

## **July 17, 2009 MWEA Lab Practice Committee Meeting (LPC)**

**Attending Members:** Angella Breitenbeck, Amy Vail, Mary Lenardson, Bob Avery, Sandy Buchner, Dave Johnson, Steve Bylsma

### **2009 Spring Workshop Recap:**

- Get report of seminar reviews from John P. and send out or post for review by committee members
- Schedule fewer speakers if the next seminar has 2 breakout sessions to allow for longer presentations, some speakers felt rushed and it was difficult with so many presentations to keep 2 tracks on the same time line
- Have John P. e-mail or send individual presentations to Karlyn for posting on the MWEA website
- After contact info for speakers is obtained the committee will assign a liaison to deal directly with speaker(s) from that point on. This will eliminate the “middle man” and reduce confusion for future seminars.

### **Committee Contact List:**

- Put together for regularly attending members include e-mail, office, and cell numbers
- Post for members or have committee chair keep list updated and available for use
- Passed out a sheet of paper and had all attending members list phone numbers
- This should help reduce some confusion with future seminars

### **General Discussion:**

#### 1. Direction for next few meetings:

- Work on an “Intro to LPC Committee Workshop”; help MWEA find instructors teach good lab practices and some basic analytical techniques
- Workshop may help get new individuals interested in committee membership and help small municipalities with training of new staff members
- MWEA will advertise, help develop curriculum, and contact community colleges (let Jerry Harte know that the LPC is interested in working with MWEA to develop workshop)
- LPC will determine topics for discussion
- Use a community college for demonstrations for hands of demonstrations (pipetting, measuring, massing, colormetric analysis, dilutions, etc.)
- BOD, DO, fecals, solids, TSS, TSOL, NH<sub>3</sub>, T. phosphorous
- Add basic safety procedures and general ethics discussion to curriculum
- Talk with IPP committee about partnering up for workshop (mutually beneficial)
- Obtain the Good Laboratory Presentation (GLP) from Paragon – send to Bob Avery, he can upload it for viewing by committee members before the next meeting
- MWEA may have an FTP site to post GLP presentation
- Sandy will send contact info for community colleges to Jerry Harte; other members can also send contact info

#### 2. Significant figures:

- Excel can be used and once set up just let it go, can lead to incorrect rounding if it is not set up properly
- Premature rounding (before calculations) can lead to errors
- Rounding rules; 5 and >5 round up, 1-4 round down; 6-9 round up, 1-4 round down, 5 round even (the rule used and taught in schools seems to be regionally determined leading to confusion over standardization in a laboratory setting)
- No way of telling how rounding was done unless someone knowledgeable in the rules of rounding audits it

- Different agencies have different policies
- As long as rounding is done consistently the amount of bias encountered in a laboratory setting will be minimal, however it may have significant impact if biased rounding is causing a sample to exceed permit limits leading to fines

3. Personalized advertising for seminar:

- Compile a list of contacts to send seminar info to directly
- MWEA could draft and send letters to thank committee members for their efforts and let them know what they are doing for the field
- Send letters to laboratory managers directly, tailor cover letter to state how the seminar will help lab staff members, after seminar send letter thanking managers for allowing staff to attend seminars
- Obtain a list of new MWEA members from MWEA office and send to new members directly
- May find individuals interested in LPC seminar from; NPDES permit holders, Certified Operators list, Drinking Water certified labs, MELA members
- Market seminar to contract labs; in a difficult economy the seminar can provide training at reasonable cost, also can add training to the list of qualifications that is sent out with lab credentials

4. Recruiting new members:

- Send emails to laboratory managers to recruit new members (most join committees b/c they are told they need to by their bosses)
- Self-confidence booster, personal growth
- Obtain lists of potential contacts from NPDES permit holders, Certified Operators list, Drinking Water certified labs, MELA members

5. Reducing confusion with MWEA mailings and vendor commitments for seminars:

- Talked to Jerry Harte about ways to reduce confusion for vendors about seminar commitments
- 2 vendors had confusion about which seminar they were attending Spring 2009
- MWEA office will send confirmation e-mail to all vendors for all seminars approximately 10 days prior to seminar

6. Additional LPC meeting dates:

- Sept 18, 2009 – MWEA office
- Oct. 16, 2009-Mary Lenardson host
- Nov. 20, 2009 – MWEA office
- Dec. 18, 2009 – MWEA office/Chuck Host maybe – contact Jerry and let him know if not at MWEA