

WSCF PMM meeting minutes for January 26, 2012 at 1pm in the WDOE Office

Attendees: Deborah Singleton, Sue Kon, Rich Westberg, and Matt Mills

- Discuss "at or near" and "under the control of the operator" for SAA's in general and obtain clear written guidance
 1. WSCF Staff provided a description of how current management activities were being conducted.
 2. D. Singleton would contact Ecology labs around the state to discuss waste management practices and provide information to WSCF. *Provided on 2/7/12 by L. Fearon via email*
 3. R. Westberg discussed "under the control of operator" and how WSCF utilizes administrative controls (i.e. training, lab access).
 4. D. Singleton agreed that "under the control of the operator" would be sufficient with administrative controls presented.
 5. S. Kon discussed the affects of current waste management activities (collecting automated sampling waste at the end of shift) and how it is negatively impacting cost and efficiency.
 6. D. Singleton asked that WSCF would provide a basis for "under the control of the operator" for Ecology to discuss. This would be provided in the form of the SAA checklist associated with the development of N3 SAAs.

- Discuss N3 SAA configuration
 1. M. Mills will provide to Ecology a SAA Checklist for N3 to confirm SAA implementation.
 2. D. Singleton would confirm the SAA Checklist.
 3. D. Singleton agreed that 1 SAA within N3 meets the intent of "at or near".

- Discuss how we're meeting the agreements we made with Ecology from this past inspection (SAA's, PCB screening)
 1. WSCF staffed discussed with D. Singleton how SAAs were being implemented for the Lab.
 2. M. Mills would provide to D. Singleton the recent Ecology inspection documentation that discusses SAA implementation (sent 1/27/12). *Completed on 1/27/12 via email*
 3. D. Singleton would discuss recent Ecology inspection with Ecology Compliance group to better understand the implementation of SAAs for waste management activities associated with automated sampling machines.

- Initiate and develop schedule for future PMM's
 1. WSCF PMM would be held on the last Thursday of the month at ~3pm. Meeting time could flex due to scheduling conflicts. *Meeting set up for 2/24/12 at 9am*
 2. D. Singleton indicated that the meeting agenda should include:
 1. ECO discussion
 2. Analytical updates- waste/sample loads
 3. Significant impacts- new processes and/or missed hold times
 4. Administrative Record

- Meet the new Unit Manager (Lee Fearon)
 1. Lee Fearon was out sick.



WSCF PMM Meeting Minutes from January 2012

- Provide any data/information needs to Ecology
 1. Approve meeting minutes to D. Singleton at the next scheduled PMM.
 2. WSCF communications will go through L. Fearon and cover-copy D. Singleton.
 3. Analytical Lab Manager and ECO are required attendees.

Washington State Department of Ecology Approval of Meeting Minutes-

By

 5/29/2012

Mission Support Alliance (MSA) Approval of Meeting Minutes-

By

 5/29/12