

Summary of Advocacy Committee Meeting
June 5, 2014

1. Call to order

Steve Arms called the meeting to order at 12 Noon CDT, June 5, 2014. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the May 1, 2014, meeting were reviewed. Michael Wichman moved approval, and Elizabeth Turner seconded. All present voted in favor.

3. WE&T articles for WEF

JoAnn Boyd provided an article for WE&T on TNI's efforts with FSMOs. Elizabeth suggested that an interview with an AB or an accredited organization would be a good addition to the article. Carol agreed to pursue an interview. She will coordinate with Elizabeth and JoAnn to revise the article and include an interview.

4. Laboratory Practices Handbook

Four of the chapter authors turned in chapter outlines prior to the meeting. There were no substantive comments and all agreed that authors should be advised to proceed. We will try to have all of the outlines turned in by the DC meeting.

4. Update on Future Planning Project

See attached proposal for next steps in Future Planning Project. The webinar for other stakeholders will be on Thursday, July 17 at 1:00 pm Central time. Steve will moderate and it was suggested that Sharon Mertens be asked to serve as co-moderator.

Some of the questions used in the non-NELAP states interviews will be used along with others to be developed. We can use the polling feature on the webinar software for short answer yes/no questions, and use the survey format at the end for text answers. The survey questions could also be posted on the website for those who want to respond later.

For workshops at the DC meeting, we will need a note taker and facilitator for each breakout session. We can have sign up for this at the next meeting. There will likely be four breakout sessions around the topics of resources, technical requirements, public outreach/information, and technical assistance.

5. Newsletter

Lynn Bradley reminded everyone that the article due date is June 15. Target publication date is July 5.

6. SLAG survey

Elizabeth Turner reported on the SLAG survey and indicated that they received 122 responses from 22 states. A number of the responses were similar to those from non-NELAP states in the future planning project. This information will be incorporated into the future planning project.

6. Next meeting

The next meeting would normally be July 3, 2014, but a number of people indicated they would be on vacation that day. The meeting was rescheduled for **Wednesday, July 2, 2014, at 12 Noon Central time.**

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	Absent
5.	Judy Duncan	Other	Absent
6.	Kenneth Jackson	Other	Absent
7.	Martina McGarvey	AB	Present
8.	Zonetta English	Lab	Present
9.	Paula Hogg	Lab	Absent
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	Present
	Keith Chapman	Other	Absent
	Karna Holquist	AB	Absent
	Sharon Mertens	TNI Board Chair	Absent
	Staff		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present

Proposal for Next Steps: The Future of Environmental Laboratory Accreditation

Interviews with non-NELAP State have been completed and summarized. The next step is to present the input from non-NELAP states and to gather input from other stakeholders on what they perceive as barriers to national accreditation.

Webinar: Hold one webinar during the week of July 14, possible on July 16 or 17. This webinar can be advertised in the newsletter and through an email blast. The purpose of the webinar is to present findings from non-NELAP states, and ask for input on the states' barriers as well as issues.

The following questions from the states interview script may be appropriate for the webinar:

- What do you think are the benefits and/or successes of NELAP accreditation? Do you see any benefits in a national accreditation program above the state by state programs?
- What do you see as areas for improvement in the current program? What assistance could TNI provide to help you?
- If the program were being designed today, how would it look given that EPA is not directing the program?
 - What critical elements would be important to you?
 - What changes do you think TNI should make to facilitate a true national accreditation program?
- Other?

Participants will be asked to submit input electronically.

Future of National Accreditation Workshop, Summer Meeting: The summer meeting workshop will focus on brainstorming solutions to issues identified by non-NELAP states and other stakeholders. The following is a suggested agenda:

- Re-cap of purpose and background of the project
- Summary of issues identified by non-NELAP states
- Summary of issues identified by other stakeholders
- Identification of key issues/barriers to national accreditation
- Breakout sessions on key issues/barriers for brainstorming solutions
- Report back to full group on breakout discussion

Will need volunteers from the Advocacy Committee to serve as note takers and facilitators for the breakout sessions.

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	Chapters assigned 3-6-14 Preliminary reports 5-1-14 Outlines due June 5	Committee and chapter editors	
Follow up on Benefits Panel, webinars? Newsletter articles?	Newsletter article assigned	Committee	
Small Lab Handbook revisions	In progress	Carol	
Newsletter assignments	Articles assigned 5-1-14	Lynn Bradley, editor	June 15