

Laboratory Certification & Registration Standards Review Council Meeting Minutes

Tuesday, April 28, 2026

Attendance (25)

- 9 Council members (9) – Kris Rigotti (industrial rep), Shawn Keesey (small WWTP rep), Jon Anderson (chair and commercial rep), Matt Schmeichel (public water utility rep), Na Zhang (WSLH rep), Jennifer Buchholz (vice-chair and solid & hazardous waste disposal rep), Alex Zenner (secretary and livestock farmer rep), Tony Roche (demonstrated interest rep), Christine LesCamela (large WWTP rep)
 - Absent: None
- 6 DNR staff (5): Zana Sijan (manager), Tom Trainor (chemist), Brenda Anderson (auditor), Rebecca Fahney (lab coordinator), Patty Doerflinger (auditor)
 - Absent: Matthew Stowe (auditor)
- Guests (11): Erin Mani (WSLH), Jacob Olson (NLS), Kristen Hannon (WSLH), Mary Powers (Madison MSD), Brook Klingbeil (WDNR), Royce Rissen (WSLH), Marta Pelishek (GBMSD), Rick Mealy (RGM Consulting), RT Kruger (NLS), Alfredo Sotomayor (Milwaukee MSD), Steve Hefter (NLS)

Agenda Repair (Jon)

- No agenda repair.

Review and approve minutes from January 27, 2026 (Jon)

- Matt made a motion to approve the minutes as written. Alex seconded the motion. No opposition was received from the Council members. Jon indicated that the minutes were approved as written. Tom stated that the approved minutes would be added to the public website today.

Lab Cert Program auditing status report (Tom)

- Large Scope Labs: July 2025 – March 2026 (FY26 partial)
 - 91% of labs were audited, 78% of reports were submitted, 100% of audits were closed.
 - 14 revised application audits were performed.
 - Audit backlog has increased from 17 labs to 18 labs.
 - 94% of reports were submitted within 60 days. 6% of reports were submitted in greater than 60 days.
- Small Scope Labs: July 2025 – March 2026 (FY26 partial)
 - 86% of labs were audited, 98% of reports were submitted, 105% of audits were closed.
 - 3 revised application audits were performed.
 - Audit backlog has increased from 26 labs to 35 labs.
 - 95% of reports were submitted within 30 days. 2% of reports were submitted within 60 days. 2% of reports were submitted in greater than 60 days.

- Al asked what the estimated time would be to catch up the backlog once the program is fully staffed.
 - Zana stated that the goal is to be fully caught up with the backlog within 3 years once fully staffed, matching the triennial cycle.
 - Tom agreed with this and added that the new auditor would not be able to make up the full backlog within the first year, as this person will have at least 6 months of training before they are able to complete audits independently.
- Al asked why some reports are submitted in greater than 60 days.
 - Tom stated that there can be a lot of different reasons. The program may be waiting on information from the laboratory to submit the report. The auditor completing the report may be assigned to a special project that may take priority over completing the audit report. It could also be due to special circumstances with the individual lab, such as enforcement reports which take longer to complete.
 - Zana added that sometimes auditors' reports are submitted in greater than 60 days due to back-to-back 31 days in a month. The program works on a monthly cycle and that has led to reports being one day late. This was the case for the large scope lab that was completed in more than 60 days that was presented earlier.
- Christine asked for definition of enforcement for laboratories.
 - Tom stated that when the program references enforcement it pertains to a notice of non-compliance (NON) or a notice of violation (NOV). The lab would formally receive a notice from the department stating this.
- There is one lab where the audit is still open and it is older than 1 year from report submittal; the lab was waiting for back ordered metals standards that were just recently received. The program anticipates that this will be completed before the next Council meeting.
- 18 large scale labs are overdue for their audit. 35 small scale labs are overdue.

NRB – FY27 Lab Cert Program Fee Adjustment Approval (Zana)

- The Natural Resources Board (NRB) meeting occurred April 15, 2026. At this meeting the Laboratory Certification budget was unanimously approved by the NRB. The new RVU will be \$86, effective July 1, 2026.

NRB – 2025 Lab of the Year Award (Zana)

- Madison Metropolitan Sewerage District was presented with the Lab of the Year Award at the April NRB meeting, reception followed.

Lab Cert Vacant Auditor Position Update (Zana)

- The program has not been fully staffed since April 22, 2025. Fully staffed includes three advanced auditors and one senior auditor.
- The program had a failed recruitment in August 2025 for the vacant advanced auditor position.

- A second recruitment was initiated in March 2026. This recruitment was successful, and a new auditor (Natalie Pfann) will begin with the Program on May 18, 2026.
- The program goal is to have the new auditor trained as soon as possible. The new auditor will be shadowing many audits before they begin independent audits.

2026-2027 Certification Renewal Update (Tom)

- March 2, 2026, Tom sent annual “contact information review request” email to all main lab contacts in Lab Cert database. Having the correct contacts is essential, as Lab Cert invoices are sent via email; it is important for labs to be able to receive emails from the program.
- There are currently 318 labs in the Lab Cert program. Of the 318 labs, 172 (54%) indicated that no contact changes were needed. 64 labs (20%) responded that some updates were required. 82 labs (26%) did not respond to the email. These 82 labs were contacted again; the program is still waiting on 3 labs to confirm if updates are needed. 22 of those 82 labs had updates for the program to make.
- Compared to last year these statistics are very similar. Tom indicated that annually a minimum of 25% of laboratories have updated contacts.
- Laboratory Certification invoices will be emailed on May 20, 2026.
- June 5, 2026, any bounce back emails will be addressed. This happens as contacts may have changed in between the March update request to the May invoice emailing event.
- Late notices will be emailed July 6, 2026, for any remaining labs that have not yet paid the Lab Cert fees.
- All passing PTs and fees must be received by August 31, 2026, for labs to maintain accreditation.

Council member issues (Jon)

- No issues from Council members.

Public comment period (Jon)

- No comments from public attendees.

Meeting Adjournment (Jon)

Jon asked for a motion to adjourn. Shawn made the motion to adjourn the meeting. Na seconded the motion. No opposition was received from the Council members. Jon indicated that the meeting was adjourned.

Next meeting date is September 29, 2026, at 9:00 AM