab assignments are given to auditors in May each year. For fiscal year 2024 there are 37 large scale labs and 71 small scale labs that were assigned. Those same number of large scale and small scale are also estimated to be the lab assignments for fiscal years 2025 and 2026.
- **Standard Methods Quality Control Requirements for TP and NH₃.** As laboratories are updating their Standard Methods versions, we wanted to highlight a subtlety in the methods that may be getting overlooked. The 2011 Standard Methods versions for SM 4500-P B. (5), E; SM 4500-NH₃ D; and SM 4500-NH₃ F, all specifically refer to additional requirements that are not specifically referred to in their earlier versions. The additional requirements are that matrix spikes and matrix spike duplicates are required with each batch of analysis. Craig indicated that simplicity is best, and Brooke and Christine agreed. Sharon and Mary indicated that method QC need to be followed. Tom asked if maybe there was a way that a study could be done to demonstrate that there is or is not a matrix effect at facilities that do not have a matrix that changes significantly. Studies may be allowed for some method modifications, like what can be done to demonstrate there is no need to distill ammonia samples. Amanda said she was thinking the same thing, and Sharon said she is not sure how the EPA would accept that as analyzing required quality control samples is not the same thing as changing part of a method procedure.
- **Questionable Data.** Steve indicated that the program has encountered three cases of questionable data generated at laboratories in our program over the recent past. Christine said to look for comments in the DMR and for benchsheet variations. Jennifer said it is best to ask analysts to “show you” rather than “tell you” when interviewing. Sharon and Camille said it is incredibly hard to maintain a perfect way of generating questionable data and that eventually analysts will mess up if doing so.

Council member issues

- None.

Checkout and next meeting date

- The next meeting is scheduled for November 28, 2023, at 9 AM. We are planning to include an in-person meeting option at the WSLH.