

**VIRGINIA BOARD FOR
ASBESTOS, LEAD, AND HOME INSPECTORS
ANALYTICAL LABORATORY/PROJECT MONITOR REGULATORY REVIEW
COMMITTEE MEETING MINUTES**

The Analytical Laboratory/Project Monitor Regulatory Review Committee of the Virginia Board for Asbestos, Lead, and Home Inspectors (Board) met on August 25, 2016, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members of the Committee were present:

Colleen Becker
Phillip Fincher
Joe T. France
Peter Palmer, Chair

Board members Sandra Baynes and Walter C. Nixon were not in attendance at the Committee meeting.

The following staff members were present for part or all of the meeting:

Trisha L. Henshaw, Executive Director
Kristin Marie Clay, Board Administrator
Tanya M. Pettus, Administrative Assistant

Mr. Palmer called the meeting to order at 10:01 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Becker moved to approve the agenda as presented. Mr. France seconded the motion which was unanimously approved by: Becker, Fincher, France, and Palmer.

Approval of Agenda

There were no members of the public present to address the Board.

**Public Comment
Period**

Ms. Henshaw provided an overview of the responsibilities before the Committee. The Board formed the Committee to review asbestos regulations as they relate to reporting requirements for project monitors employed by analytical laboratories, and the licensing of laboratories with multiple branch locations.

**Overview of
Committee**

The regulatory review is currently in the Notice of Intended Regulatory Action (NOIRA) stage. Any suggested amendments to the regulations

**Overview of the
Standard Regulatory**

by the Committee will be presented to the Board for approval, after which time proposed regulations will be forwarded for executive branch review.

Process

Ms. Henshaw presented the Committee with draft amendments to the current asbestos licensing regulations. The Committee reviewed the draft amendments and discussed licensing topics, including the following:

Review Draft Language for Asbestos Analytical Laboratory and Project Monitor Regulations

- Definitions,
- Timeframe required for a project monitor to provide a lab report,
- Standards of Practice and Conduct, and
- Proficiency programs and equivalents

The Board recessed from 11:56 a.m. to 12:32 p.m.

Recess

The Committee continued review and discussion of draft amendments to current asbestos licensing regulations.

Continue Review of Draft Language for Asbestos Analytical Laboratory and Project Monitor Regulations

The Committee was provided with current licensing renewal requirements and procedures. Discussion was held on Quality Assurance (QA) requirements, accreditations, and proficiencies necessary for license renewal.

Mr. Fincher moved to accept the draft language for asbestos analytical laboratory and project monitor regulations as amended. Ms. Becker seconded the motion which was unanimously approved by: Becker, Fincher, France, and Palmer.

Ms. Henshaw advised that draft regulations will be provided to the Committee for review prior to the draft regulations being presented to the Board for approval.

Ms. Henshaw advised the Committee that they will be notified if another regulatory review meeting is needed prior to the Board meeting on November 15, 2016. Staff will provide dates for consideration by Committee members for the next meeting if necessary.

Future Meeting Dates

Ms. Henshaw reminded Committee members who also sit on the Board to complete conflict of interest forms.

Conflict of Interest Forms

There being no further business, the meeting was adjourned at 1:24

Adjourn

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p.m.

Colleen Becker, Chair

Jay W. DeBoer, Secretary

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