



## Laboratory Committee

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# CHARTER

# TABLE OF CONTENTS

## IWEA LABORATORY COMMITTEE

TITLE PAGE.....	1
TABLE OF CONTENTS .....	2
MISSION STATEMENT.....	3
LABORATORY COMMITTEE GENERAL OBJECTIVES .....	3
GENERAL FUNCTIONS .....	3
TASKS .....	4
IWEA STAFF, EXECUTIVE BOARD, AND OTHER COMMITTEES .....	4
CHAIR, CHAIR-ELECT, AND VICE-CHAIR .....	5
SECRETARY .....	5
MEMBER VOLUNTEER OPPORTUNITIES .....	6
ACTIVE MEMBER FUNCTIONS .....	7
NON-ACTIVE MEMBER FUNCTIONS .....	7
COMMITTEE MEMBER TENURE .....	7
ISSUE RESOLUTION .....	7
FORMAT OF MONTHLY LABORATORY COMMITTEE MEETINGS .....	8
FORMAT OF LABORATORY COMMITTEE MEETING MINUTES.....	8

# LABORATORY COMMITTEE CHARTER GUIDELINES

## IWEA

### Mission Statement

The mission of the IWEA Laboratory Committee is to serve as a resource and provide leadership and education to wastewater laboratory analysts that strive to generate scientifically sound laboratory data for the purpose of research, process control, and NPDES reporting.

### Laboratory Committee General Objectives

- ◆ To serve as a laboratory resource to the IWEA membership
- ◆ To help wastewater labs generate quality data through the education of Best Laboratory Practices
- ◆ To improve the laboratory commitment
- ◆ To serve as a bridge between experienced professionals and the general IWEA membership

### General Functions

- ◆ Participate in monthly committee meetings and IWEA Board meetings, as needed
- ◆ Conduct annual laboratory audits for municipal wastewater labs in the State of Indiana
- ◆ Offer an event at the annual IWEA Wastewater Operators Challenge
- ◆ Provide an annual seminar containing laboratory topics
- ◆ Provide a laboratory session of presentations at the IWEA Annual Conference
- ◆ Update and publish the *IWEA QUALITY ASSURANCE MANUAL for INDIANA WASTEWATER LABORATORIES*, as needed
- ◆ Provide the IWEA Voluntary Wastewater Laboratory Analyst Certification program for wastewater analysts in the State of Indiana
- ◆ Submit laboratory-related articles to the IWEA *Digester* magazine
- ◆ Set the quality standard for municipal wastewater labs throughout the State of Indiana
- ◆ Offer free consulting to municipal wastewater labs in the State of Indiana

## Tasks

- ◆ Monthly Meetings
- ◆ Conduct Lab Audits
- ◆ Laboratory Excellence Awards
- ◆ Wastewater Operators Challenge
- ◆ Spring Seminar
- ◆ Fall Conference
- ◆ Voluntary Wastewater Laboratory Analyst Certification program
- ◆ Attend Board Meetings
- ◆ Provide Laboratory Consulting/Assistance

## IWEA - Staff

IWEA employs staff through an association management firm, the Mattison Corporation.

Staff members include:

Kate DeHaan, Executive Director

[kate@indianawea.org](mailto:kate@indianawea.org)

Amy Pryzbilinski, Association Coordinator

[amy@indianawea.org](mailto:amy@indianawea.org)

Contact information for the Mattison Corporation & IWEA office is:

Address: 6510 Telecom Drive, Suite200 Indianapolis, IN 46268

Phone: 317-686-2664

Fax: 317-686-2672

Staff provides support for the association; examples include:

- ◆ Day-to-day operations (phone calls/emails/mail/payments/etc.)
- ◆ Website maintenance
- ◆ Event planning (seminars/webinars/conference/etc.)
- ◆ Budgeting
- ◆ Event mailings
- ◆ Curate all marketing materials
- ◆ Market each event through social media platforms and electronic newsletter
- ◆ Communicate with event speakers
- ◆ Contact for all venues
- ◆ Signs all venue contracts

## **IWEA – Executive Board Members**

Responsibilities of the IWEA Board includes:

- ◆ Approval of financial statements
- ◆ Approval of committee reports
- ◆ Communicate with the committee
- ◆ Offer support to the committee

## **Other IWEA Committees**

- ◆ Communicate with the Lab Committee
- ◆ Collaborate with the Lab Committee to meet the needs of IWEA

## **IWEA Laboratory Committee – Chair**

- ◆ Configures the meeting calendar for the upcoming year
- ◆ Set agendas for each meeting
- ◆ Approves meeting minutes and distributes the minutes to Committee members and IWEA staff
- ◆ Communicates with the IWEA Executive Board and IWEA Staff
- ◆ Delegates tasks to Lab Committee Members to fulfill the requirements of the committee agenda
- ◆ Approves, denies, and/or revokes the membership of Lab Committee members, appropriately

## **IWEA Laboratory Committee – Chair-Elect**

- ◆ Assist in Chair roles.
- ◆ Fulfill the role of the Chair in his or her absence.
- ◆ Prepare the Lab Committee Calendar for the following year.

## **IWEA Laboratory Committee – Vice Chair**

- ◆ Fulfill the role of the Chair-Elect in his or her absence.
- ◆ Learn the roles of the Chair and Chair-Elect and assist as needed.

#### **IWEA Laboratory Committee – Recording Secretary**

- ◆ Keep minutes of each committee meeting.
- ◆ Obtain approval from Chair on contents of minutes.
- ◆ Distribute copies of the minutes to committee members, non-active committee members, executive board members, and IWEA staff.
- ◆ Maintain a record of the minutes.

#### **IWEA Laboratory Committee Member – Laboratory Excellence Award & Lab Audit**

- ◆ Communicate with the Lab Committee, IWEA Staff, and Applicants.
- ◆ Review applications received from the IWEA staff and assign them to auditors.

#### **IWEA Laboratory Committee Member – Wastewater Ops Challenge**

- ◆ Communicate with the Lab Committee, IWEA Staff, and Committees in preparation for the wastewater challenge.
- ◆ Oversee the preparation of the Lab portion of the challenge.

#### **IWEA Laboratory Committee Member – Spring Seminar**

- ◆ Assist in the planning of the conference/ seminar with other Committees.

#### **IWEA Laboratory Committee Member – Fall Conference**

- ◆ Assist in the planning of the conference/ seminar with other Committees.

#### **IWEA Laboratory Committee Member – Voluntary Wastewater Laboratory Analyst Certification**

- ◆ Review application received from the IWEA staff.
- ◆ Approve applicants to sit for the exams requested.
- ◆ Proctor exams.
- ◆ Provide notification to exam participants of exam scores and certifications.

#### **IWEA Laboratory Committee Member – QAQC Manual**

- ◆ Review and update the QAQC Manual as needed.

### **Active Member Functions**

- ◆ Create and maintain an active interest in the Laboratory Committee by attending at least one meeting every 6 months, call-in or in person
- ◆ Serve as communicators between Labs within the state and the Committee
- ◆ Assist in the various functions of the Committee, e.g., Laboratory Excellence Award & Lab Audit, Wastewater Ops Challenge, Etc.

### **Non-active Member Functions**

- ◆ Active interest in the Laboratory
- ◆ Maintain email correspondence with the Committee

### **Committee Member Tenure**

It should be noted that the Chair, Chair-Elect, Vice-Chair, Recording Secretary, and Members of the Committee will not have a specific expiring tenure. However, active members should attempt to nominate other members for various positions to maintain its members' growth and engagement within the Committee.

### **Issue Resolution**

- ◆ Prioritize issues
- ◆ Identify the critical audience to resolve the issue
- ◆ Establish action plans to resolve each issue
- ◆ Assign tasks responsibilities to a specific individual(s)
- ◆ Establish a task completion target date
- ◆ Track progress until issue is resolved
- ◆ Regroup as needed.

### **Format of Monthly Lab Committee Meeting Agenda**

- ◆ Take roll-call
- ◆ Review minutes of the previous meeting
- ◆ Review email confirmations received from IWEA staff regarding projects being worked on by IWEA staff (including projection dates).
- ◆ Review the status of annual objectives
- ◆ Discuss new business
- ◆ Assignments, responsible parties, established timelines.
- ◆ IWEA Lab Committee Needs from IWEA Staff
- ◆ Q and A for any lab-related questions.

### **Format of Lab Committee Meeting Minutes**

- ◆ Date, time, and location
- ◆ Members and guests present both in-person and on the conference call.
- ◆ Old business discussed
- ◆ Status of annual objectives
  - ◆ Laboratory Excellence Award & Lab Audit
  - ◆ Wastewater Ops Challenge
  - ◆ Spring Seminar
  - ◆ Fall Conference
  - ◆ Voluntary Wastewater Laboratory Analyst Certification
  - ◆ QAQC Manual
- ◆ New business discussed
- ◆ Assignments, responsible parties, established timelines.
- ◆ IWEA Lab Committee Needs from IWEA Staff
- ◆ Date, time, and location of next meeting

*Charter Established/ Revised Date: November 16, 2020/ December 21, 2020*

*Date Approved By the Lab Committee: December 2, 2020*