

US EPA ARCHIVE DOCUMENT

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CHARTER

ENVIRONMENTAL LABORATORY ADVISORY BOARD

1. **Committee's Official Designation (Title):**

Environmental Laboratory Advisory Board

2. **Authority:**

This charter renews the Environmental Laboratory Advisory Board (ELAB) in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2. ELAB is in the public interest and supports the Environmental Protection Agency (EPA) in performing its duties and responsibilities.

3. **Objectives and Scope of Activities:**

ELAB will provide advice, information, and recommendations to the Environmental Protection Agency (EPA) Administrator, the EPA Science Advisor, and/or Forum on Environmental Measurements (FEM) on issues related to enhancing EPA's measurement programs and the operation and expansion of a national environmental accreditation program.

4. **Description of Duties:**

The duties of ELAB are solely advisory in nature. ELAB will provide advice, information, and recommendations on the following:

- A. Enhancing EPA's measurement programs in areas such as:
 - a. Validating and disseminating methods for sample collection and for biological, chemical, radiological, and toxicological analysis;
 - b. Developing scientifically rigorous, statistically sound, and representative measurements;
 - c. Employing the performance paradigm in environmental monitoring and regulatory programs;
 - d. Improving communications and outreach between the EPA and its stakeholder communities; and
 - e. Employing a quality systems approach that ensures that the data gathered and used by the Agency are of known and documented quality.
- B. Facilitating the operation and expansion of a national environmental accreditation program. In this regard, ELAB will provide advice and recommendations to EPA on issues that impact the non-governmental community that are related to:
 - a. The operation and expansion of a national accreditation program characterized by an acceptance of the program by all states and suitable for accrediting environmental

- laboratories or entities of all sizes and types; and
- b. Steps that need to be taken in order to facilitate the further implementation of the performance paradigm in the nation's environmental monitoring and environmental accreditation programs.

5. Agency or Official to Whom the Committee Reports:

ELAB will provide advice, information, and recommendations and report to the EPA Administrator, the EPA Science Advisor, and/or FEM.

6. Support:

EPA will be responsible for financial and administrative support. Within EPA, this support will be provided by the Office of the Science Advisor.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost of ELAB is \$45,000, which includes 0.1 staff years of support.

8. Designated Federal Officer:

A full-time or permanent part-time employee of EPA will be appointed as the Designated Federal Official (DFO). The DFO or a designee will be present at all of the meetings of the advisory committee and subcommittees. Each meeting will be conducted in accordance with an agenda approved in advance by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so, and will chair meetings when directed to do so by the official to whom the committee reports.

9. Estimated Number and Frequency of Meetings:

ELAB is expected to meet approximately twelve (12) times a year, either by teleconference or in person, as needed and approved by the DFO. EPA may pay travel and per diem expenses, when determined necessary and appropriate.

As required by FACA, the ELAB will hold open meetings unless the EPA Administrator determines that a meeting or a portion of a meeting may be closed to the public in accordance with 5 U.S.C. 552b(c). Interested persons may attend meetings, appear before the committee as time permits, and file comments with the ELAB.

10. Duration:

Continuing.

11. Termination:

This charter will be in effect for two years from the date it is filed with Congress. After this

period, the charter may be renewed as authorized in accordance with Section 14 of FACA.

12. Membership and Designation:

ELAB will be composed of approximately fifteen (15) members who will generally serve as Representative members of non-federal interests. If needed, members may be appointed to serve as Regular Government Employees (RGEs) or Special Government Employees (SGEs). Representative members are selected to represent the points of view held by organizations, associations, or classes of individuals. In selecting members, EPA will consider candidates from trade associations for the environmental laboratory industry, trade associations from EPA's regulated community; environmental public interest groups; academia; federal; local and tribal governments; and accreditation bodies.

13. Subcommittees:

EPA, or the ELAB with EPA's approval, may form subcommittees or workgroups for any purpose consistent with this charter. Such subcommittees or workgroups may not work independently of the chartered committee and must report their recommendations and advice to the chartered ELAB for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered committee nor can they report directly to the EPA.

14. Recordkeeping:

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, will be handled in accordance with NARA General Records Schedule 6.2 and EPA Records Schedule 1024 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. 552, these records will be available for public inspection and copying, in accordance with the Federal Advisory Committee Act.

June 6, 2017

Agency Approval Date

June 13, 2017

GSA Consultation Date

July 10, 2017

Date Filed with Congress