

Summary of Advocacy Committee Meeting
March 6, 2014

1. Call to order

Steve Arms called the meeting to order at 12 Noon CST, March 6, 2014. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the February 6, 2014, meeting were reviewed. Elizabeth Turner moved approval, and Stephanie Drier seconded. All present voted in favor.

3. Newsletter Update

Stephanie Drier, newsletter editor, reported that she had received the majority of the articles for this edition. She will send the articles on to Jerry. Also, there have been comments about the need for a pdf version of the newsletter for the website. Jerry will put this on Jan Wlodarski's "to do" list.

4. Future Planning Project

Steve Arms noted that he did not receive any additional comments for this project after the last meeting, so Steve, Lynn Bradley and Carol met and developed a letter to states with the final topics list, and an interview script. Carol gave an outline of the process which includes 1) mailing a letter to the non-NELAP states requesting their input on the future of environmental laboratory accreditation, 2) following up with an email to schedule a phone interview, 3) conducting phone interviews, 4) holding webinars for additional stakeholders in May and June, and 5) holding a face to face meeting with all stakeholders at the summer meeting.

5. Laboratory Practices Handbook

Steve and Carol reviewed the goals of the Advocacy Committee's project to revise EPA's 1979 HANDBOOK FOR ANALYTICAL QUALITY CONTROL IN WATER AND WASTEWATER LABORATORIES into a "Handbook on Good Practices for Environmental Laboratories". The committee's goal for this handbook is to provide useful information on the establishment of continuing programs to insure the reliability and validity of analytical laboratory and field data gathered in environmental control activities.

The Advocacy Committee agreed on the chapter headings and editors listed below. First steps will include reviewing the existing manual to determine if significant changes are needed.

- INTRODUCTION History of Environmental Laboratories (where we've been, where we are going?) Editor: Jerry Parr
- IMPORTANCE OF QUALITY CONTROL (how to implement in your lab, other references, Standard Methods, ASTM, etc., additional training opportunities) Editor: Steve Arms
- LABORATORY SERVICES Editor: Jerry Parr
- SAMPLE HANDLING AND PREPARATION Editor needed
- INSTRUMENT SELECTION Editors: Michael Wichman and Janice Willey
- GLASSWARE Editor: Sharon Mertens
- REAGENTS, SOLVENTS, AND GASES Editor: Sharon Mertens
- QUALITY CONTROL FOR ANALYTICAL PERFORMANCE Editors: Paula Hogg and Aurora Shields)
- DATA HANDLING AND REPORTING (INCLUDING STATISTICS) Editor: Jerry Parr
- SPECIAL REQUIREMENTS FOR TRACE ORGANIC ANALYSIS Editor: Steve Arms
- SKILLS AND TRAINING Editor: Elizabeth Turner
- SAMPLE COLLECTION Editor: Elizabeth Turner
- MICROBIOLOGY Editor needed
- LABORATORY SAFETY Editor: Sharon Mertens
- WASTE MANAGEMENT Editor: Elizabeth Turner
- AQUATIC BIOLOGY Elizabeth Turner and staff will review.
- Glossary (All)

Carol will edit the abstract from the original document.

Note: Following the meeting, a newsletter article was prepared soliciting volunteers from the general TNI membership to assist with this effort.

6. Next meeting

The next meeting will be April 3, 2014, at 12 Noon Central time. See Attachment 2 for pending items.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	AB	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	AB	Present
5.	Judy Duncan	Other	Absent
6.	Kenneth Jackson	Other	Absent
7.	Martina McGarvey	AB	Present
8.	Zonetta English	Lab	Absent
9.	Paula Hogg	Lab	Present
10.	Marlene Moore	Other and NEFAP	Absent
11.	Elizabeth Turner	Small Lab Advocate	Present
12.	Gary Ward	AB	Absent
13.	Michael Wichman	Lab	Present
14.	Janice Willey	Federal	Present
	Associate Members		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent
	Keith Chapman	Other	Absent
	Karna Holquist	AB	Present
	Sharon Mertens	TNI Board Chair	Present
	Staff		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present

Attachment 2

Item	Status	Assigned to	Due Date
Small Lab Position Paper	Approved by TNI Board	Carol	
Prioritize future position papers	Agenda for next meeting	Committee	
PT position paper	Pending with Advocacy Comm.		
QS position paper	Pending		
FEM/ELAB response letter: Future Planning for National Accreditation	Letters sent to non-NELAP states for input. Interviews pending.	Carol, Jerry and Committee	DC summer meeting
Good practices handbook: Assign chapters for review/revision	Chapter assigned 3-6-14	Committee	
Follow up on Benefits Panel, webinars? Newsletter articles?	Newsletter article assigned	Committee	
Small Lab Handbook revisions	In progress	Carol	
Newsletter assignments	Sent to editor 2/10	Stephanie Drier, ed.	2/28/14