

- **Board of Directors**  
***Asset, Real Estate and Infrastructure Policy Committee***

February 11, 2003 Board Meeting

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**8-5**

**Subject**

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Authorize \$1.175 million to upgrade Metropolitan's Water Quality Laboratory Information Management System (Approp. 15406)

**Description**

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This letter requests appropriation of budgeted funds in the amount of \$1.175 million for the upgrade of Metropolitan's Laboratory Information Management System (LIMS).

The LIMS software package is ten years old and contains a large database in which all of Metropolitan's Water Quality compliance data reside. This database is the primary repository accepted by the California Department of Health Services as the data-of-record for Metropolitan's mandatory compliance monitoring. LIMS is used for scheduling water sampling, managing laboratory workflow, and for documenting quality assurance and regulatory compliance. Under California regulatory requirements, CDHS certifies that the Metropolitan water quality and treatment plant laboratories are accredited and qualified to perform mandatory compliance monitoring and analysis (Title 22, Division 4, Chapter 19 of the California Code of Regulations).

Funds for this project are included in the Capital Investment Plan for fiscal year 2002/2003. The CIP Evaluation Team recommended approval of this project as part of their CIP review process. Additionally, the scope of this project was reviewed by the Information Technology strategic planning consultant and is included in Metropolitan's IT Strategic Plan.

Although functional, the current software is no longer supported by the vendor and cannot be upgraded. Acquisition of a new LIMS system will provide the following benefits to Metropolitan:

- Enable Metropolitan to meet increasing requirements for quality assurance and control processes, documentation and record keeping, analytical audit trails, and information security as part of the accreditation program. Many of these functions are currently performed manually and cannot be automated with the existing system. These requirements include thorough documentation of quality assurance data, records relating to sample analysis, and corrective actions taken in response to quality assurance findings.
- Enable Metropolitan to meet the United States Environmental Protection Agency's Good Automated Laboratory Practices (GALP) guidelines. The purpose of GALP is to ensure that all LIMS data used by Environmental Protection Agency are reliable and credible. Applying these goals to Metropolitan's LIMS analytical data management system improves the quality and integrity of the data. The existing LIMS cannot fully support GALP guidelines.
- Enable Metropolitan to comply with the new National Environmental Laboratory Accreditation Conference (NELAC) regulations, should this be required. CDHS maintains dual accreditation capability with the Environmental Laboratory Accreditation Program (ELAP), through which Metropolitan's laboratories are currently accredited, and the recently enacted NELAC program. The accreditation programs are changing, with the ELAP program being strengthened through adoption of requirements similar to NELAC. It is likely that this dual program will not be continued indefinitely. NELAC requires substantially more documentation, analytical audit trail information, and quality assurance data. The existing LIMS would not be able to fully support NELAC requirements.

- Improve Metropolitan's ability to respond in emergencies through rapid access to data, secure sample handling with improved chain of custody procedures, and improved security of the water quality database itself.

A detailed financial statement is included as [Attachment 1](#).

## Policy

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Metropolitan Water District Administrative Code § 5108: Capital Project Appropriation

## California Environmental Quality Act (CEQA)

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CEQA determination for Staff Recommendation:

The proposed action is categorically exempt under the provisions of CEQA. The proposed action involves the funding and minor modifications/upgrades to computer equipment and software associated with existing public facilities with no expansion of use and no possibility of significantly impacting the physical environment. In addition, the proposed action will consist of basic data collection and resource evaluation activities, which does not result in a serious or major disturbance to an environmental resource. This may be strictly for information gathering purposes, or as part of a study leading to an action, which a public agency has not yet approved, adopted, or funded. As such, the proposed action qualifies for both Class 1 and Class 6 Categorical Exemptions (Sections 15301 and 15306 of the State CEQA Guidelines).

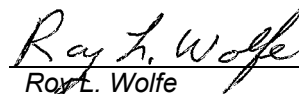
The CEQA determination is: Determine that pursuant to CEQA, the proposed action qualifies for both Class 1 and Class 6 Categorical Exemptions (Sections 15301 and 15306 of the State CEQA Guidelines).

## Staff Recommendation

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Adopt the CEQA determination and authorize \$1.175 million to replace and upgrade Metropolitan's Laboratory Information Management System.

**Fiscal Impact:** \$1.175 million of budgeted capital expenditures under Approp. 15406



Ray L. Wolfe  
Manager, Corporate Resources

1/9/2003

Date



Ronald R. Gastelum  
Chief Executive Officer

1/20/2003

Date

## [Attachment 1 – Financial Statement for Metropolitan's Laboratory Information Management System](#)

BLA #1803

**Financial Statement for Metropolitan’s Laboratory Information Management System**

A breakdown of Board Action No. 1 for Appropriation No 15406 to upgrade Metropolitan’s Laboratory Information Management System is as follows:

**Board Action  
(February 2003)**

Labor	\$514,000
Materials and Supplies	\$398,000
Incidental Expenses	\$ 16,000
Professional/Technical Services	\$140,000
Remaining Budget	<u>\$107,000</u>
<b>Total</b>	<b>\$1,175,000</b>

**Funding Request**

<b>Program Name:</b>	Laboratory Information Management System Upgrade		
<b>Source of Funds:</b>	Pay-As-You-Go		
<b>Appropriation No.:</b>	15406	<b>Board Action No.:</b>	1
<b>Requested Amount:</b>	\$1,175,000	<b>Capital Program No.:</b>	00109-W
<b>Total Appropriated Amount:</b>	\$1,175,000	<b>Capital Program Page No.:</b>	E-46
<b>Total Program Estimate:</b>	\$1,175,000	<b>Program Goal:</b>	Regulatory-Water Quality