

# Stephen Arms

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## **Professional experience**

4/97 to present Florida Department of Health Jacksonville, FL

### **Environmental Laboratory Certification Program Administrator**

Responsible for oversight of the program's quality system and day-to-day operations, maintaining recognition as a National Environmental Laboratory Accreditation Program (NELAP) Accreditation Body. Developed and manage six contracts for provision of on-site assessment services. Supervise staff assessors and in-house staff coordinator. Recommend office equipment, supplies and software acquisitions, conducting purchasing activities. Central point of contact for information, interpretations, and decision-making in all areas of certification. Conduct rule making activities as needed, following the procedures specified in statute. Interact with legal counsel as necessary in regulatory and enforcement actions. Responsible for the program's records maintenance. Work closely with the Florida Department of Environmental Protection to help ensure that programmatic needs are being met by having competent certified laboratories perform the testing upon which environmental decisions are made in Florida.

### **National Environmental Laboratory Accreditation Program (NELAP)**

Active in the development and implementation of NELAP and currently serve on the NELAC Institute (TNI) Board of Directors' Executive Committee as Past Chair and as Chair of the Advocacy and Nominating Committees. Past offices and committee service include the National Environmental Laboratory Accreditation Conference (NELAC) Standards Review Committee Chair, NELAC National Database Committee, the Institute for National Environmental Laboratory Accreditation (INELA) Board of Directors, INELA Small Organizations Committee, INELA and TNI Accreditation Body Expert Committee.

4/90 to 4/97 Florida Department of Health Jacksonville, FL

### **Environmental Chemistry Program Administrator**

Managed the overall operation of the Environmental Chemistry Program, including the Inorganic Chemistry Unit, the Organic Chemistry Unit, the GC/MS Unit, the Methods Development/HPLC Unit, the Petroleum Hydrocarbons/Methods Implementation Unit, and the QA/Sample Processing Unit. Planned, coordinated, and evaluated sampling and analysis activities for response to public health concerns requiring environmental assessment. Monitored and managed workload distribution to assure timely completion of analyses. Performed personnel supervision functions. Assisted in budget and contract development and management, including acquisition of major capital equipment. Acted as information resource to both internal and external inquiries regarding scientific, technical, and operational topics. Administered and maintained the program's Laboratory Information Management System (LIMS), providing training, troubleshooting, programming and upgrades as necessary.

7/85 to 4/90 Florida Department of Health Jacksonville, FL

**Gas Chromatography/Mass Spectrometry Unit Supervisor**

Provided for the daily operations of the unit, ensuring that drinking water and environmental samples were analyzed for volatile and semi-volatile organic contaminants by prescribed protocols. Directed the unit's current and future analytical needs, maintaining the supplies necessary to meet this goal as well as items needed for sampling activities. Ensured that four GC/Mass Spectrometers were properly configured and maintained to continually support laboratory activities. Supervised five employees. Performed personnel functions, which included hiring, work assignments, performance evaluations, leave approval, and disciplinary actions. In addition to unit supervisory duties, maintained the program's LIMS, organic solvent supply, and the reverse osmosis deionized water system. Responsible for disposal of the Central Laboratory's liquid hazardous waste.

11/83 to 7/85 Florida Department of Health Jacksonville, FL

**Analytical Chemist (environmental)**

Responsible for installing and validating EPA method 625, including sample preparation and GC/MS analysis. Performed analyses on drinking water and tissues samples using GC, HPLC and AA instrumental techniques to determine various organic and inorganic contaminants. Began development of the direct injection method of carbamate pesticide analysis by HPLC.

1/81 to 7/84 (overlaps) Florida Department of Health Jacksonville, FL

**Analytical Chemist (clinical)**

Conducted various manual and automated tests for cardiovascular screening, diabetes and maternity monitoring. Participated in methods development. Performed tests using radioimmunoassay to detect inborn metabolic errors in newborns.

5/78 to 1/81 Life Sciences, Inc. St. Petersburg, FL

**Technician**

Maintained a colony of athymic "nude" mice for use in cancer research. Performed tissue culture work important in monitoring laboratory animals for contamination and or for phenotype.

**Licensure**

1981 to present

**Florida Clinical Laboratory Technologist**

**Education**

1976 University of Florida Gainesville, FL

**B.S. Chemistry**

- With Honors