



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

AUG 21 2008

THE ADMINISTRATOR

Mr. David N. Speis
Vice President, Laboratory Operations
Accutest Laboratories
2235 U.S. Highway 130
Dayton, New Jersey 08810

Dear Mr. Speis:

I am pleased to invite you to help advance the work of the Forum on Environmental Measurement by serving as a member of the U.S. Environmental Protection Agency's Environmental Laboratory Advisory Board. The Board has been established to provide advice and counsel on scientific issues associated with measurement, monitoring, and laboratory science matters for the FEM. Your two-year term of membership would begin on September 1, 2008, and end on September 1, 2010.

ELAB members are invited to serve as representatives of non-federal interests. As a representative member, you would represent the American Council of Independent Laboratories. Your experience would be a great asset to the Board. Representative members volunteer their time and, therefore, are not compensated for their work on the Board. However, when possible, you may receive travel and per diem allowances where appropriate and according to applicable federal travel regulations.

I am enclosing a copy of the ELAB charter, which describes the Board's structure and functions, a pamphlet titled "FACA Essentials," and the membership confirmation form.

To accept this invitation, please notify the ELAB Designated Federal Officer, Lara Autry, using the enclosed membership confirmation form and pre-addressed envelope. If you have any questions, please feel free to contact Ms. Autry at (919) 541-5544 or at autry.lara@epa.gov.

I hope you will give EPA the opportunity to benefit from your experience and perspectives.

Sincerely,

A handwritten signature in black ink, appearing to read "S. L. Johnson".

Stephen L. Johnson

Enclosures

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 § 9 (c). 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 Office of Research and Development (ORD) Assistant Administrator, and/or Forum on Environmental Measurements (FEM) on issues related to:

- 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 laboratory 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 laboratory 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 laboratory accreditation programs.

4. **Description of Committee Duties:**

The duties of ELAB are solely advisory in nature.

5. **Official(s) to Whom the Committee Reports:**

ELAB will provide advice and recommendations and report to the EPA Administrator, through the EPA ORD Assistant Administrator.

6. **Agency Responsible for Providing the Necessary Support:**

EPA will be responsible for financial and administrative support. Within EPA this support will be provided by the Office of Research and Development.

7. **Estimated Annual Operating Costs and Work Years:**

The estimated annual operating cost of ELAB is \$38,000 which includes 0.3 person-years of support.

8. **Estimated Number and Frequency of Meetings:**

ELAB expects to meet approximately ten (10) times a year, or approximately once a month, as needed and approved by the Designated Federal Officer (DFO). EPA may pay travel and per diem expenses when determined necessary and appropriate. A full-time or permanent part-time employee of EPA will be appointed as the DFO. The DFO or a designee will be present at all meetings and 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.

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.

9. Duration and Termination:

ELAB will be examined annually and will exist until the EPA Deputy Administrator determines the committee is no longer needed. 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 (5 U.S.C. App.2 § 14).

10. Member Composition:

ELAB will be composed of approximately 15 members who will serve as representative members. 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 laboratory assessment bodies.

11. Subgroups:

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 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.

Agency Approval Date

GSA Consultation Date

Date Filed with Congress

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

Next, the document outlines the various methods used for recording transactions. It covers the double-entry system, which is the foundation of modern accounting. This system ensures that every transaction is recorded in two accounts, one as a debit and one as a credit, maintaining the balance of the accounting equation. The document also discusses the use of journals and ledgers to organize and summarize the data.

The document then moves on to discuss the classification of transactions. It explains how transactions are categorized into different types, such as sales, purchases, and expenses, and how these are recorded in the appropriate accounts. It also touches upon the importance of using consistent accounting methods and principles to ensure comparability and reliability of the financial information.

Finally, the document concludes by emphasizing the role of the accountant in ensuring the accuracy and transparency of the financial records. It stresses that a thorough understanding of the underlying transactions and the accounting process is essential for providing reliable financial statements to stakeholders.

MEMBERSHIP ACCEPTANCE FORM

MAIL TO:

Lara P. Autry
Designated Federal Officer
Environmental Laboratory Advisory Board (ELAB)
U. S. Environmental Protection Agency, E243-05
109 T. W. Alexander Drive
Research Triangle Park, North Carolina 27709
T: 919-541-5544 F: 919-541-4261

In response to the invitation for membership on the Environmental Laboratory Advisory Board (ELAB), I am pleased to accept this position for the term beginning September 1, 2008 and ending September 1, 2010.

Sincerely,

(Signature)

(Date)

Please print your contact details:

Name _____

Title _____

Division or Department _____

Organization/Company _____

Address _____

City, State, Zip Code _____

Telephone _____

Fax _____

Internet/Email Address _____