

**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, 2<sup>nd</sup> 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.

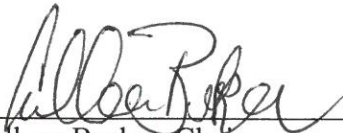
**Conflict of Interest  
Forms**


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

**Adjourn**

Virginia Board for Asbestos, Lead, and Home Inspectors' Analytical Laboratory/Project Monitor  
Regulatory Review Committee  
August 25, 2016  
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p.m.

  
\_\_\_\_\_  
Colleen Becker, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Colleen Becker  
2. Title: Board Member  
3. Agency: Board for Asbestos, Lead, & Home Inspectors  
4. Meeting/IFF Date: August 25, 2016

5. I have a personal interest in the following transaction:

project monitor & lab

Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

GM for a company that has a lab and licensed p.m.

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interested in any transactions taken at this meeting.

Colleen Becker  
Signature

8/25/16  
Date

**.STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Phillip Fincher
2. Title: Board Member
3. Agency: Board for Asbestos, Lead, & Home Inspectors
4. Meeting/IFF Date: August 25, 2016
5. I have a personal interest in the following transaction:

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

- I am able to participate in this transaction fairly, objectively, and in the public interest.
- or
- I did not participate in the transaction.
6.  I **do not** have a personal interested in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

8-25-16  
\_\_\_\_\_  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Joe T. France
2. Title: Board Member
3. Agency: Board for Asbestos, Lead, & Home Inspectors
4. Meeting/IFF Date: August 25, 2016
5. I have a personal interest in the following transaction:

YES

Nature of Personal Interest Affected by Transaction: Joe France, Own France Lab, that is a licensed Laboratory. I have NIOSH 582 Certification an Employee at 8 Employees with NIOSH 502 a Equivalent + we Participate in PAT Program: ABHA

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

FRANCE ENVIRONMENTAL, INC.

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Joe T. France  
Signature

8-25-16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Peter D. Palmer
2. Title: Board Member
3. Agency: Board for Asbestos, Lead, & Home Inspectors
4. Meeting/IFF Date: August 25, 2016
5. I have a personal interest in the following transaction:

\_\_\_\_\_

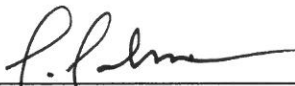
Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

- I am able to participate in this transaction fairly, objectively, and in the public interest.
- or
- I did not participate in the transaction.
6.  I **do not** have a personal interested in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

8/25/2016  
\_\_\_\_\_  
Date