

LABORATORY COMMITTEE
Summer Training Seminar
June 29th and 30th, 2011
St. Peter Community Center
St. Peter Minnesota

May 20, 2011

The Laboratory Committee is holding their annual summer training seminar June 29th and 30th at the St. Peter Community Center, 600 South 5th Street, Saint Peter, MN.

The conference room is 300 (Governor's Room on the 3rd floor). Parking is the same as before, but enter in Door A instead of B.

This is the only information you will receive for this seminar!

Enclosed is the registration information and form for this seminar. In order to save the on the cost of the mailing, this is the only copy your facility will receive; please share it with your co-workers and other interested parties!

Note: this is limited to two attendees per organization. Additional attendees may be added to a waiting list. Your confirmation will be sent via email only. You MUST provide an e-mail address.

Additional notes about the seminar:

- Registration must be for the entire seminar, no one day registrations are available.
- Send in your registration by June 15th
- To receive the certificate of attendance, you must attend the entire seminar.
- No refunds will be given for this workshop. If you must cancel your registration, you must notify Patti Mettler before June 21, 2011, so that someone on the waiting list may attend.
- Registration is limited to 60 attendees.

We hope to see you in June!

Sincerely,

Marion Graham, Laboratory Committee
21856 Walden Ave
Hutchinson MN 55350
ggraham@hutchtel.net
612-590-3082

**Laboratory Committee
Summer Seminar**

June 29th, 30th, 2011

Saint Peter Community Center
Room 300 (Governor's Room)
600 South 5th Street
St. Peter MN 56082

Seminar Cost \$ 25 (lunch included)

Limited to 2 from each organization

Presenters

June 29th: MNELAP Staff &

June 30th: MNELAP Staff and Ryan Anderson, MPCA

(12 indirect wastewater hours are awarded for completion of this seminar)

CONTACT INFORMATION:

Patti Mettler
City of Mankato WWTP
(507) 387-8667
pmettler@city.mankato.mn.us

Mary Ann Baumgart
MVTL
(507) 233-7139
mbaumgart@mvtl.com

AmericInn and St. Peter Community Center Information

AmericInn Rate is \$70.90 for single occupant and \$76.90 for double.

*You must mention the Laboratory Seminar
for this special rate.*

To get the seminar price, hotel reservations need to be made by **June 1st**

A.
Seminar Location:
St. Peter Community Center
600 S. 5th Street
Room 300 (Governor's Room)
Saint Peter, Minnesota 56082

B.
Hotel Location
AmericInn
700 N. Minnesota Ave.
Saint Peter, Minnesota 56082
(507) 931-6554



Driving Directions to Saint Peter Community Center:

From State Hwy 169, turn west onto Grace Street, Turn Left onto Washington Ave, turn left into parking lot. Enter Door A on west side of the building.

Seminar will be in Room 300, (Governor's Room on the 3rd Floor).

Registration begins at 8:30 am on June 29th

Laboratory Training
June 29, 30th, 2011
St. Peter Community Center – Room 300 (Governor’s Room on 3rd floor)

AGENDA

Wednesday, June 29th – MNELAP staff

- 8:30 – Registration
- 9:00 – Welcome
- 9:05 – Update on TNI, Laboratory Certification, MDH Website
- 9:30 – Ammonia distillation studies, calculations and reporting
- 10:00 – Break
- 10:15 – Detection limits, Measurement of Uncertainty- how it pertains to your lab
- 11:00 – Discussion Groups
- 11:30 – Wrap up of Discussion Groups

12:00 - LUNCH

- 12:45 – Corrective Actions – identifying what can be routine corrections and providing documented procedures for how to manage them versus requiring a full corrective action process with root cause.
- 2:00 – Root cause investigation, documentation, reporting, & follow-up
- 3:00 – BREAK
- 3:10 – Discussion Groups
- 4:00 – Wrap up of Discussion Groups, discussion items for tomorrow.
- 4:30 – Dismissal

Thursday, June 30th – MNELAP Staff & Ryan Anderson, MPCA

- 8:00 – How to conduct internal audits, documents to review, required record keeping, follow-up
- 9:00 – Managerial reviews – Who- What- Where- When, record keeping and follow-up
- 10:00 – Break
- 10:15 – QC overview per method, batch sequences
- 11:00 – Ethics and Data Integrity Training

12:00– LUNCH

- 12:45 – MPCA update on E-DMR reporting, supplemental data, data qualifiers to include on DMR
Review of interpreting lab reports, ammonia distillation studies, looking at chain of custody, Holding times, loading calculations, reporting of composite samples, grab samples, MDL’s, TRC reports
- 2:00– Non-certified parameters – required calibrations, maintenance, record keeping, common deficiencies
- 2:30 – Update on Salty Discharges- how to interpret the reports and report the data to the MPCA
- 3:00 – Dismissal

REGISTRATION FORM
Limited to 60 Registrants

No refunds will be given for this workshop

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY STATE and ZIP: _____

PHONE: _____

***E-MAIL: _____

Note: You MUST include email address for confirmation of your accepted registration.

SPECIAL MEALS? YES _____ SPECIFY: _____

ENCLOSED: \$25 (limit of 2 attendees per organization)

DEADLINE FOR REGISTRATION IS JUNE 20th, 2011. PAYMENT MUST BE WITH CHECK OR MONEY ORDER. SORRY NO PURCHASE ORDERS.

Make checks payable to: MWOA

REMIT PAYMENT WITH THIS FORM TO:

PATTI METTLER
CITY OF MANKATO
PO Box 3368
MANKATO MN 56002-3368

SIGNATURE: _____

Date: _____