

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014
Madison, Wisconsin**

DATE: June 10, 2014

TO: Chancellor Rebecca Blank, UW-Madison – Darrell Bazzell, Designated Representative
Kitty Rhodes, Secretary, DHS – Karen McKeown, Designated Representative
Cathy Stepp, Secretary, DNR – John R. Sullivan, Designated Representative
Ben Brancel, Secretary DATCP – Susan Buroker, Designated Representative
Barry Irmien, Chair
Dr. Robert Corliss, Vice-Chair
Darryll Farmer, Member
Jeffery Kindrai, Member

Ron Arneson, DNR Alternate
Scott Hildebrand, UW-Madison Alternate
Steven Sobek, DATCP Alternate
Charles Warzecha, DHS Alternate

FROM: Dr. Charles Brokopp, Secretary
Director, Wisconsin State Laboratory of Hygiene



RE: Wisconsin State Laboratory of Hygiene Board of Directors Meeting
Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718
June 17th, 2014
1:00p.m. — 4:00p.m.

C: Erin Bowles
Cynda DeMontigny
David Guberud
Kristine Hansbery
Linda Johnson
Jan Klawitter
Dr. Daniel Kurtycz
Steve Marshall
Rebecca Moritz
Marie Ruetten
Dr. Peter Shult
Steve Strebel
Russ Van Gilder
David Webb

**WISCONSIN STATE LABORATORY OF HYGIENE
BOARD OF DIRECTORS
MEETING NOTICE**

Tuesday, June 17, 2014

1:00p.m. – 4:00p.m.

MEETING LOCATION

**Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718**

Notice is hereby given that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 1:00 p.m. on Tuesday, June 17, 2014 at the Wisconsin State Laboratory of Hygiene in Madison, Wisconsin.

Notice is further given that matters concerning Wisconsin State Laboratory of Hygiene issues, program responsibilities or operations specified in the Wisconsin Statutes, which arise after publication of this notice may be added to the agenda and publicly noticed no less than two hours before the scheduled board meeting if the board Chair determines that the matter is urgent.

Notice is further given that this meeting may be conducted partly or entirely by teleconference or videoconference.

Notice is further given that questions related to this notice, requests for special accommodations, or requests for a public appearance are addressed by the Wisconsin State Laboratory of Hygiene Administrative Offices by phone at (608) 890-0288 or in writing to the Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin, 53706.

ORDER OF BUSINESS: See agenda.

Respectfully submitted,



Charles D. Brokopp, DrPH
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
Director, Wisconsin State Laboratory of Hygiene
June 10, 2014

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17, 2014
1:00 P.M. – 4:00 P.M.**

**Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718**

AGENDA

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Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

PROCEDURAL ITEMS

Item 1. APPROVAL OF MINUTES

Description of Item:

The draft minutes of the April 29th, 2014 board meeting are submitted for approval.

Suggested Board Action:

Motion: Approve the draft minutes of the April 29th, 2014 board meeting as submitted.

Staff Recommendation and Comments:

Approve draft minutes.

Once approved, minutes become part of the public record and are posted on the WSLH website: <http://www.slh.wisc.edu/about/board/board-meetings-agendas-and-minutes/>.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
April 29th, 2014**

MEMBERS PRESENT: Barry Irmen (Chair), Dr. Robert Corliss (Vice-Chair), Susan Buroker, Darryll Farmer, John R. Sullivan, Jeffery Kindrai, Karen McKeown, Darrell Bazzell, Dr. Charles Brokopp

WSLH STAFF PRESENT: Dr. Pete Shult, Dr. Daniel Kurtycz, Dr. Sharon Long, Marie Ruetten, Cynda DeMontigny, Amy Miles, Steve Marshall, Linda Johnson, Kristine Hansbery, Steve Strebel, Dave Webb, Toby Kaufmann-Buhler, and Nathaniel Javid

DNR STAFF PRESENT: Ron Arneson, Steve Geis

GUESTS PRESENT: Scott Becker (APHL)

Chair Barry Irmen called the meeting to order at 1:00 P.M.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the February 18th, 2014 board meeting as submitted. Chair Barry Irmen made a motion to approve, seconded by Darryll Farmer. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

There was no reorganization of the agenda.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

Darryll Farmer asked if there was any current testing being performed at the WSLH regarding the use of irrigation systems for liquid manure.

Jeffery Kindrai mentioned that there have been a lot of equivocal, non-immune status, immunized pregnant women testing positive for MMR. The Board discussed performing split sampling to see if the labs are getting the right results.

Jack Sullivan asked for an update on vacancies.

Karen McKeown asked if there was any additional follow-up from the CMS site visit. Dr. Brokopp responded that CMS accepted our plan of correction and there is no further follow-up.

Item 5. SCIENTIFIC PRESENTATIONS

1) "An Introduction to APHL: Your Association," Scott Becker, Association of Public Health Laboratories

Dr. Brokopp introduced Scott Becker, Executive Director of the Association of Public Health Laboratories (APHL) in Silver Spring, Maryland. Mr. Becker has been Executive Director for 17 years and is a leader in public health science working with states and federal agencies on how public health laboratories contribute to public and environmental health. Mr. Becker provided an overview of what APHL does and how the WSLH contributes to their work.

Mr. Becker thanked the Board for allowing him the opportunity to speak. Mr. Becker began his presentation with some background information on APHL. APHL is a non-profit organization with over 800 members from state and local public health labs, state environmental and agriculture labs and other organizations including federal agencies and academic institutions. APHL advocates at the national level for critical laboratory issues and for increased support and resources for member labs. APHL also provides training and best practices for public health laboratory policy and programs.

Mr. Becker presented APHL's strategic map to the Board with a focus on strategic effectiveness. These principles include 1) quickly formulating a "good enough" plan, 2) moving immediately to implementation, 3) reviewing progress regularly, 4) making real time adjustments, and 5) focusing on results, not activities. Outcomes of this strategy formulation include a clear direction for the organization, strong agreement on that direction, enthusiasm and commitment, and a clear path toward implementation of the strategy. Mr. Becker mentioned that this year APHL is greatly focused on the Affordable Care Act and the impacts that will have on public health.

Mr. Becker presented information on the history and evolution of APHL dating back to 1899 when it was called the Association of State and Territorial Public Health Laboratory (ASTPHLD). In 1998, APHL had an organizational need for reform to a more inclusive organization with new membership categories. At this time, the organization's name was changed to the Association of Public Health Laboratories (APHL). APHL's

annual overall budget is roughly \$41 million. Grants and cooperative agreements that contribute to this include those from the CDC, FDA, PEPFAR, HRSA, EPA, and membership dues. Mr. Becker presented a break-down of membership by type, totaling to 807 members. APHL has 15 committees that are science and administration based. Mr. Becker next highlighted various public health programs and systems at APHL. Mr. Becker also discussed what APHL offers the WSLH including national engagement and dialogue, professional development opportunities, and support for public health labs. The WSLH also engages APHL in various important ways including the vaccine preventable disease project, the influenza and respiratory virus project, PulseNet, FoodNet, and many others. In all, the WSLH engages APHL in a lot of important endeavors. APHL is also heavily involved in disseminating information through web communication, social media, publications, and survey data collection. APHL frequently interacts with federal groups: CDC, FDA, USDA, EPA, HRSA, HSS-OPEP, NIH, FBI, DHS, DOD, USPS, and GAO. APHL also frequently interacts with non-federal laboratory, veterinary, and public health organizations. Mr. Becker concluded his presentation by fielding follow-up questions from the Board about membership and activities of APHL.

2) “Microbiology 201: Higher Level Microbial Testing and Fecal Source Tracking,” Dr. Sharon Long, Wisconsin State Laboratory of Hygiene

Dr. Brokopp introduced Dr. Sharon Long, Director of Environmental Microbiology at the WSLH and Professor of Soil Science at UW-Madison. Dr. Long began her presentation by acknowledging the students and funding responsible for supporting this microbiology project. Dr. Long discussed what has been done for total coliform testing. This includes innovations in sampling, testing, and on-going research. Several kits have been developed that can be used for any kind of enforcement testing along with large volume sampling containers. The reason samples need to be concentrated is because many analytical targets are present at very low concentrations and tens to thousands of liters are needed to achieve adequate detection limits. The concentration methodologies Dr. Long’s laboratory uses are ultrafiltration, membrane filtration, and precipitation. Ultrafiltration is effective for bacteria, viruses, parasites, spores and large biotoxin molecules. Ultrafiltration sample volumes typically require tens to hundreds of liters. Membrane filtration is effective for bacteria, parasites, and spores and is used to concentrate up to 250mL of sample. Precipitation is effective for viruses and is used to concentrate up to 200mL of sample. Once the sample has been concentrated, it can be tested for viruses or parasites. Virus testing includes coliphages by culture or PCR, human adenovirus by PCR, and total infectious virus by MPN on BGMK cells. Parasite testing includes *Cryptosporidium* by EPA Method 1623 and 1623.1, *Giardia* by EPA Method 1623 and 1623.1, and *Ascaris* by flotation and embryonation.

Dr. Long discussed the source tracking performed at the WSLH. The WSLH’s current microbial toolbox contains a wide range of tests that indicate human contamination and can discriminate between human and animal sources. The method can also identify contamination by certain animals and indicate total microbial content and the presence of toxigenic *E. coli*. The WSLH also has a number of chemical source tracking tools that use GC and LC mass spectrometry. These tools include testing for specific chemicals/compounds including endocrine disruptors, pharmaceuticals and personal care product constituents. Dr. Long highlighted some of the on-going research her laboratory is performing. On-going research includes the study of *Bifidobacteria* by PCR

(human, bovine, swine, and poultry), bovine polyomavirus, and bovine adenovirus. Dr. Long concluded her presentation by thanking her water microbiology staff.

Item 6. FISCAL YEAR 2014 REPORT AND FISCAL YEAR 2015 BUDGET

1) Marie Ruetten, Wisconsin State Laboratory of Hygiene

Marie Ruetten, Financial Manager, WSLH, presented the FY14 report and FY15 draft budget to the Board. The annual income statement, total support and revenue is under budget by \$1,376,571. Agency revenue is under budget by \$406,507; however, this has since been corrected with a payment on a large contract. Non-agency revenue is over budget by \$199,889. GPR funding is over budget by \$58,967 and OWI fund revenues are under budget by \$160,419. Grant funding is under budget by \$1,070,129. This is mainly because we budgeted in March for an \$865,000 piece of equipment for EHD and it had not arrived at the time of the report. The WSLH has since received the equipment, but it will not be recorded into the revenue until it is up and running. Ms. Ruetten anticipates no problems with the FY14 budget before year-end.

Total expenses for FY14 are under budget by \$891,516. Salaries and fringes are under budget by \$671,063 and \$574,346, respectively. Supplies and services are over budget by \$592,634. This is largely due to equipment and IT maintenance contracts. Building rent is under budget by \$277,463, and depreciation is over budget by \$19,114. Bad debt expense is also over budget by \$43,666; however, we are continuing efforts to improve collections.

The nine month comparative income statement shows revenue and total support as \$245,565 less than the same period last year, and total expenses as \$1,040,775 more. The net operating income is \$1,286,340 less than the first nine months of FY13. The current available working capital as of March 31, 2014 is \$7,475,763 compared to \$8,479,587 on June 30, 2013.

Ms. Ruetten presented the fiscal year 2015 budget proposal to the Board. A decrease in agency revenue, non-agency revenue, and grant funding is anticipated. Overall, a decrease in revenue of \$2,085,043 in FY15 compared to FY14 is anticipated. On the expense side, a significant (\$2 million) decrease in capital expenses and an increase in salaries, fringe benefits, supplies and services, and building rent are anticipated. Overall, a decrease in total expenses by \$539,164 compared to FY14 is anticipated. A net operating loss of \$1,673,968 in FY15 is anticipated. However, with reserve expenditures of \$1,673,968, the WSLH will end FY15 with a balanced budget.

The available FY14 year-end reserve balance is projected to be \$5,032,355. This includes the beginning year cash balance of \$10,033,706 minus reserve expenditures expected through June 30, 2014 (\$1,973,534) and the projected year end restricted funds (\$3,027,817). For FY15, the WSLH has a projected year end cash balance of \$2,275,606 on June 30, 2015. This is the result of the projected available beginning year cash balance on July 1, 2014 of \$5,032,355 minus the projected reserve expenditures for FY15 of \$2,756,749. Dr. Brokopp mentioned that these numbers reflect the Board's request in August of 2013 to spend down the cash reserves.

Ms. Ruetten lastly discussed current budgeted vacancies with the Board. Ms. Ruetten explained that we have a system to determine whether or not a position is budgeted. Ms. Ruetten presented a list of current vacancies that are already included in the proposed budget.

Item 7. FORENSIC TOXICOLOGY UPDATE

- 1) David Webb, Environmental Health Division Deputy Director, Wisconsin State Laboratory of Hygiene**

- 2) Amy Miles, Forensic Toxicology Supervisor, Wisconsin State Laboratory of Hygiene**

Mr. Webb began the forensic toxicology update to the Board. Mr. Webb described some of the process improvement projects that have taken place. In February 2014, the WSLH briefed the VCFA's office with an update on the improvement project that began in 2012. A lean six sigma process was recommended by the forensic toxicology taskforce in 2013. As a result of these efforts, the following improvements were developed: workflow adjustments and scheduling, a dedicated sample check-in person, restricted controlled substance (RCS) cancellation, and implementation of an improved sample tracking system.

The goals as defined in the task force report for improvement were 14 days for alcohol tests and two to three months for drug tests. Currently, the alcohol turn-around time is two to three days. THC testing is now down to one to one-and-one-half months. Opiates are currently at four months. Turn-around times for drug analysis used to be up to a year or more and now we are reporting drug tests within days and months.

Mr. Webb next introduced the new manager of the WSLH's toxicology laboratory, Amy Miles. Mr. Webb mentioned that the Environmental Health Division is thrilled to have Ms. Miles working in this capacity. Ms. Miles reiterated the progress we have made regarding turn-around times to the Board. The addition of two, two-year project positions has also been very helpful in this process.

Ms. Miles noted that there has been some publicity from the Wisconsin Law Journal regarding our chromatography as it relates to blood alcohol testing. Ultimately, this has not affected the WSLH blood alcohol analysis as this has no impact on the actual result of the test. This has been verified numerous times. Also, the toxicology lab has dedicated time to work more with coroners and medical examiners and improve communication. Ms. Miles also mentioned that the WSLH toxicology lab has received a significant increase in complex open records requests. This has increased to a point where we need a full time person solely dedicated to processing requests (roughly 40 hours per week to process). From March 14 to March 31, 2014 we received over 80 drug and ethanol requests.

Item 8. CONTRACTS REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp presented the Contract's Report to the Board. Dr. Brokopp asked the Board to refer to the packet for more specific information on WSLH current contracts. Some of these include contracts with APHL and the CDC for enhanced influenza work, special projects with the College of Engineering, and contracts with foreign agencies regarding environmental testing. A series of ongoing contracts with the Wisconsin Department of Health Services and Department of Natural Resources are also included in the list.

Item 9. DIRECTOR'S REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp provided the Director's Report to the Board. The next Board meeting will be on June 17th, 2014. At this meeting, we will present the FY15 budget for approval. We also will present the DNR and DHS basic agreements for approval. The August 19th meeting will be off-site at a location yet to be determined. Dr. Brokopp also mentioned that three names have been submitted to the Governor's office for possible appointment to the Board. Dr. Brokopp asked the Board to refer to the packet with more information on public and environmental health incidents including a report on public water system testing from January 1st through March 31st 2014. Dr. Brokopp provided a report to the Board on positions that have been filled at the WSLH. Since July 1st of 2013, 59 positions have been filled. Of those 59 positions, 26 were individuals from outside the organization and 33 were internal candidates who applied. Twenty nine of the 59 positions were permanent, 9 were project, 8 were LTE, 5 were academic staff, and 8 were students. Lastly, Dr. Brokopp mentioned that we have not completely moved into our new laboratory. We are still experiencing difficulty with the commissioning of the facility. We are now estimating that complete move-in will take place in the late summer or early fall of 2014.

Chair Barry Irmen made a motion to adjourn meeting at 4:00 P.M. **Jack Sullivan** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:



Charles D. Brokopp, DrPH
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

PROCEDURAL ITEMS

Item 2. REORGANIZATION OF AGENDA

Description of the Item:

Board members may suggest changes in the order in which agenda items are discussed.

Suggested Board Action:

None.

Staff Recommendation and Comments:

Reorganize the agenda as requested by the Board

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

PROCEDURAL ITEMS

Item 3. PUBLIC APPEARANCES

Description of the Item:

Under the board's *Policies and Procedures* nonmembers are invited to make presentations.

Suggested Board Action:

Follow WSLH *Policies and Procedures*.

Staff Recommendation and Comments:

Follow WSLH *Policies and Procedures*.

Per Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board of Directors:

§6.12 *Speaking privileges.* When the board is in session, no persons other than laboratory staff designated by the director shall be permitted to address the board except as hereinafter provided:

- (a) A committee report may be presented by a committee member who is not a member of the board.
- (b) A board or committee member in the course of presenting a matter to the board may request staff to assist in such a presentation.
- (c) If a board member directs a technical question for clarification of a specific issue to a person not authorized in this section, the Chair may permit such a person to respond.
- (d) The board may by majority vote or by decision of the Chair allow persons not otherwise authorized in this section to address the board if the situation warrants or the following criteria is followed:
 - (1) Written requests for public appearances on specific current agenda items shall be made to the board Secretary no later than two working days prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed in as much detail as is feasible prior to the meeting of the board. Those requesting an appearance may, at or prior to the board meeting, provide board members copies of any written materials to be presented or a written statement of a position.
 - (2) Individual presentations will be limited to five minutes, unless otherwise authorized by the Chair.
 - (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board of Directors, contact the board Secretary, c/o Director, Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin 53706. Telephone (608) 890-0288. The subject or subjects to be discussed must be identified.
 - (4) The Wisconsin State Laboratory of Hygiene "Guidelines for Citizen Participation in WSLH Board Meetings" are published on its website: <http://www.slh.wisc.edu/index.shtml> and printed copies are available on request. (See Appendix 5) [Section §6.12 approved 5/27/03 board meeting.]

Appendix 5

Guidelines for Citizen Participation at WSLH Board Meetings

The Wisconsin State Laboratory of Hygiene board provides opportunities for citizens to appear before the board to provide information to the board on items listed on the agenda. Such appearances shall be brief and concise. In order to accommodate this participation in the allotted time, the guidelines are as follows:

- A. Items to be brought before the board:
 - 1. The board Secretary and Chair will assign a specific time on the agenda to hear public comment when a request to speak has been received from a member of the public.
 - 2. Individuals or organizations will be limited to a total of five (5) minutes to make a presentation to the board. Following the presentation board members may ask clarifying questions.
 - 3. An organization is limited to one (1) spokesperson on an issue.
 - 4. On complex issues, individuals wishing to appear before the board are encouraged to submit written materials to the board Secretary in advance of the meeting so the board may be better informed on the subject in question. Such information should be submitted to the board Secretary for distribution to all board members no later than seven (7) working days before the board meeting.
 - 5. No matters that are in current litigation may be brought before the board.
- B. The board encourages individuals to confine their remarks to broad general policy issues rather than the day-to-day operations of the Wisconsin State Laboratory of Hygiene.
- C. Citizens who have questions for board members should ask these questions prior to the board meeting, during any recess during the board proceedings, or after board adjournment.
- D. Written requests to appear before the WSLH Board of Directors should be submitted no later than two (2) working days prior to a scheduled board meeting.
- E. Submit written requests to:
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
C/O WSLH Director
465 Henry Mall
Madison, WI 53706
Telephone: (608) 890-0288
Email: charles.brokopp@slh.wisc.edu

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

BUSINESS ITEMS

Item 4. BOARD MEMBERS' MATTERS

Description of the Item:

Board Members' Matters will present board members with the opportunity to ask questions and/or discuss issues related to the Wisconsin State Laboratory of Hygiene.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

BUSINESS ITEMS

Item 5. SCIENTIFIC PRESENTATIONS

1. New Building Updates

- a) Russ Van Gilder, DOA
- b) David Guberud, Ring & DuChateau
- c) Rebecca Moritz, UW Safety

2. "WCLN – A Laboratory Response Network and So Much More!"

- a) Erin Bowles, WSLH

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

BUSINESS ITEMS

Item 6. FISCAL YEAR 2014 UPDATE AND FISCAL YEAR 2015 BUDGET & APPROVAL

Description of the Item:

The WSLH budget authority rests with the Board. Each year the WSLH presents the budget to the Board prior to the beginning of the state fiscal year (July 1) for their approval.

Suggested Board Action:

Approve the FY 2015 budget.

Staff Recommendations and Comments:

Receive for information.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

**WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF INCOME
For the period July 1, 2013 through April 30, 2014**

	FY 14 APPROVED ANNUAL BUDGET	FY14 YEAR-TO- DATE BUDGET	FY14 YEAR-TO- DATE ACTUAL	VARIANCE Over/(Under)	VARIANCE % of BUDGET
SUPPORT AND REVENUE					
Laboratory Services Revenues (Note 3)					
Agency	\$ 6,527,860	\$ 5,559,525	\$ 5,118,326	\$ (441,199)	-7.9%
Nonagency	20,160,470	16,610,858	16,812,074	201,216	1.2%
GPR Funding	10,682,523	8,907,105	8,950,215	43,110	0.5%
OWI Fund Revenues	1,619,200	1,398,579	1,207,376	(191,203)	-13.7%
Grant Funding	5,931,539	5,086,844	4,839,484	(247,360)	-4.9%
Interest Income	6,000	5,000	6,974	1,974	39.5%
TOTAL SUPPORT AND REVENUE	44,927,592	37,567,911	36,934,449	(633,462)	-1.7%
EXPENSES					
Salaries	18,631,424	15,343,210	14,620,374	(722,836)	-4.7%
Fringe Benefits	7,602,158	6,575,953	5,959,153	(616,800)	-9.4%
Supplies & Services	12,471,250	10,385,784	11,522,685	1,136,901	10.9%
Transfer Overhead to UW	811,416	664,064	645,506	(18,558)	-2.8%
Building Rent	2,460,577	2,025,388	1,693,419	(331,969)	-16.4%
Depreciation	1,802,434	1,502,028	1,522,946	20,918	1.4%
Bad Debt Expense	60,000	49,980	84,640	34,660	69.3%
Interest Expense	7,200	7,000	4,166	(2,834)	-40.5%
TOTAL EXPENSES	43,846,459	36,553,407	36,052,889	(500,518)	-1.4%
NET OPERATING INCOME OR (LOSS)	\$ 1,081,133	\$ 1,014,504	\$ 881,560	\$ (132,944)	

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

**WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE INCOME STATEMENT
For the 10 months ended April 30, 2014 and April 30, 2013**

	10 Months Actual FY14	10 Months Actual FY13	Variance Over/(Under)	Percentage Change
SUPPORT AND REVENUE				
Laboratory Services Revenues (Note 3)				
Agency	\$ 5,118,326	\$ 5,629,132	\$ (510,806)	-9.1%
Nonagency	16,812,074	17,294,991	(482,917)	-2.8%
GPR Funding	8,950,215	8,092,040	858,175	10.6%
OWI Fund Revenues	1,207,376	965,970	241,406	25.0%
Grant Funding	4,839,484	4,703,856	135,628	2.9%
Interest Income	6,974	12,071	(5,097)	-42.2%
TOTAL SUPPORT AND REVENUE	36,934,449	36,698,060	236,389	0.6%
EXPENSES				
Salaries	14,620,374	13,895,978	724,396	5.2%
Fringe Benefits	5,959,153	5,510,140	449,013	8.1%
Supplies & Services	11,522,685	11,626,060	(103,375)	-0.9%
Transfer Overhead to UW	645,506	740,265	(94,759)	-12.8%
Building Rent	1,693,419	1,650,139	43,280	2.6%
Depreciation	1,522,946	1,548,350	(25,404)	-1.6%
Bad Debt Expense	84,640	602,585	(517,945)	-86.0%
Interest Expense	4,166	7,065	(2,899)	-41.0%
TOTAL EXPENSES	36,052,889	35,580,582	472,307	1.3%
NET OPERATING INCOME OR (LOSS)	\$ 881,560	\$ 1,117,478	\$ (235,918)	

WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE BALANCE SHEET
As of April 30, 2014 and June 30, 2013

ASSETS

	<u>April 30, 2014</u>	<u>June 30, 2013</u>
CURRENT ASSETS		
Cash	\$ 10,884,871	\$ 8,597,506
Cash-restricted-newborn screening surcharge	1,485,994	1,435,900
Net accounts receivables (Note 2)	4,931,573	5,832,065
Other receivables	1,428,014	1,556,015
Inventories	60,000	66,772
Prepaid expenses	296,458	163,878
Total current assets	<u>19,086,910</u>	<u>17,652,136</u>
EQUIPMENT AND BUILDING IMPROVEMENTS		
Equipment	24,596,878	26,089,246
Building improvements	7,234,117	5,616,318
	<u>31,830,995</u>	<u>31,705,564</u>
Less accumulated depreciation	<u>(21,539,689)</u>	<u>(22,484,591)</u>
Total net fixed assets	<u>10,291,306</u>	<u>9,220,973</u>
Total Assets	<u>\$ 29,378,216</u>	<u>\$ 26,873,109</u>

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Salaries payable	\$ 134,452	\$ 477,820
Accounts payable	2,082,200	516,229
Newborn screening surcharge payable	1,485,994	1,435,900
Accrued expenses	90,418	122,745
Current obligations under capital leases	29,629	57,526
Notes Payable - current	94,988	108,136
Proficiency testing deferred revenue	1,964,993	1,588,607
Newborn screening deferred revenue	2,170,568	2,104,139
Compensated Absences (Note 5)	813,915	682,778
Total current liabilities	<u>8,867,157</u>	<u>7,093,880</u>

LONG TERM DEBT

Obligations under capital leases	-	29,629
Compensated Absences (Note 5)	1,411,567	1,261,718

Total long term debt	<u>1,411,567</u>	<u>1,291,347</u>
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Total Liabilities

10,278,724 8,385,227

EQUITY

Retained earnings-restricted (Note 4)		
Operating contingency	2,136,900	2,078,669
Total restricted retained earnings	<u>2,136,900</u>	<u>2,078,669</u>

Net Operating Income or (Loss)	881,560	1,812,286
Retained earnings-unrestricted	10,665,619	9,192,549
Contributed capital	5,415,413	5,404,378

Total unrestricted retained earnings	<u>16,962,592</u>	<u>16,409,213</u>
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Total Equity	<u>19,099,492</u>	<u>18,487,882</u>
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Total Liabilities and Equity	<u>\$ 29,378,216</u>	<u>\$ 26,873,109</u>
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Contingency Funding	10,219,753	10,558,256
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WISCONSIN STATE LABORATORY OF HYGIENE**STATEMENT OF CASH FLOWS**

For the Period July 1, 2013 through April 30, 2014

CASH FLOWS FROM OPERATING ACTIVITIES

Net income	\$ 881,560
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	1,522,946
Changes in working capital components:	
Decrease in net accounts receivables	900,492
Decrease in other receivables	128,001
Decrease in inventories	6,772
(Increase) in prepaid expenses	(132,580)
(Decrease) in salaries payable	(343,368)
Increase in accounts payable	1,565,971
Increase in newborn screening surcharge payable	50,094
(Decrease) in accrued expenses	(32,327)
(Decrease) in current obligations under capital leases	(27,897)
(Decrease) in notes payable - current	(13,148)
Increase in proficiency testing deferred revenue	376,386
Increase in newborn screen deferred revenue	<u>66,429</u>
Net cash provided (used) in operating activities	4,949,331

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of equipment and physical plant improvements	<u>(2,582,243)</u>
Net cash (used in) investing activities	<u>(2,582,243)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Principal payment on Capital Lease	<u>(29,629)</u>
Net cash provided (used in) financing activities	<u>(29,629)</u>

Net increase (decrease) in cash 2,337,459

Cash:

Beginning	<u>10,033,406</u>
Ending	<u><u>\$ 12,370,865</u></u>

WISCONSIN STATE LABORATORY OF HYGIENE
NOTES TO THE FINANCIAL STATEMENTS
For the period July 1, 2013 through April 30, 2014

NOTE 1 –NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Business:

- The Wisconsin State Laboratory of Hygiene (WSLH) is a governmental institution which provides medical, industrial and environmental laboratory testing and related services to individuals, private and public agencies, including the Department of Natural Resources (DNR) and the Department of Health Services (DHS). Approximately 75% of the WSLH operating revenues are program revenues, including contracts, grants, and fee-for-service billing. The remainder are general purpose revenues (GPR), which are Wisconsin state general fund dollars.

Budgetary Data:

- Fiscal Year 2013-2014 operating budget amounts were approved by the WSLH Board on June 18, 2013.

Basis of Presentation:

- The financial statements have been prepared on a modified accrual basis following Generally Accepted Accounting Principles (GAAP).

Basis of Accounting:

- Revenues are recognized at the completion of the revenue generating processes. Fee-for-service revenues are generally recognized in the period services are completed.
- Revenues from GPR, OWI, Grants, and expense reimbursement contracts for salaries, fringe benefits, capital, and supplies are recognized as expended.
- Expenses are recognized and accrued when the liability is incurred.

Estimates and assumptions:

- The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying footnotes. Actual results could differ from those estimates.

Assets:

- Cash is considered restricted if, by prior agreement with an outside entity, it must be segregated for future use by the outside entity or by WSLH at the outside entity's behest. As of April 30, 2014 available cash is restricted in an amount equal to the newborn screening surcharge payable to the Wisconsin Department of Health Services.
- Accounts receivable are reported at net realizable value. Net realizable value is equal to the gross amount of receivables less an estimated allowance for uncollectible amounts.
- Inventory is stated at cost (first in, first-out method).
- Equipment and building improvements are carried at cost. Expenditures for assets in excess of \$5,000 are capitalized. Depreciation is computed by the straight-line method.

Liabilities

- A liability for unearned revenue is recognized for prepaid receipts for WSLH-provided Proficiency Testing programs and for prepaid newborn screening tests.

NOTE 2- ACCOUNTS RECEIVABLE

- Accounts receivable and allowance for uncollectible account balances as of April 30, 2014 and June 30, 2013 are as follows:

	<u>April 30, 2014</u>	<u>June 30, 2013</u>
Accounts Receivable Total	\$5,639,510	\$6,357,695
Allowance for bad debt	<u>(707,937)</u>	<u>(525,630)</u>
Net Receivables	\$4,931,573	\$5,832,065

NOTE 3- LABORATORY SERVICES REVENUES

- At the Board’s request, Laboratory Service Revenues on the Income Statement have been divided into two groups, Agency and Non-Agency, as follows:

Agency:

- DNR contracts
- DHS contracts
- DATCP
- University of Wisconsin
- Office of Justice Assistance
- Wisconsin Emergency Management

Non-Agency:

- UW Hospital Authority
- Medicare and Medicaid
- Municipalities
- Law Enforcement Agencies
- Proficiency Testing
- Newborn Screening
- All other revenues from individuals, businesses, clinics, and hospitals.

NOTE 4- RETAINED EARNINGS - RESTRICTED

- The operating contingency is computed annually and reflects two months of salary and fringe benefit cost for positions funded from program revenues. The contingency fund is considered adequately funded if working capital is greater than the contingency fund restriction. As of April 30, 2014 working capital (current assets less current liabilities) was \$10,219,753 thereby meeting the target contingency reserve requirement of \$2,136,900.

NOTE 5- COMPENSATED ABSENCES

- GASB Statement No. 16, “Accounting for Compensated Absences,” establishes standards of accounting and reporting for compensated absences by state and local governmental entities for which employees will be paid such as vacation, sick leave, and sabbatical leave. Using the criteria in Statement 16, a liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the State and its employees has been accrued. The table below details the liability by benefit category:

	Total	Vacation	Pers Hol	Legal Hol	Comp Time	Sabbatical
Current	\$813,915	\$497,213	\$115,866	\$3,657	\$2,069	\$195,110
Long Term	1,411,567	0	0	0	0	1,411,567
	\$2,225,482	\$497,213	\$115,866	\$3,657	\$2,069	\$1,606,677

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

Fiscal Year 2015 Budget			
State Laboratory of Hygiene			
Twelve Months ending June 30, 2015			
	Fiscal Year 2015 Budget	Fiscal Year 2014 Budget	Increase/ (Decrease)
Support and Revenue			
Agency	\$6,343,772	\$6,527,860	(\$184,088)
Nonagency	18,818,075	20,160,470	(1,342,395)
GPR Funding	11,050,000	10,682,523	367,477
OWI Funding	1,523,908	1,619,200	(95,292)
Grant Funding	5,174,751	5,931,539	(756,788)
Interest Income	8,400	6,000	2,400
Total Support and Revenue	42,918,906	44,927,592	(2,008,686)
Expenses			
Salaries	19,511,715	18,631,424	880,291
Fringe Benefits	7,710,552	7,602,158	108,394
Supplies and Services	12,570,504	12,471,249	99,255
Transfer-Ovrhead Allow-133&144	802,408	811,416	(9,008)
Building Rent	2,712,175	2,460,577	251,598
Capital Expense	1,170,559	3,011,657	(1,841,099)
Bad Debt Expense	80,000	60,000	20,000
Interest Expense	4,200	7,200	(3,000)
Total Expenses	44,562,112	45,055,681	(493,569)
Net Operating Income or (Loss)	(1,643,207)	(128,089)	(1,515,117)
Reserve Expenditures	1,643,207	128,090	1,515,117
Modified Net Operating Income or (Loss)	\$0	\$0	\$0

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

Fiscal Year 2015 Budget
State Laboratory of Hygiene
Twelve Months ending June 30, 2015

Support and Revenue	WSLH	Disease Prevention Division	Environmental Health Division	Occupational Health Division	Laboratory Improvement Division	Communicable Diseases Division	Administrative Services
Agency	\$6,343,772	\$1,089,779	\$2,620,628	\$95,000	\$9,500	\$1,619,834	\$909,031
Nonagency	18,818,075	9,203,523	1,986,066	2,327,000	3,563,826	1,737,660	
GPR Funding	11,050,000	1,238,326	4,845,498	251,709	43,300	4,487,322	183,845
OWI Funding	1,523,908		1,523,908				
Grant Funding	5,174,751	233,489	313,984	3,873,963			753,315
Interest Income	8,400						8,400
Total Support and Revenue	42,918,906	11,765,117	11,290,084	6,547,672	3,616,626	7,844,816	1,854,591
Expenses							
Salaries	19,511,715	4,017,611	5,047,068	2,653,593	856,133	2,950,401	3,986,910
Fringe Benefits	7,710,552	1,495,588	2,072,075	1,164,163	369,301	1,195,440	1,413,984
Supplies and Services	12,570,504	4,122,243	2,205,353	908,276	1,893,860	1,883,941	1,556,831
Transfer-Ovrhead Allow-133&144	802,408	27,394	64,827	710,187			
Building Rent	2,712,175		1,524,799	518,070	75,982	435,551	157,773
Capital Expense	1,170,559	146,221	839,350	60,000		30,000	94,988
Bad Debt Expense	80,000	30,000	15,000	30,000		5,000	
Interest Expense	4,200		3,000				1,200
Total Expenses	44,562,112	9,839,056	11,771,473	6,044,289	3,195,276	6,500,333	7,211,686
Net Operating Income or (Loss)	(1,643,207)	1,926,061	(481,389)	503,383	421,350	1,344,483	(5,357,095)
Reserve Expenditures	1,643,207	308,221	839,350	30,000	220,000	155,000	90,636
Modified Net Operating Income or (Loss)	\$0	\$2,234,282	\$357,961	\$533,383	\$641,350	\$1,499,483	(\$5,266,459)

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014**

BUSINESS ITEMS

Item 7. DISCUSSION AND APPROVE DNR/DHS BASIC AGREEMENTS

Description of the Item:

The basic agreements are funded with GPR funds that come directly to the Wisconsin State Laboratory of Hygiene. These funds allow the WSLH to provide testing and other analytical services to DNR and DHS as described in the agreements. Any reductions in GPR may result in adjustments to the level of funding available to support the agreements.

Suggested Board Action:

Discuss and approve the Department of Natural Resources and the Department of Health Services basic agreements described above.

Staff Recommendations and Comments:

Approve the Department of Natural Resources and Department of Health Services basic agreements as presented.

**Memorandum of Agreement on Laboratory Services
for State Fiscal Year 2015**

Between

**Wisconsin Department of Natural Resources and
Wisconsin State Laboratory of Hygiene**

Summary: This document defines the financial resources at the Wisconsin State Laboratory of Hygiene that shall be used to provide services to the Wisconsin Department of Natural Resources. The amount of money for Fiscal Year 2015 (FY15) to be dedicated to supporting the analytical and other service needs of the Department of Natural Resources is:

\$2,662,224

General: This annual agreement is made and entered into for the period of July 1, 2014 through June 30, 2015 by and between the Wisconsin State Laboratory of Hygiene (hereinafter referred to as WSLH) and the Wisconsin Department of Natural Resources (hereinafter referred to as DNR). This agreement has in the past been referred to as the "DNR-WSLH Basic Agreement." This agreement determines conditions for the utilization of the portion of the WSLH's funds authorized by the WSLH Board of Directors in the support of DNR in areas defined in statute, including "fee-exempt testing." This agreement does not preclude DNR and WSLH from engaging in other grants, contracts or agreements, nor is it binding on those separate agreements.

The legislative authority for this agreement consists of the following statutory references:

- A. The WSLH and DNR agree that the legislative intent in the original Senate Bill 79 (1979-80) that transferred laboratory functions and an amount of DNR General Purpose Revenue (GPR) to WSLH was to ensure that DNR obtained commensurate laboratory support from WSLH. Therefore, a portion of WSLH's budget is required to support DNR services, including local units of government.
- B. The WSLH Board of Directors has the authority under statute 36.25(11)(a) to define the precise annual allocation of WSLH GPR. "The laboratory of hygiene board shall approve the laboratory of hygiene budget, set fees, set priorities and make final approval of laboratory resources so that the laboratory can act in response to agencies' planned objectives and program priorities."
- C. Under state statute 20.285 (fd) and (i) the amounts defined in the biennial budget for WSLH are for the "general program operations of the state laboratory of hygiene." The laboratory of hygiene board has the authority to request additional funding via biennial submissions that reflect "joint budgetary planning with agencies served," but the submission is by the WSLH board "directly to the department of administration." 36.11(g) *Wis. Stats.*

A fixed amount of funding was transferred in fiscal year 1979-1980 from DNR and the Department of Health Services (hereinafter referred to as DHS) to WSLH and the statutes

D. are clear on the purposes of funds transfers:

20.285 (4)(k) funds transferred from other state agencies. “All moneys received from other state agencies to carry out the purposes for which received.”

E. The WSLH board may impose a fee for each test conducted by the laboratory.

Tests within the state public health mission are fee-exempt for local units of government and WSLH may charge state agencies through contractual arrangements for the actual services rendered pursuant to s. 36.25 (11) (f).

I. General Operating Principles

A. While there is no statutory requirement for a “basic” agreement with DNR over WSLH expenditure levels, there is a statutory requirement concerning DHS that has a bearing on fee-exempt testing and this document:

“The department (DHS) and the state laboratory of hygiene shall enter into a memorandum of understanding that delineates the public health testing and consulting support that the state laboratory of hygiene shall provide to local health departments.” ss. 254.02(4).

B. Setting the rates for such services as covered in this DNR agreement that will be charged against WSLH’s funding is defined as a WSLH board responsibility:

“The WSLH board may impose a fee for each test conducted by the laboratory. Any tests conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC300f to 300 j, as determined by the laboratory of hygiene board. The board may charge state agencies through contractual arrangements for the actual services rendered.” 36.11(f).

C. All prior annual “basic agreements” between the WSLH and DNR are replaced by this agreement. Prior annual agreements cannot bind a future WSLH board’s statutory-based budget decisions authority. This agreement cannot bind future board determinations past FY14 concerning the amount or portion of WSLH’s GPR budget that supports DNR services, including local units of government. This agreement is only an annual agreement between two agencies that does not have the force of either statute or administrative rule and expires at its end date.

D. WSLH FY14 budget, based on WSLH board approval, will contain an allocation of \$2,500,000 designated for the support of the statutory mission of DNR that includes fee-exempt testing for local units of government. Testing for local units of government under this agreement includes, but is not limited to, beach monitoring, bacteria testing for water supplies regulated under chapter NR 809, Wis. Adm. Code, and private water supply samples collected by local health departments.

1. These funds will be used for WSLH support of DNR as defined in ss. 36.11(b), (c) and (d). These services include, but are not limited to analytical testing of samples, including prudent testing of samples for local units of government, technical consultation, interpretation of results, expert

testimony, method development, instrumentation, staff training, data management, and other services. The entire amount of this agreement will be available for procurement of tests or other WSLH services.

2. As tests or services are charged against the agreement the revenue equivalent to the price times the volume of those tests or costs shall be credited as revenue to the WSLH laboratory departments doing the testing.
3. The management of the DNR allocation of the testing and service dollars to the entities utilizing this agreement will be the responsibility of DNR.
 - It is the obligation of DNR to establish a budget for each entity within DNR that is allowed access to WSLH funding under this agreement prior to the start of the agreement. The amounts allocated within the total budget ceiling are at the discretion of DNR. DNR will communicate the allocated amounts to WSLH under separate cover. It is the obligation of DNR to work with DNR programs to identify those tests to be performed by WSLH.
 - It is the obligation of DNR to manage those individual budgets and keep those entities informed of their fiscal expenditures based on data provided to DNR by WSLH.
 - It is the obligation of DNR to inform WSLH of any changes to that allocation prior to any budget exceeding its authorized limits.
 - Any agency or individual accepting DNR authorization to use WSLH basic agreement funds is also bound by all conditions of this agreement.
4. Prioritization of analytical and related services purchased through this agreement is the responsibility of the DNR, who will establish an initial allocation of these resources according to a mutually agreed categorization, projects or other contracts with the WSLH.
5. All funds designated for use by DNR and its authorized entities can be used to not only purchase testing, but also to purchase services and materials on a time and materials basis. This includes WSLH technical support or other services per conditions specified above. Once the level of fee-exempt testing has been reached WSLH reserves the right to do no more fee-exempt testing of this nature unless DNR and/or a local public health department reallocates funds from the current basic agreement for that purpose or establishes fee-for-service contracts with WSLH.
6. Funds not expended under the terms of this agreement shall revert to support the “general program operations of the state laboratory of hygiene”. However, WSLH shall inform DNR monthly of status, so alternatives can be developed by DNR regarding the use of these funds that cannot be carried over on behalf of DNR for purposes unforeseen at the time of this agreement.
7. The WSLH understands that response to environmental and public health emergencies as defined under ss. 166 (Governor Declared Emergencies) are not limited to these funds and WSLH will make every effort to respond to non-Governor declared public health emergencies as defined by DNR within the WSLH resources made available by the board and legislature.

II. Terms and Conditions for Prices and Financial Reporting

A. Fees for Laboratory Services

1. Charges for testing services under this agreement will be established in accordance with the appropriate WSLH fee schedule established for the fiscal year under WSLH board authority.
2. DNR requests for non-testing services, such as use of WSLH staff for development of technical materials, training, technical assistance, consultation, presentations, report development or any and all activity not associated with the pre- analytical or post-analytical testing process purchased under this agreement may be charged to the agreement based on a standard hourly rate for salary and fringe and cost of materials.

B. Fiscal Reporting

1. As this agreement funding is already within the WSLH budget there is no billing per se. However, regular fiscal statements of activities will be provided to DNR.
2. WSLH will report monthly to DNR on fee-exempt and non-fee-exempt tests charged to the basic agreement by account number, including the number of each analysis type and the nature of the service provided. DNR will monitor the non fee-exempt testing expenditures and will ensure that the charges are within the amount allocated for each project, contractor or subcontractor.
3. The WSLH shall provide monthly the standard fee schedule and approved discount of each test.

C. Fiscal Limitations

1. The funds allocated to WSLH by the legislature is a sum certain amount, which neither the WSLH, its' board, nor the UW-Madison has the authority to exceed.
2. As WSLH has neither statutory nor board authority to exceed its legally provided funding levels, if the DNR or other authorized contractors or subcontractors use of this agreement exhausts all funds allocated, WSLH may suspend all testing following due notice procedures under these provisions until ancillary funding is provided by DNR or fee-for-service contracts are executed. Exceptions to this are covered under ss. 166 in terms of a Governor declared "emergency", including a "public health emergency."
3. If all agreement funds are expected to be totally expended before the end of the fiscal year and DNR does not provide supplemental funding and no fee-for-service contract exists between DNR and WSLH, WSLH may issue a 30-day termination of services notice to DNR. During that 30-day period WSLH will continue to process samples and specimens and report results. At the end of that 30-day termination notice, if DNR has not provided supplemental funds or DNR has not established a fee-for-service contract with WSLH, WSLH may refer samples to other laboratories but will only do so after consultation with DNR.

III. Laboratory Services

Per ss. 36.25, the WSLH shall provide “complete laboratory service...to the Department of Natural Resources...”. WSLH assures adherence to applicable analytical test turnaround times and through regular communications with DNR staff, any problems or concerns that arise will be addressed. The tests and services provided to the DNR shall include but not be limited to: Organic, inorganic, microbiological, radiochemical, toxicological, consultative, and outreach/training.

The time frames and turnaround times shall be appropriate for both core services and additional projects; however, they are intended as guidelines for notifying the DNR-LC rather than a rigid analytical requirement.

Test	Maximum Turnaround Time
Public Drinking Water	
Check samples, unsafe, other (coliform)	1 day
Nitrate	2 days
Surface/Groundwater	
BOD	1-2 weeks
Total nitrogen/total phosphorus	1 month
Metals	30 days
VOC	2-3 weeks
Pesticides	2-3 weeks

IV. Supplemental Agreements by Contract

Typically, there have been numerous additional projects underway each year between the WSLH and DNR. Each of these involves preparation, processing, and often, later amendment of a contract document. The terms and conditions of these projects will be determined by standard UW-Madison contracting provisions (<http://www.bussvc.wisc.edu/purch/stdterms1.html>). However, DNR can specify that a fixed amount of these agreement funds can be allocated to any or all of these projects as long as the total does not exceed all commitments of DNR-WSLH Agreement resources. This reallocation reduces proportionally the total agreement funds available to DNR, however terms and conditions of these other agreements are negotiated outside this agreement.

V. Quality Assurance

A. For compliance testing related to state and federal rules WSLH agrees to provide quality assurance as appropriate on all tests consistent with applicable United States and Wisconsin regulations, or other credential requirements WSLH has agreed to.

- B. WSLH must come into timely compliance with any significant regulatory requirements for new and expanded quality assurance efforts beyond those currently in place.
- C. Any discrepancies, negative findings, or other quality assurance failures relevant to DNR samples and tests will be reported to DNR by WSLH and DNR will have access to all public open documents generated by these regulatory processes.

VI. Records and Reports

- A. The WSLH shall have available a summary of quality assurance checks performed during the quarter, including information on the test or determination.
- B. Consistent with good laboratory practices, the methods or procedures, the standard curves or calculation processes, and the instrument maintenance checks utilized by the laboratory shall be reasonably available for review by any customer.
- C. The WSLH shall be responsible for encoding DNR-funded laboratory results and entering them into a computer system mutually agreed upon by the DNR and WSLH. The requirement is that this data can be accessed in a manner that protects the integrity and security of WSLH databases.
- D. The WSLH shall not charge the DNR Basic Agreement for the costs of encoding, entering and storage of the data, and for any calculation or processing costs which convert "raw" laboratory data to finished results.
- E. Environmental or surveillance reports will be considered contract deliverables and they will be assessed against the agreement as they are delivered and costs are incurred.
- F. Required laboratory reports under DNR statutory authority will be provided at no charge to the agreement or separate contract.
- G. All non-emergency requests from DNR staff for non-scheduled reports of test results or financial information shall be honored by WSLH as appropriate but shall be approved by the DNR coordinator and they may be charged out to the agreement.
- H. Emergency reports under auspices of ss. 166 will be delivered per statutory requirement to DNR per order of the State Health Office or Adjutant General or designated lead agency.

VII. Workload Priorities and Budget Management

If it becomes necessary to prioritize the order in which samples are analyzed within the lab, they shall be prioritized in the following order:

1. Public health
2. Fish kills
3. Enforcement
4. Compliance
5. Routine programs
6. Long-term projects

7. Long-term research

Any deviations from these priorities will be determined by DNR.

The DNR shall provide to the WSLH the anticipated laboratory demands for each fiscal year. The WSLH will allocate the personnel and resources within the laboratory to accommodate the workload demands consistent with the priorities established by the DNR, and within limits of the capacity of the core of services.

The WSLH administration through the WSLH board shall be responsible for determining "continue to operate budgets" and adequate support to implement changes in the state of the art analytical services for analytical effort already a part of the core of services.

VIII. Agreement Management

- A. A mutually agreed to document will be signed prior to the start of each fiscal year and presented to the WSLH board for approval prior to or at the same time as their approval of the annual WSLH budget.
- B. Failure to execute an agreement prior to the start of a fiscal year may require WSLH to place a hold on expenditure of agreement funds. However, WSLH will "continue to operate" on only those samples and specimens submitted prior to the end of the fiscal year and 30 days into the new fiscal year until proper termination of service announcements can be issued to authorized submitters.
- C. Failure to reach a signed agreement may result in WSLH placing a hold on expenditures against it 30 days after the start of the new fiscal year and those funds may be designated as part of the WSLH contingency reserve for six months until a contract is executed. If after 90 days no agreement is signed, WSLH may issue a termination of service agreement to all entities. If termination occurs, all charges accumulated during this period of time will be charged against the agreement portion of WSLH as authorized by the board at the WSLH established price.
- D. If an agreement is not executed within six months WSLH may move the allocated DNR funds from its contingency fund to accounts "for general program operations of the state laboratory of hygiene".
- E. WSLH shall take all reasonable and necessary steps to support and respond to emergency requests under auspices of ss. 166 and respond within available resources to the needs of the DNR, outside of ss 166 per the request of the DNR Secretary, including but not limited to, communicable disease outbreak investigations, toxic substance exposures and other environmental emergency situations, events or occurrences which pose a threat to the public health.
- F. The DNR (or their designee) and the WSLH Director's Office (or their designee) are responsible for planning and monitoring this agreement. These parties will meet monthly or as needed to; 1) monitor the terms and conditions of this agreement, 2) Discuss and propose resolution of any and all conflicts and disputes/issues related to this agreement, 3) Review funding and utilization of services under this agreement, and 4) Plan in a timely manner for next year's agreement.
- G. The DNR may establish with the WSLH supplemental agreements, grants, and

contracts for service over and above the level reflected in the WSLH-DNR general purpose revenue budget. The WSLH shall seek to accommodate those additional DNR projects. Supplemental agreements between the DNR and WSLH shall set forth the price, scope of work, and other deliverables; but they are outside of and not bound to the conditions of the Agreement and are developed subject to the general provision of UW-Madison.

IX. Non-Discrimination

In connection with the performance of work under this agreement and any additional services under this agreement, the WSLH agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(1 3m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the WSLH further agrees to take affirmative action to ensure equal employment opportunities. The WSLH agrees to post in a conspicuous place, available for employees and applicants for employment, notice setting forth the provisions of the non-discrimination clause.

X. Amendment and Dispute Resolution

- A. As the funds for this agreement are within the WSLH budget, but as WSLH has a statutory obligation to provide laboratory service to DNR, DNR has the right with 30 days notice to renegotiate the conditions of the basic agreement for the failure of the WSLH to comply with terms, conditions and specifications.
- B. The DNR and WSLH may at any time independently or jointly have this agreement reviewed by legal counsel for compliance with applicable law and the adopted policies and procedures of the respective parties. Where a dispute arises with regard to the legal interpretation or application of any portion of this agreement, it shall be resolved between the legal counsels serving the parties. If that resolution is not possible it will be referred to adjudication under ss. 227.
- C. Disputes concerning the tests or charges or any other issues concerning that monthly statement will be addressed at a standing monthly meeting of representatives of WSLH and designated representatives of DNR.
- D. Unresolved disputes shall be referred to an adjudication officer of the state under ss. 227 for resolution of inter-governmental issues.

XI. Assignment

No activities requested under this agreement nor any right or duty in whole or in part by the WSLH may be assigned, delegated or subcontracted without the written consent of the DNR following consultation with appropriate DNR officials and staff.

XII. Custodian of Records

Analytical data reports and other information being developed at the WSLH for the DNR may be of a preliminary or confidential nature. The DNR is the designated legal custodian of all data, reports and other information being developed or prepared by the WSLH for DNR. Inquiries and requests to the WSLH concerning these records shall be redirected to the DNR.

XIII. Indemnification

The DNR and WSLH both agree that, as related to this agreement and any additional services under this agreement, any loss or expense (including costs and attorney fees) by reason of liability imposed by law, will be charged to the agency responsible for the officer, employee or agent whose activity caused the loss or expense.

XIV. Applicable Law

This agreement and any activities authorized under this agreement shall be governed by the laws of the State of Wisconsin.

XV. Agreement Management

The DNR and the WSLH shall function to jointly implement this agreement.

XVI. Terms of Agreement

This agreement shall commence on July 1, 2014 and continue through June 30, 2015.

SIGNED

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

BY _____

Cathy Stepp, Secretary

Signed this _____ day of _____, 2014

WISCONSIN STATE LABORATORY OF HYGIENE

BY _____

Dr. Charles Brokopp, Director

Signed this _____ day of _____, 2014

WISCONSIN STATE LABORATORY OF HYGIENE BOARD OF DIRECTORS

BY _____

Barry E. Irmey, Chair

Signed this _____ day of _____, 2014

**Memorandum of Agreement Covering Laboratory Services Between
The Wisconsin Department of Health Services, Division of Public Health
and the University of Wisconsin System Board of Regents
On behalf of the Wisconsin State Laboratory of Hygiene
State Fiscal Year 2015**

This agreement, including addenda, appendices and exhibits which may be attached is made and entered into for the period of July 1, 2014 through June 30, 2015 by and between the University of Wisconsin System Board of Regents on behalf of the Wisconsin State Laboratory of Hygiene (hereinafter referred to as WSLH) and the Wisconsin Department of Health Services, Division of Public Health (hereinafter referred to as DHS-DPH). This agreement is hereafter referred to as the "DHS-DPH-WSLH Basic Agreement."

WHEREAS the WSLH is mandated to be operated to furnish complete laboratory services to the Department of Health Services and the Department of Natural Resources in the areas of public health, communicable diseases, water quality, and air quality, pursuant to s. 36.25(11) *Wis. Stats.* and is organized under a board as defined by 15.915(2) *Wis. Stats.*

WHEREAS the WSLH board may impose a fee for each test conducted by the laboratory, tests within the state public health mission are fee-exempt for local units of government and WSLH may charge state agencies through contractual arrangements for the actual services rendered pursuant to s. 36.25(11)(f) *Wis. Stats.*

NOW, THEREFORE in consideration of the mutual responsibilities, obligations, mode of operation and agreements hereinafter set forth, DHS-DPH and WSLH agree as follows:

I. General Operating Principles

- A. The WSLH agrees to manage the laboratory and the DHS-DPH agrees to manage its needs for laboratory services; therefore, both parties shall jointly promote the growth and development of effective and efficient public health laboratory resources for the future. Both parties agree to support the epidemiology, surveillance, research and public health programs within DHS-DPH.
- B. The WSLH and DHS-DPH agree that a portion of WSLH's General Purpose Revenue (GPR) budget supports DHS-DPH services, including local units of government.
- C. Services to be performed by WSLH, with consideration (i.e., additional funding) from DHS-DPH shall appear in *Exhibit B* of this agreement.
- D. In addition, the DHS-DPH may develop new or expanded projects which require laboratory services or expertise that are most appropriately and cost-effectively provided by the WSLH and fall within the scope of its mission. As such projects are developed, the DHS-DPH agrees to: 1) inform the WSLH

laboratory contract administrator in advance of their existence and where appropriate involve WSLH in project planning; 2) request that the WSLH provide assessments of the cost of providing each laboratory service; and 3) provide additional funding for the new or expanded laboratory services proportionate with the project's needs. The WSLH agrees to provide in a timely manner an estimate of costs, availability of capacity and completion dates for the laboratory services. It is agreed that it is desirable to have the WSLH provide this special project support, when to do so serves the public health needs and furthers the best interests of the citizens of Wisconsin and affords the state the best opportunity to fully and cost-effectively utilize existing resources, maintain and/or enhance basic laboratory capabilities to handle public health emergencies and to maintain public health disease and environmental health surveillance.

- E. DHS-DPH and WSLH will each designate a laboratory contract administrator to work with each other to administer and monitor this agreement. The DHS-DPH laboratory contract administrator and the WSLH laboratory contract administrator will be named in *Exhibit E* of this agreement.
- F. The WSLH laboratory contract administrator and the DHS-DPH laboratory contract administrator will meet as needed for the purposes of agreement management.
- G. The DHS-DPH and WSLH may at any time independently or jointly have this agreement reviewed by legal counsel for compliance with applicable law and the adopted policies and procedures of the respective parties. Where a dispute arises with regard to the legal interpretation or application of any portion of this agreement, it shall be resolved between the legal counsels serving the parties.

II. Support of DHS-DPH Laboratory Services

- A. It is desirable to maintain a wide range of laboratory capabilities and capacities to support the core functions of public health assessment, assurance and policy development.
- B. The WSLH is vital to the identification and investigation of rare and unusual diseases, environmental threats, and common diseases associated with epidemics.
- C. The capabilities and capacities maintained by the WSLH allow it to perform testing and research to provide data on conditions of public health interest, as well as respond to emergency situations such as communicable disease outbreaks and hazardous materials incidents. The capabilities and capacities maintained also allow the WSLH to provide consultation and teaching in areas such as laboratory medicine and laboratory quality assurance, and laboratory method development and evaluation.

- D. For services provided under this agreement, including fee-exempt testing and contract subsidies (*Exhibit D*), DHS-DPH will be charged the published price as listed in the fee schedule (*Exhibit A*).
- E. Direct costs listed in *Exhibit A* are subject to change effective January 1 of the current contract year to coincide with and reflect overall pricing changes adopted by the WSLH.
- F. WSLH and DHS-DPH agree that **\$3,593,352**¹ of the WSLH GPR and support budget is designated for support of the statutory health mission of DHS-DPH; including fee-exempt testing for local health departments.
- G. The WSLH budget designated for support of DHS-DPH testing at the WSLH shall be applied to the fee-exempt testing done on behalf of DHS-DPH and local health departments
- H. In addition to the above-specified amounts, the WSLH and DPH agree to jointly reprioritize resources and identify emergency testing capacity that may be utilized by DHS-DPH for testing. DHS-DPH may utilize this capacity only in the event of declaration of a public health emergency by the state health officer. Both parties understand and agree that this capacity will be made available by temporarily redirecting resources from routine testing, research, methods development, and special studies, and that this capacity cannot be used to supplement ongoing DHS-DPH testing needs.
- I. DHS-DPH and WSLH recognize there are costs associated with maintaining the capacity to perform tests even when specimen levels decline. Both DHS-DPH and WSLH also recognize the value of maintaining the capacity to shift resources on behalf of DHS-DPH for purposes unforeseen at the time of this agreement when both parties agree that the health of the public would be served and protected by such testing.
- J. If WSLH is mandated to reduce its GPR, an appropriate portion will also be deducted from the basic agreement with DHS-DPH and services appropriately reduced.
- K. DHS-DPH will determine, define and prioritize which tests are to be provided on a fee-exempt basis. This will be done through the issuance of “Fee-Exempt Testing Policies and Procedures.” DHS-DPH will disseminate this information to both the WSLH and to those authorized to submit tests under this provision.

¹For fiscal year 2015, the amount of the Department of Health Services basic agreement remains \$3,593,352, the same as fiscal year 2014.

- L. WSLH will maintain accounts for local agencies and state officials authorized by DHS-DPH to order fee-exempt tests. WSLH will issue each of these a unique fee-exempt account number against which all tests performed for that agency or individual may be recorded. DHS-DPH will notify WSLH of any changes to be made to the list of authorized fee-exempt accounts. If a specimen is submitted by an authorized agency for a non-covered test, WSLH will perform the test. DHS-DPH will follow up with the agency and the agency will be billed for that test. The WSLH will not perform DHS-DPH fee-exempt testing for agencies or individuals not recognized and approved by DHS-DPH.
- M. WSLH will report to DHS-DPH on the amount of fee-exempt services provided. DHS-DPH will monitor the fee-exempt service levels and will assure that charges are within the amount specified for fee-exempt testing under this agreement. Fee-exempt service reports will be in the form and periodicity specified in Section IV of this agreement.

III. Fees for Laboratory Services

Charges for testing services under this contract will be made in accordance with the fee schedule set forth in *Exhibit A*. This fee schedule will be updated in conjunction with the WSLH board pricing exercise. Individual test charges in the fee schedule may be changed by mutual agreement of the signatories to this agreement to address inequities or test volume changes. Both parties agree that cost reevaluation is the basis for test fees in this and future agreements between the agencies.

IV. Records and Reports

- A. The WSLH shall maintain such records and financial statements as required by state law and as established by the WSLH board.
- B. The WSLH shall provide the following financial reports to DHS-DPH:
 - 1. Fee-exempt testing reports for all fee-exempt accounts shall be provided on a monthly basis. The reports will be divided into separate groups including local health departments, Division of Public Health (DPH), Department of Corrections and other miscellaneous facilities. Each report shall include: account number and agency or program name; the number and dollar value of each test and test panel done for the current month; total current year-to-date number and value of all tests performed; previous year-to-date number and value of all tests performed; and total number and dollar value of all tests done for the current month. This report shall be submitted to the DHS-DPH laboratory contract administrator no later than 30 days after the month ends.

- C. The WSLH shall provide the following diagnostic reports:
1. Results of tests provided under this agreement to the submitting local health department and, when requested, to the DHS-DPH.
 2. Routine epidemiology reports as specified in *Exhibit C*.
 3. Required laboratory reports under DHS-DPH "Reportable Diseases" statutory authority.
- D. The WSLH will provide reports of programmatic and clinical data from testing to DHS-DPH staff as shown and scheduled in *Exhibit C* of this agreement. All non-emergency requests from DHS-DPH for non-scheduled reports of test results, testing data, or financial information, shall be honored by WSLH only after approval by the DPH bureau directors and the WSLH director's office.

V. Custodian of Records and Specimens

- A. According to the definitions provided in s. 19.32(1) of the *Wisconsin State Statutes*, the WSLH and the DHS-DPH are each "an authority" and as such have obligations under the open records statutes. The existence of an agreement between the DHS-DPH and the WSLH does not eliminate the statutory responsibilities of each to comply with the requests properly submitted under open records statutes.
- B. When the WSLH receives a request for test samples or records created by testing and services performed under this agreement, they will seek advice from their legal counsel and provide a copy of the request to the communicable diseases bureau director for information. Likewise, if the DHS-DPH receives a request for record created by testing and services performed under this agreement, they will provide a request to the WSLH director's office for information

VI. Workload Priorities and Budget Management

- A. The DPH bureau directors shall provide to the WSLH laboratory contract administrator any changes in anticipated demand for laboratory services for each fiscal year, 90 days prior to the beginning of the fiscal year. The WSLH will allocate the personnel and resources within the WSLH to accommodate the workload demands consistent with the priorities established by the DPH bureau directors and within limits of the basic agreement allocation for testing services. The WSLH will notify DHS-DPH if such requests exceed the WSLH budget appropriated to support DHS-DPH services. DHS-DPH will either secure additional funding or reduce its requests. In the absence of such estimates, the WSLH will operate based on the services requested in the previous fiscal year.
- B. The previous paragraph notwithstanding, the WSLH shall take all reasonable and necessary steps to support and respond to emergency requests and needs of the DHS-DPH, including, but not limited to, communicable disease

outbreak investigations, toxic substance exposures and other situations, events or occurrences which pose a threat to the public health.

- C. The WSLH administration (through the WSLH board which approves operating budgets) shall be responsible for determining adequate support necessary to implement changes and provide the state-of-the-art analytical services which are a part of the basic agreement testing services.

VII. Agreement Management

- A. The DHS-DPH bureau directors, the WSLH division directors and the WSLH laboratory contract administrator will be responsible for monitoring this agreement. These parties will meet as needed to:
 - 1. Schedule and plan meetings of DHS-DPH and WSLH program managers for joint program planning.
 - 2. Set agendas and hold preliminary discussions of joint planning issues, including program priorities, budget development, basic and supplemental agreement development, and program outcomes.
 - 3. Delineate issues and develop background information for meetings between the administrator of the DPH and director of the WSLH.
 - 4. Monitor all other terms and conditions of this agreement.
 - 5. Review funding and utilization of services under supplemental contracts to this agreement.
- B. The WSLH laboratory contract administrator will attend meetings of DPH bureau directors and DPH expanded management meetings as needed for the purposes of joint program planning. The purpose for attending these meetings will include:
 - 1. Identifying and developing plans for providing laboratory services that will meet the public health needs and goals of each agency, local health departments and the general public.
 - 2. Prioritizing needs to meet the general public health goals of assessment, assurance and policy development, and any specific goals and objectives from the document referred to in s. 250.07(1) *Wis. Stats.*

VIII. Assignment

- A. No activity under this agreement nor any right or duty in whole or in part by the WSLH may be assigned, delegated or subcontracted without consultation of appropriate DHS-DPH officials and staff. This paragraph specifically does not apply to the WSLH subcontracting for tests or shared services with other laboratories.
- B. No activity under this agreement nor any right or duty in whole or in part by the DHS-DPH may be assigned, delegated or subcontracted without consultation of appropriate WSLH officials and staff.

IX. Agreement Revisions, Terminations and/or Disputes

- A. The failure of the parties to enforce, at any time, the provisions of this contract, or to exercise any option which is provided herein, shall in no way be construed to be a waiver of such provisions nor in any way to affect the validity of this contract or the right of the parties to enforce thereafter each and every provision hereof.
- B. This agreement, or any part thereof, may be reopened and renegotiated in such circumstances as:
 - 1. A public health situation, emergency or non-emergency which may warrant it
 - 2. Increased or decreased test volume or other change in activity which affects the operations or capabilities of either of the parties
 - 3. Changes required by state and federal law or regulations
 - 4. Monies available
 - 5. Changes in state public health policies
- C. This agreement can be amended by an addendum or appendix to this contract signed by the authorized representatives of both parties or terminated with a thirty (30) day written notice by either party.
- D. Any disputes arising as to the interpretation of this agreement or the quality or quantity of services performed will be settled by the state health officer and the WSLH director who will discuss the matter and reach resolution.

X. Indemnification

The DHS-DPH and WSLH both agree that, as related to this agreement and any additional services under this agreement, any loss or expense (including costs and

attorney fees) by reason of liability imposed by law, will be charged to the agency responsible for the officer, employee or agent whose activity caused the loss or expense.

XI. Applicable Law

The laws of the state of Wisconsin shall govern this agreement. If any article or provision in this agreement contradicts applicable laws, the rule of law takes precedence.

XII. Joint Activities to Improve and Protect the Public Health

- A. The DHS-DPH and WSLH agree that they share a broad common mission and purpose under state law and that they are mandated to work collaboratively in joint efforts to protect and improve the health and safety of Wisconsin citizens. The parties further agree that all compacts, understandings, activities and exchanges described in this basic agreement between the two agencies, comprise, represent and embody their joint mission and mandate.
- B. The DHS-DPH and WSLH agree that their common mission and mandate includes a collaborative partnership with other Wisconsin laboratories, public and private, to promote, improve and accomplish the objectives of a state public and environmental health laboratory.
- C. The DHS-DPH and WSLH agree that their common mission and mandate to serve the public health of the state requires that the WSLH work closely with local health departments. The allocation of WSLH testing resources to local health agencies is specifically delegated to DHS-DPH under what is termed its "gatekeeper role." However, other activities, i.e., training, joint purchasing agreements or backup capabilities, may be provided in the context of this "basic agreement" or other WSLH resources at the discretion of the WSLH director and state health officer.

XIII. Sharing of Program, Capital, Personnel and Information Resources

For the common purposes and objectives described in this agreement, the DHS-DPH and WSLH agree to freely and fully share test result and disease investigation information and data in the same manner between the two agencies as either agency would communicate the same information internally within its own organization. The DHS-DPH and WSLH also agree to share in the acquisition and use of any electronic information processing or transmission systems that have as a principal objective to enhance communication or collaborative activities between the two agencies. To the extent that shared staff or equipment is necessary for a joint venture under this section, the WSLH agrees to institutionally house it within its facilities.

UNIVERSITY OF WISCONSIN-MADISON

By _____

Charles D. Brokopp, DrPH
Director, Wisconsin State Laboratory of Hygiene

Signed in duplicate this _____ day of _____, 2014

WISCONSIN DEPARTMENT OF HEALTH SERVICES

By _____

Karen D. McKeown, RN, MSN
Administrator, Division of Public Health

Signed in duplicate this _____ day of _____, 2014

WISCONSIN STATE LABORATORY OF HYGIENE BOARD OF DIRECTORS

By _____

Barry E. Irmén
Chair, Wisconsin State Laboratory of Hygiene Board of Directors

Signed in duplicate this _____ day of _____, 2014

FEE SCHEDULE

The fee schedule is comprised of established WSLH list prices.

**WISCONSIN STATE LAB OF HYGIENE
FEE STRUCTURE FISCAL YEAR 2015**

Fees for other tests will be those approved by the WSLH Board.

TEST NAME	TEST CODE	FEE	CPT CODE
ALT	SS02776	25.09	84460
AST	SS02775	25.09	84450
CHLAMYDIA TRACHOMATIS CULTURE	VR01502	120.00	87110
CHLAMYDIA TRACHOMATIS NAAT	SC00118	19.00	87491
CHLAMYDIA TRACHOMATIS NAAT FOR PANEL	SC00118D	19.00	87491
CHLAMYDIA TRACHOMATIS NAAT REFLEX GC	SC00119	19.00	87491
CHLAMYDIA/GC NAAT PANEL	SC00111	27.56	87491, 87591
CYTOPATHOLOGY HUMAN PAPILLOMA VIRUS TESTING	CYC94000.01	48.99	87621
ELEMENT PANEL ICP-UNDIGESTED	ICC35205.01	50.00	NO CODE
ENTEROVIRUS PCR	VR01703	175.00	87498
FLUORIDE ELECTRODE-TOTAL REC	ICC33001.01	20.00	NO CODE
GYN CYTOPATHOLOGY PROFESSIONAL FEE	CYC95000.01	21.99	88141
GYN CYTOPATHOLOGY THINPREP PAP TEST	CYC90200.01	30.50	88142
HEPATITIS A TOTAL AB	SS00036	40.00	86708
HEPATITIS B DIAGNOSTIC PANEL	SS00037	51.00	86704, 86706, 87340
HEPATITIS B SURFACE ANTIBODY	SS00045	17.00	86706
HEPATITIS C ANTIBODY EIA	SS00049	46.00	86803
HEPATITIS C PCR	SS00048	111.00	87521
HIV-1 ANTIBODY ORAL FLUID	SS00009	28.00	86701
HIV-1/2 ANTIGEN/ANTIBODY	SS00099	25.00	86703
LEAD, BLOOD-CAPILLARY	TX00468	19.95	83655
LEAD, BLOOD-VEINOUS	TX00467	19.95	83655
MYCOBACTERIOLOGY SMEAR/CULTURE	MM00250	46.00	87015, 87116, 87206
MYCOBACTERIUM TUBERCULOSIS PCR	MM00256	250.00	87556
NEISSERIA GONORRHOEAE NAAT	SC00112	19.00	87951
NEISSERIA GONORRHOEAE NAAT FOR PANEL	SC00112D	19.00	87591
NITRATE+NITRITE TOTAL REC	ICC46002.01	27.00	NO CODE
NOROVIRUS PCR	VR01717	180.00	87798, 87798
OVA & PARASITE EXAM	MP00841	60.00	87177
RABIES FA	VR01800	185.00	NO CODE
SURGICAL PATHOLOGY TISSUE BIOPSY	CYC93000.01	96.97	88305
SYPHILIS FTA-IGM	SS02022	65.00	86780
SYPHILIS TP-PA AB REFLEX	SS02013R	17.76	86780
SYPHILIS VDRL ANTIBODY	SS02017	20.00	86592
SYPHILIS VDRL CSF AB TITER	SS02018	20.00	86593
TOTAL COLIFORM BY COLILERT	WMC01250.01	27.00	NO CODE
VIRAL CULTURE	VR01510	116.00	87252

**SUPPLEMENTAL AGREEMENTS
FY15**

PROJECT	CONTRACT NUMBER	START DATE	END DATE	ACCOUNT NAME	BILLING ACCOUNT	AWARD AMOUNT	WSLH DEPT	WSLH CONTACT	CUSTOMER CONTACT
CYTO	CARS 110128	07/01/13	06/30/14	WDHS CARS COLPOSCOPY 2014	91433	\$ 66,800.00	DPD	SMITH	M VAUGHN & J STEPHENSON
CYTO	DPHBCHP000 16 DC14	07/01/13	06/30/14	WDHS PRECONCEPTION 2014	84938	\$ 3,000.00	DPD	SMITH	K GILESPIE
ELC	FAD 40311	08/01/13	07/31/14	WDHS ELC ELR 2014	109354	\$ 100,000.00	CDD	PRIEVE	S GIBBONS-BURGENER
ELC	FAD 40342	08/01/13	07/31/14	WDHS ELC PPHF FOODBORNE 2014	109811	\$ 273,031.00	CDD	PRIEVE	S GIBBONS-BURGENER
ELC	FAD 40343	08/01/13	07/31/14	WDHS ELC LAB 2014	109810	\$ 166,315.00	CDD	PRIEVE	S GIBBONS-BURGENER
HCET	CARS 152002	01/01/14	12/31/14	WDHS CARS REPRODUCTIVE HEALTH 1 2014	62752	\$ 261,500.00	DPD	SMITH	M VAUGHN
HCET	CARS 152009	01/01/14	12/31/14	WDHS CARS MCH WOMENS REPRO HEALTH QAQI 2014	62753	\$ 115,482.00	DPD	SMITH	M VAUGHN
HCET	CARS 152015	01/01/14	12/31/14	WDHS CARS RH TRAIN TECH ASSIST 2014	62754	\$ 232,829.00	DPD	SMITH	M VAUGHN
HCET	CARS 152016	01/01/14	12/31/14	WDHS CARS RH EC FPW 2014	62755	\$ 75,000.00	DPD	SMITH	M VAUGHN
HCET	CARS 159321	01/01/14	12/31/14	WDHS CARS REPRODUCTIVE HEALTH 2 2014	62757	\$ 206,952.00	DPD	SMITH	M VAUGHN
HIV	FAD 40246	01/01/14	12/31/14	WDHS HIV 2014	108954	\$ 227,711.00	CDD	PRIEVE	K ROHDE
IISP	FAD 40168	07/31/13	06/30/14	WDHS IISP INFLUENZA AND OTHER RESPIRATORY 2014	62746	\$ 31,050.00	CDD	PRIEVE	T HAUPT
NBS	FAD 40150	07/01/13	06/30/14	WDHS NBS Congenital Coordinator HORZEWSKI 2014	FP 2888	\$ 85,699.00	DPD	BAKER	T FISCH
NBS	FAD 40151	07/01/13	06/30/14	WDHS NBS STATEWIDE GENETICS CONSULTANT KEMPF-WEIBEL 2014	FP 2887	\$ 86,519.00	DPD	BAKER	T FISCH
NBS	FAD 40397	07/01/13	06/30/14	WDHS NBS OUTREACH COORDINATOR 2015	FP 2886	\$ 40,264.00	DPD	BAKER	T FISCH
PHEP	FAD 40070	07/01/13	06/30/14	WDHS BIOLOGICAL RESPONSE 2014	84176	\$ 655,954.00	CDD	PRIEVE	S BOSTOCK
PHEP	FAD 40071	07/01/13	06/30/14	WDHS CHEM LAB LEVEL 1 2014	87748	\$ 116,644.00	EHD	STANTON	S BOSTOCK
PHEP	FAD 40139	07/01/13	06/30/14	WDHS CHEM LEVEL 1 CHEM RESP CAP 2014	87871	\$ 1,321,085.00	EHD	STANTON	L PENTONY
PHIN	FAD 40106	07/01/13	06/30/14	WDHS PHIN EHDI WETRAC IT SUP 2014	91430	\$ 119,429.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40161	07/01/13	06/30/14	WDHS PHIN PHEP IT SUP 2014	91432	\$ 244,381.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40247	07/01/13	06/30/14	WDHS PHIN WBDR 2014	108955	\$ 14,000.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40164	08/01/13	07/31/14	WDHS PHIN EPHT IT SUP 2014	91434	\$ 118,897.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40294	01/01/14	12/31/14	WDHS PHIN SPHERE 2014	108956	\$ 111,133.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40304	01/01/14	12/31/14	WDHS PHIN AVR AIDS Ehar 2014	108957	\$ 10,000.00	OIS	JOHNSON	T HILTZ
PHIN	FAD 40380	01/01/14	05/30/14	WDHS PHIN CCHD SHINE 2014	109809	\$ 33,000.00	OIS	JOHNSON	T HILTZ
RAD	FAD 40110	07/01/13	06/30/14	WDHS RADIOLOGICAL ENV MONITORING 2014	87770	\$ 107,102.00	EHD	STREBEL	P SCHMIDT
STD	FAD 40259	01/01/14	12/31/14	WDHS STD 2014	105850	\$ 49,075.00	CDD	PRIEVE	T WADE
TB	FAD 40289	01/01/14	12/31/14	WDHS TB 2014	108962	\$ 116,220.00	CDD	PRIEVE	L WILL
	FAD 40223	08/01/13	07/31/14	WDHS INFLUENZA 2014	108960	\$ 49,105.00	CDD	PRIEVE	S GIBBONS-BURGENER
	FAD 40241	08/01/13	07/31/14	WDHS NON INFLUENZA 2014	108958	\$ 90,000.00	CDD	PRIEVE	S GIBBONS-BURGENER
	FAD 40165	10/01/13	09/30/14	WDHS GREAT LAKES RESTORATION 2014	97325	\$ 25,000.00	EHD	WEBB	B THOMPSON

**REPORTS
FY15**

RECIPIENT	RUN BY	FREQUENCY	REPORT
Casey Schumann	Beaker	Daily	ELR - Reactive HIV Multispot and HIV PCR
James Kazmierczak (WEDSS)	Beaker	Beaker Print runs (every hour from 10:30am-6pm)	ELR - Reportable Results based on State Statute
Phan – STD Program	Mary Wedig	Monthly	GC/chlamydia summary, all results (Same report to Mike Vaughn and John Pfister below)
Regional and Bureau Directors	Dave Cedergren	Monthly	Fee-exempt testing reports, summaries by account, region, etc.
Lori Amsterdam (John Pfister)	Mary Wedig	Upon request	Chlamydia and GC summaries for quality monitoring sites (FAX and ELR)
Lorna Will	Computer	FAX and ELR (Beaker Print Runs)	Positive mycobacteria copies of lab report
LHD of origin	Computer	Daily	All rabies specimens
LHD of origin (WEDSS)	Computer	Beaker Print Runs	Positive bacti enterics
Linda Ziegler (WEDSS)	Beaker	Beaker Print Runs	Positive hepatitis report
Kathleen Krchnavek (Casey Schumann)	Mary Wedig	Monthly	HIV positives from alternate sites
Patricia Voermans & James Greer	Mary Wedig	Quarterly	Hep C, HIV, GC, Hep, VDRL, Chlamydia for Department of Corrections
Jodeen Navarro	Beaker	Daily (2pm print run)	ELR - Blood lead results and demographics - all Wisconsin residents
Susan Uttech	Dave Cedergren	Monthly	Newborn screening surcharge
Fee-exempt accounts	Bethann Lesnick	Upon request	Summary Report to each F.E. account on all activities
Susann Ahrabi-Fard	PFGE Lab	Daily	Bionumerics Upload PFGE for DPH
Susann Ahrabi-Fard	Barb Rosenthal	Yearly	Streptococcus pneumo Susceptibility
Diep Hoang Johnson	Beaker	Beaker Print Runs	ELR - All bacti specimens resulting in Salmonella
Diep Hoang Johnson	Beaker	Beaker Print Runs	ELR - All Shiga-toxin specimens
Patricia Voermans	Mary Wedig	Monthly	HCV report (line list of all specimens/patients tested in an Excel file)
Tom Haupt	Automatic	Daily 2X	WNV with print runs; by DG
Traci DeSalvo	Mary Wedig / Beaker	FAX – with Beaker Print Runs	Norovirus – Beaker DPH Lookup Reports and FAX for Outbreaks
Traci DeSalvo / Rachel Klos	Beaker	Beaker Print Runs	ELR – Negative/Positive Referred Cultures
Traci DeSalvo / Rachel Klos	Beaker	Beaker Print Runs	FAX Outbreak Results with DPH Outbreak Notification
Reproductive Health Contract	Mary Wedig	Biannual	Family Planning Reports (Mike Vaughn)

RECIPIENT	RUN BY	FREQUENCY	REPORT
DPH Dept	Mary Wedig / Barb Rosenthal	As needed	Outbreaks / Clusters / Susceptibilities / Surveillance
Mike Vaughn	Information Systems	Quarterly	Pap testing summary and statistics

Exhibit D

**MAIN ACCOUNTS SUPPLEMENTED BY THE BASIC AGREEMENT
FY15**

NAME	ACCOUNT #	ACCOUNT NAME	ACCOUNT TYPE
HIV Testing	1789	WDHS BA AIDS Program	BA Dept of Health Services
Infertility Prevention	2482	WDHS BA 2482	BA Family Planning
Family Planning	114303	WDHS CARS 152002 BA REPRODUCTIVE HEALTH	BA Family Planning
Environmental Health	1979	WDHS BA ENV WOHL	BA Environmental
Environmental Health	6001979	WDHS BA ENV SCIENCE SEC	BA Environmental

Exhibit E

WSLH DESIGNATION OF LABORATORY CONTRACT ADMINSTRATOR

Pursuant to Section I.E. of the DHS-DPH-WSLH Basic Agreement, the WSLH hereby designates and appoints **Steve Marshall** as laboratory contract administrator. This appointment shall remain in effect for the duration of this agreement or until another person is appointed by the laboratory director and has duly notified the DHS-DPH laboratory contract administrator.

DHS-DPH DESIGNATION OF LABORATORY CONTRACT ADMINSTRATOR

Pursuant to Section I.E. of the DHS-DPH-WSLH Basic Agreement, the DHS-DPH hereby designates and appoints **Donna Moore** as laboratory contract administrator. This appointment shall remain in effect for the duration of this agreement or until another person is appointed by the DPH Administrator and has duly notified the WSLH-laboratory contract administrator.

Exhibit F

(Insert DPH Policy and Procedure on Fee-Exempt Testing by the WSLH)

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

BUSINESS ITEMS

Item 8. CONTRACTS REPORT

Description of the Item:

The table on the following page contains the major grants and contracts that have been received since the last Board meeting. Dr. Brokopp or other staff will be available to provide more details on these grants and contracts.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

There are no contracts requiring board approval.

CUSTOMER	CONTRACT NAME	START DATE	END DATE	ACCOUNT NAME	SCOPE OF WORK	AWARD AMOUNT	WSLH DEPT
APHL	56400 200 430 14 01	07/01/13	06/30/14	APHL CALICINET	ONGOING CALICINET	\$ 20,000.00	CDD
APHL	56400 200 621 14 10	10/01/13	06/30/14	APHL VIS VIRUS ISOLATION	ONGOING VIS VIRUS ISOLATION	\$ 150,000.00	CDD
CALIFORNIA ARB	13-326 EXHAUST LIGHT DUTY TRUCK	05/01/14	04/30/16	CARB LIGHT TRUCK EXHAUST 13 326 2016	LIGHT TRUCK EXHAUST	\$ 109,746.00	EHD
FDA	4FD003494B	07/01/14	06/30/15	FOOD & SAFETY PROJECT (FERN)	ONGOING FOOD & SAFETY PROJECT (FERN)	\$ 250,000.00	EHD
WDHS	DPHBCHP00016 DC14	07/01/13	06/30/14	WDHS PRECONCEPTION 2014	ONGOING PRECONCEPTION EDUCATION	\$ 3,000.00	DPD
WDHS	FAD 40343	08/01/13	07/31/14	WDHS ELC LAB 2014	ONGOING ELC LAB	\$ 166,315.00	CDD
WDHS	FAD 40342	08/01/13	07/31/14	WDHS ELC PPHF FOODBORNE 2014	ONGOING ELC PPHF FOODBORNE	\$ 273,031.00	CDD
WDHS	FAD 40397	07/01/13	06/30/14	WDHS NBS OUTREACH COORDINATOR 2015	NBS OUTREACH COORDINATOR	\$ 40,264.00	DPD
WDHS	FAD 40150	07/01/13	06/30/14	WDHS NBS Congenital Coordinator HORZEWSKI 2014	ONGOING NBS Congenital Coordinator HORZEWSKI	\$ 85,699.00	DPD
WDHS	FAD 40151	07/01/13	06/30/14	WDHS NBS STATEWIDE GENETICS CONSULTANT KEMPF- WEIBEL 2014	ONGOING NBS STATEWIDE GENETICS CONSULTANT KEMPF- WEIBEL	\$ 86,519.00	DPD
WDHS	FAD 40380	01/01/14	05/30/14	WDHS PHIN CCHD SHINE 2014	ONGOING PHIN CCHD SHINE	\$ 33,000.00	OIS
WDNR		07/01/14	06/30/15	WDNR AM162 URBAN AIR TOXIC	ONGOING URBAN AIR TOXIC	\$ 66,657.27	EHD
WDNR		07/01/14	06/30/15	WDNR AM163 PHOTO ASSESS	ONGOING PHOTO ASSESS	\$ 41,827.43	EHD
WDNR		07/01/14	06/30/15	WDNR AM164 HORICON AIR TOXIC	ONGOING HORICON AIR TOXIC	\$ 19,646.00	EHD
WDNR		01/01/14	12/31/14	WDNR WM011 MILWAUKEE AOC WATERFOWL	ONGOING MILWAUKEE AOC WATERFOWL	\$ 40,828.80	EHD
WDNR		08/01/13	09/30/14	WDNR WQ005 EPA NATIONAL RIVERS SURVEY	ONGOING EPA NATIONAL RIVERS SURVEY	\$ 31,149.90	EHD
WDNR	NMD00001063	07/01/13	06/30/14	WDNR WQ007 LAKE HERBICIDE TEST KITS	LAKE HERBICIDE TEST KITS	\$ 10,000.00	EHD

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

BUSINESS ITEMS

Item 9. DIRECTOR'S REPORT

- A. FY14 Meeting Calendar**
- B. Public or Environmental Health Incidents of Educational Interest**
- C. Water Systems Report**
- D. Employee Recognitions**

**WISCONSIN STATE LABORATORY OF HYGIENE
BOARD OF DIRECTORS
FY15 MEETING CALENDAR**

<p>August 19, 2014 TBA</p>	<p>November 4, 2014 1:00p.m. – 4:00p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>
<ul style="list-style-type: none"> ■ Present FY14 year-end closeout report 	<ul style="list-style-type: none"> ■ Present FY15 1st quarter report ■ Present annual strategic plan update
<p>February 10, 2015 1:00p.m. – 4:00p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>	<p>April 21, 2015 1:00p.m. – 4:00p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>
<ul style="list-style-type: none"> ■ Present FY15 2nd quarter report ■ Review meeting dates for year 	<ul style="list-style-type: none"> ■
<p>June 23, 2015 1:00p.m. – 4:00p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>	
<ul style="list-style-type: none"> ■ Approve FY16 budget ■ Approve FY16 basic agreements 	

Report to the Wisconsin State Laboratory of Hygiene Board

Representative Public or Environmental Health Incidents of Educational Interest For the Period April 9 – June 3, 2014

Approx. Date	Agent or Event Name	Description	Current Status
OUTBREAKS and INCIDENTS			
March 2014	Mumps	The mumps outbreak in Wisconsin that started in March continues. As of 5/30/14, there are 47 cases of mumps in Wisconsin, with 60% of current cases associated with a university (UW-Madison, UW-Milwaukee, UW-La Crosse, Marquette University and Carroll University). The WSLH is conducting weekend mumps testing as needed, as well the usual Monday-Friday testing load.	Ongoing
March 2014	Unknown substance incident 1	The WSLH biological and chemical threat response programs worked together to characterize unknown substances related to a possible incident of ricin production in Eau Claire. The Communicable Disease Division ruled out bio threats, and the Chemical Response program characterized the chemical composition. The materials were verified to be harmless.	Complete
March 2014	Unknown substance incident 2	The WSLH biological and chemical threat response programs worked together on a second incident the same week, in this situation characterizing an unknown powder contained in a threat letter. The Communicable Disease Division ruled out bio threats, and the Chemical Response program characterized the chemical composition of the powder, which was determined to be talc.	Complete
May 17, 2014	Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV)	The WSLH tested specimens from a suspect MERS-CoV patient (symptoms and travel history). The test results were negative. The WSLH and all other state labs have been provided a PCR-based MERS-CoV test method by the CDC. With the introduction of MERS-CoV to the United States by healthcare workers who caught the virus in Saudi Arabia and then visited Indiana and Florida, the public health community is on heightened alert for	Complete (for now)

		other cases.	
May 19, 2014	<i>Burkholderia mallei</i>	A clinical laboratory in SE Wisconsin performed testing on a patient and could not rule out <i>Burkholderia mallei</i> , a bacterium that causes Glanders. Since <i>B. mallei</i> is considered a select agent by the federal government, the clinical lab followed Laboratory Response Network (LRN) protocol and paged the WSLH in order to alert us to the test result and arrange for further testing. WSLH staff tested the specimen using the CDC-provided LRN assay and found it was negative for the bacteria. This is a good example of the LRN in action.	Complete
May 19, 2014	<i>Coxiella burnetti</i>	An elderly patient at a hospital in south central Wisconsin developed endocarditis. The hospital lab performed gene sequencing testing and identified the presence of <i>Coxiella burnetti</i> , an organism that causes Q fever and is found in animals and sometimes in the environment. The hospital lab contacted the WSLH and we performed the LRN assay, which had a presumptive positive result. Specimens were sent to CDC for confirmatory testing. The hospital is working with the WSLH and WI Division of Public Health (WDPH) staff to destroy all specimens (<i>C. burnetti</i> is a select agent) and to monitor for any laboratory-acquired infections amongst hospital lab staff.	Complete
May 2014	Shigella	There has been an uptick in shigellosis cases in a section of Milwaukee, primarily among younger children. The WSLH is performing PFGE and antimicrobial resistance testing to assist WDPH and City of Milwaukee Health Dept. staff with response. WSLH staff have heard from other state labs that other states are also seeing an uptick in shigellosis cases.	Ongoing
RECENT EVENTS and FINDINGS			
April 23, 2014	Wisconsin Clinical Laboratory Network	On April 23, 2014, 109 clinical and public health laboratorians gathered at the Glacier Canyon Conference Center in Wisconsin Dells to attend the WCLN Workshop “ <i>Performing Quality Molecular and Emerging Technology Testing</i> ”. Technology for the microbiology laboratory is rapidly evolving. Microbiology laboratories are moving from	Complete

		dependence on culture for identification of pathogens to more rapid molecular and mass spectrometry assays. Guest speakers from laboratories that have embraced the new technology shared their expertise in the use of various molecular platforms with those who are still trying to incorporate the newer technologies into their test menu. Handouts to aid in choosing the best technology and to provide guidance in preparing a business plan were provided to all attendees. Validation and verification of molecular assays, preparing for a laboratory inspection of the molecular laboratory, and a review of the rapid molecular assays available for direct identification of pathogens from positive blood culture bottles rounded out the day's agenda. Laboratories also received their choice of 4 possible Clinical Laboratory Standards Institute (CLSI) molecular resource documents that were purchased for them. Funding for both the workshop and the documents was provided through an APHL CLIA Training grant.	
April 29 – 30, 2014	WI Safety Conference	Staff from the WisCon Onsite Safety and Health Consultation Program and the Bureau of Labor Statistics unit highlighted their programs at exhibits at the 2014 Wisconsin Safety Conference. This is the largest gathering of safety-related organizations and corporate safety staff in the state.	Complete
April 30, 2014	New Public Health Employee Orientation	WSLH Public Affairs Manager Jan Klawitter gave an overview talk about the WSLH to more than 20 new employees of local health departments and the WI Division of Public Health (WDPH). The orientation is given twice a year and sponsored by the WDPH.	Complete
April 30, 2014	Chemical Emergency Response	A 6-hour training course for HazMat responders focusing on on-site assessment and sample collection of unknown substances was delivered to responder teams from Appleton, Oshkosh and Green Bay. The course was developed by the WSLH, along with WI Emergency Management (WEM) and representatives from two state HazMat teams. The course was previously delivered at the WI Hazardous Materials Responders annual conference and to the La Crosse HazMat team. WEM has made the course mandatory training for all tier one and two HazMat teams in Wisconsin.	Complete

May 4 – 7, 2014	Clinical Laboratory Management Association KnowledgeLab conference	WSLH PT Coordinators Judy Nichols and Sandy Schleis met with current and potential customers at the WSLH PT exhibit at CLMA’s KnowledgeLab conference, one of the largest gatherings of clinical laboratory managers in the U.S.	Complete
May 13 – 15, 2014	WI Public Health Association/WI Association of Local Health Departments and Boards Annual Conference	WSLH Public Affairs Manager Jan Klawitter staffed the WSLH exhibit at the 2014 WPHA/WALHDAB annual conference. The focus of the WSLH exhibit this year was newborn screening.	Complete
May 20, 2014	Are You Ready for the Revised Total Coliform Rule?	Dr. Sharon C. Long serves on the Planning Committee. The TCR workshop involves local and national experts and will discuss the new Level 1 and Level 2 Assessment requirements under the RTCR. The target audience is Water Utility Quality Managers and Operators and Engineering Consultants. Attendance is limited to 35 individuals in person, with others attending by webinar.	Complete
May 6-8, 2014	National Training for Occupational Health & Safety Statistics	Bureau of Labor Statistics staff attended 3 days of trainings and workshops in Atlanta, GA, which included all state, regional, and national staff from Occupational Health and Safety Statistics. Wisconsin BLS staff Rebecca Adams, Amanda Conway, and Jameson Bair presented 2 of the 10 workshops available for attendees.	Complete
May 8, 2014	Awards at National Occupational Health & Safety training	Rebecca Adams received an award at the final plenary session for her significant contributions made as part of the National Survey of Occupational Injuries and Illnesses Processes Team. Jameson Bair also received an award for his participation in the National OIICS Coding Interpretations Committee.	Complete
May 13, 2014	Automated Test Orders/Results Interface (HL7)	WSLH’s first operational electronic test orders in and results out customer interface (HL7) was completed this month with UW-Madison’s University Health Services. Over the next several years additional customer interfaces are expected to become operational now that newer Laboratory Information Systems are in place and now that this first pilot project is complete. Such automated	Complete for UHS, Ongoing for others

		interfaces help reduce data entry error rates and decrease time to results.	
May 29, 2014	Wisconsin Indianhead Technical College	Diane Kalscheur presented to a class at the Wisconsin Indianhead Technical College in Barron, WI on May 29, 2014. The class title was "Medicolegal Aspects of Death Investigations" and the audience was comprised of various coroners and medical examiners from five surrounding counties. Diane's presentation discussed the WSLH's role in coroner and medical examiner cases.	Complete

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 17th, 2014

**Report to the
Wisconsin State Laboratory of Hygiene Board
Water Systems Tests by the WSLH
For the period April 1 – May 31, 2014**

Number of systems on a boil water notice	22
Number of water systems tested	2864
Percent of systems on a boil water notice	0.8%
Number of boil water notices for <u>municipal community water</u> systems.	0
Number of boil water notices for <u>other than a municipal community water</u> system	0
Number of boil water notices for <u>non-transient, non-community</u> water systems.	0
Number of boil water notices for <u>transient water systems</u> .	22

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	1	0	0	0	0	0	0
Ashland	3	0	2	0	0	0	0	0
Barron	1	1	0	0	0	0	0	0
Bayfield	1	1	0	0	0	0	0	0
Brown	9	0	2	17	0	0	0	0
Buffalo	3	0	0	0	0	0	0	0
Burnett	0	0	1	0	0	0	0	0
Calumet	8	0	1	3	0	0	0	0
Chippewa	0	2	0	18	0	0	0	1
Clark	7	0	2	9	0	0	0	0
Columbia	10	2	6	16	0	0	0	0
Crawford	4	0	0	3	0	0	0	0
Dane	33	8	11	50	0	0	0	1
Dodge	16	2	3	8	0	0	0	0
Door	3	1	2	57	0	0	0	0
Douglas	0	0	0	0	0	0	0	0
Dunn	1	0	0	0	0	0	0	0
Eau Claire	0	0	1	0	0	0	0	0
Florence	1	0	1	1	0	0	0	0
Fond Du Lac	8	2	2	9	0	0	0	0
Forest	3	0	0	0	0	0	0	0
Grant	13	2	1	11	0	0	0	0
Green	7	0	4	5	0	0	0	0
Green Lake	5	1	1	2	0	0	0	1
Iowa	8	1	2	12	0	0	0	0
Iron	5	0	0	2	0	0	0	0
Jackson	2	0	1	2	0	0	0	0
Jefferson	6	4	5	24	0	0	0	0
Juneau	10	1	0	3	0	0	0	0
Kenosha	0	5	9	0	0	0	0	0
Kewaunee	3	0	2	3	0	0	0	0
La Crosse	0	2	0	1	0	0	0	0
Lafayette	6	0	0	2	0	0	0	0
Langlade	1	0	3	0	0	0	0	0
Lincoln	3	0	0	0	0	0	0	0
Manitowoc	6	2	4	20	0	0	0	0
Marathon	3	1	3	0	0	0	0	0
Marinette	6	1	0	11	0	0	0	0
Marquette	1	0	2	12	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	2	1	6	0	0	0	1
Monroe	6	2	1	8	0	0	0	0
Oconto	5	0	2	11	0	0	0	0
Oneida	1	3	0	0	0	0	0	0
Outagamie	9	0	0	7	0	0	0	0
Ozaukee	2	5	7	36	0	0	0	0
Pepin	0	0	0	0	0	0	0	0
Pierce	2	1	2	0	0	0	0	0
Polk	1	0	0	0	0	0	0	0
Portage	4	0	4	0	0	0	0	0
Price	3	0	0	0	0	0	0	0
Racine	1	1	8	26	0	0	0	0
Richland	6	0	1	5	0	0	0	0
Rock	7	4	7	41	0	0	0	1
Rusk	2	0	0	1	0	0	0	0
Sauk	10	2	4	7	0	0	0	1
Sawyer	2	0	0	0	0	0	0	0
Shawano	9	0	0	10	0	0	0	0
Sheboygan	8	0	2	5	0	0	0	0
St. Croix	2	2	0	4	0	0	0	0
Taylor	2	0	1	0	0	0	0	0
Trempealeau	6	2	0	1	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	0	0	0	0	0	0	0
Vilas	3	3	1	0	0	0	0	0
Walworth	2	2	2	7	0	0	0	0
Washburn	1	1	1	0	0	0	0	0
Washington	1	4	2	2	0	0	0	0
Waukesha	4	5	9	21	0	0	0	0
Waupaca	7	0	3	0	0	0	0	0
Waushara	4	1	0	11	0	0	0	0
Winnebago	4	1	1	0	0	0	0	0
Wood	5	4	1	0	0	0	0	0

April 2014

Report on Public Water System Testing

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

OC is other than municipal community water system which means a community water system that is not a municipal water system. Examples of other than municipal community water systems include but are not limited to those serving mobile home parks, apartments and condominiums.

NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	4	0	0	1	0	0	0	0
Ashland	3	0	0	3	0	0	0	0
Barron	2	0	1	31	0	0	0	0
Bayfield	1	1	1	0	0	0	0	0
Brown	9	0	4	8	0	0	0	2
Buffalo	3	0	2	1	0	0	0	0
Burnett	0	0	1	82	0	0	0	1
Calumet	8	1	0	5	0	0	0	0
Chippewa	1	3	1	40	0	0	0	1
Clark	7	1	0	20	0	0	0	0
Columbia	10	2	1	24	0	0	0	0
Crawford	6	1	0	23	0	0	0	0
Dane	33	7	6	41	0	0	0	0
Dodge	16	3	12	31	0	0	0	0
Door	3	0	3	80	0	0	0	0
Douglas	0	0	1	11	0	0	0	0
Dunn	1	1	0	0	0	0	0	0
Eau Claire	0	2	1	0	0	0	0	0
Florence	1	0	0	13	0	0	0	0
Fond Du Lac	8	1	4	11	0	0	0	0
Forest	3	0	0	5	0	0	0	0
Grant	13	3	1	26	0	0	0	0
Green	7	0	1	10	0	0	0	0
Green Lake	5	0	3	20	0	0	0	0
Iowa	8	0	2	31	0	0	0	1
Iron	5	0	0	13	0	0	0	0
Jackson	3	0	2	2	0	0	0	0
Jefferson	6	7	6	31	0	0	0	1
Juneau	10	1	0	11	0	0	0	1
Kenosha	0	9	6	12	0	0	0	0
Kewaunee	3	1	3	10	0	0	0	0
La Crosse	0	3	1	2	0	0	0	0
Lafayette	6	0	0	8	0	0	0	1
Langlade	1	0	0	10	0	0	0	0
Lincoln	3	0	0	2	0	0	0	0
Manitowoc	6	2	4	26	0	0	0	1
Marathon	3	0	2	0	0	0	0	0
Marinette	7	1	0	61	0	0	0	0
Marquette	1	2	4	36	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	1	2	9	0	0	0	0
Monroe	6	3	1	29	0	0	0	0
Oconto	5	1	1	44	0	0	0	0
Oneida	1	3	0	3	0	0	0	0
Outagamie	9	0	0	21	0	0	0	0
Ozaukee	1	7	18	37	0	0	0	3
Pepin	0	1	1	3	0	0	0	0
Pierce	2	0	1	57	0	0	0	0
Polk	1	0	0	33	0	0	0	0
Portage	4	1	3	2	0	0	0	0
Price	3	0	0	5	0	0	0	0
Racine	1	4	6	29	0	0	0	0
Richland	6	0	1	5	0	0	0	0
Rock	7	8	4	54	0	0	0	1
Rusk	2	0	0	1	0	0	0	0
Sauk	10	2	3	12	0	0	0	1
Sawyer	2	0	0	0	0	0	0	0
Shawano	9	1	1	22	0	0	0	1
Sheboygan	8	0	0	0	0	0	0	0
St. Croix	2	2	3	31	0	0	0	1
Taylor	1	0	0	4	0	0	0	0
Trempealeau	7	1	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	1	0	5	0	0	0	0
Vilas	3	1	0	20	0	0	0	0
Walworth	2	1	2	3	0	0	0	0
Washburn	1	1	1	0	0	0	0	0
Washington	1	6	5	2	0	0	0	0
Waukesha	5	5	14	7	0	0	0	0
Waupaca	7	0	2	8	0	0	0	0
Waushara	4	0	1	44	0	0	0	0
Winnebago	4	0	0	0	0	0	0	0
Wood	5	1	5	1	0	0	0	0

May 2014

Report on Public Water System Testing

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

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NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.