

## Conference Call Minutes

Date: July 3, 2008  
 Start Time: 12:00 PM Central Std Time  
 End Time: 01:55 PM Central Std Time  
 Telephone: 1-218-936-1600 (Midwest)  
 Access Code: 66198

#	LastName	FirstName	Stakeholder Group	Present	Term
1	Autry	Lara	Other	N	1
2	Coats	Kevin	Other	Y	2
3	Conlon	Pat	Other	Y	3
4	Craig	Carl	Other	Y	2
5	Finazzo	Barbara	Other	N	3
6	Moore	Marlene	Other	N	1
7	Duncan	Judy	AB	Y	1
8	Jackson	Kenneth	AB	Y	2
9	Shields	Aurora	AB	Y	3
10	Wyatt	Susan	AB	N	1
11	Eaton	Andy	Lab	Y	1
12	English	Zonetta	Lab	N	2
13	Perry	Michael	Lab	Y	3
14	Pletl	Jim	Lab	N	1
15	Ward	Gary	Lab	N	2
16	Wichman	Michael	Lab	Y	3
	Parr	Jerry	Manager	Y	
17	Small Lab Advocate				
			ASSOCIATE MEMBERS		
	McCracken	Kirstin	Lab	N	
	Morgan	Judy	Lab	N	

### 1. Workgroup updates.

- Ken, update tasked to speak with Greg Carroll and Michelle and sat in on PT sub committee. Regarding to # of PTs? Greg cannot speak on behalf of OW. Change is reg change. If clear case can be made, would consider it. Change could not be burdensome. Cannot backslide. Present results of TNI to management. Encouraging that they are open to the TNI recommendation.

PT subcommittee meeting, data from NJ is being used. Seems at least preliminary data shows in a compelling way that 2 vs 1 has difference in lab PT failure rates. Comparing labs in NJs that do 2 vs 1 PT. Many variables involved. PT committee is making progress. JP – One of the tests (average score) is perhaps not the correct parameter to be looking at.

Discussion about using PTs as routine samples. Also discussion regarding the

impact of producing the conclusion. Discussion about what states vs. labs would like (need). Do labs gain beneficial information from PTs? PTs are one element of a complete package.

- Discussion with Kevin C regarding DOD. Is TNI meeting the DOD needs? Jerry planned discussion with Ed Hartzog, and Jerry discussed the slide Ed had used in a conference indicating that DOD might be less enthusiastic in support of TNI than they had been in past. KC – states that the DOD document is linked to the 2003 standard and how does this linkage work when TNI upgrades standards.

The presentation slide 21 (DOD QSM version 4 referencing 2003 to avoid copy write issues). Are there issues? Is DOD losing interest? Less participation at meetings. KC to speak with Ed to see if there are any outstanding concerns. KC has been out of pocket but this does not indicate a lack of interest. Plan is to simplify version 4 and make agreement with 3<sup>rd</sup> party assessment body but does not believe there is any issue with the information within the std.

- PT air subcommittee is meeting for first call next week.

## 2. Benefits of accreditation

- We owe comments to Jerry on the “Benefits” document. Use this as a working session. Accreditation is in our everyday life. How do we weave this into use? Make 1<sup>st</sup> bullet 2 sentences. Discussion: Proposals:

“For the public, NELAP accreditation promotes confidence that environmental data used to make policy decisions to protect public health and the environment are produced by labs with demonstrated competence.”

“For data users, NELAP accreditation serves a consumer protection purpose. It provides assurance that the laboratory has been evaluated and has met accepted standards of competency established by and within the profession.”

“For the profession, NELAP accreditation advances the field by promoting accepted standards of practice and advocating rigorous adherence to these standards.”

“For government agencies, NELAP accreditation provides the basis to make a determination if environmental monitoring data are appropriate for intended use.”

“For the laboratory, NELAP accreditation promotes ongoing evaluation by external parties, demonstrates a commitment to continuous improvement, provides an effective mechanism for accountability and enhances its reputation.”

- FAQs: Should this be FAQs or statements? Change to “Benefits of NELAP Accreditation” with use of statements to introduce each section “NELAP Laboratory Accreditation”, “The Purpose of NELAP Accreditation”, etc.

Should we reformat this page completely to remove subject headers – AS - Yes. Do we need paragraph 1—JD - Yes. Discussion about organization. General benefits to accreditation, followed by specific benefits to the stakeholder groups. JP to take the input from group to reformat this and then get back to group. The group accepts Jerry’s offer to rewrite the document and bring back to the group.

- AS- make your reservations for the hotel and meeting in August. What are we going to be doing at the meeting in DC? We have a lot of work to do. Skip Aug 7<sup>th</sup> call. Face to Face in DC to continue discussion on this document. Scheduled meeting is Tuesday lunch. Can we add session for Monday afternoon? Benefits doc and strategic planning and newsletter on Monday 1:30-5PM. Closed meeting. Room = Olympic.

Strategic Planning Continues. We modified our goals in Sec 2.3 and 2.4. AS read the minutes that talked to proposed revision of Section 2.4. It is within our scope to revise the goal as proposed. JD – are we not a conduit to understand needs for new standards development? JP – we bring the information back for evaluation. JD – Advocacy is the clearinghouse for defining (and sometimes implementing) what needs to be done.

The supporting information seems aligned. Can we restate the goal in these terms as a goal? Sec 2.4 proposed language: **“Provide outreach to stakeholder groups ...JP”**

Are we now happy with the Objectives? JP – We need to elaborate upon internal piece of objectives to bring the information back to TNI for Goal 2.3. We also want to include the language to “Shepard” the recommendations through other TNI committees.

JP – List of other goals. How do we address these? Discussion on having Program Manager and meeting secretary. PM is the person who actually keeps the process moving forward. Recommendation to take the request to the board for PM or assistance. Jerry to take Objectives 1-4 to Board. Objectives 2-3, committee has been handling newsletter well – goals no longer applicable. Website looks great. We have one outstanding issue (support for committee) then we are done with Strategic Plan.

- Suggestion for DC meeting. Bulletin board to post copies of Newsletters.
- Forward suggestions for future meetings to Aurora.
- No call on Aug 7<sup>th</sup> in lieu of Meeting in DC.

- Adjourn 12:28 PM MDT

## **Attachment I – Strategic Planning (original)**

### **Goal 2.3: Promote the benefits of accreditation to states and laboratories, advocate for stronger support of accreditation from data users, and persuade data users to make accreditation mandatory**

Objective 2.3.1: By January 2008, the Advocacy Committee will establish a Speaker's Bureau and develop a plan for promoting laboratory accreditation at national and regional meetings.

- Continue current level of activity at regional and national meetings
- Develop a brochure
- Develop a cadre of trained speakers for conferences
- Produce and distribute a newsletter on a quarterly basis
- Develop a marketing piece for non-members
- Provide emails to members with updates and technical tips
- Gather success stories

Objective 2.3.2: By August 2008, the Advocacy Committee will publish a White Paper quantifying the benefits of laboratory accreditation.

Objective 2.3.3: By January 2009, the Advocacy Committee will develop a plan for Federal Agencies to require all environmental monitoring data from their contract laboratories be generated by NELAP-accredited laboratories.

### **Goal 2.4: Develop new accreditation standards that meet the needs of states and data users, while removing burdensome requirements for laboratories that are not essential for data quality**

#### **Proposed Changes: Goal 2.4:**

Objective 2.4.1: On a continuing basis, the Advocacy Committee will meet with EPA program offices (e.g., Air, Solid Waste, Wastewater), other federal agencies, state agencies, and other data users to understand their needs for reliable environmental data and work to ensure the TNI program meets the needs of all data users.

- Meet with the EPA Office of Water
- Set up a schedule to meet with EPA program offices
- Form a joint taskforce to identify and work together through the issues
- Improve relationships with EPA program offices.
- Solicit EPA feedback on the TNI program and standards.

Objective 2.4.2: On a continuing basis, the Advocacy Committee will meet with trade associations representing laboratories to understand their perspectives on laboratory accreditation and work to ensure the TNI program addresses their concerns.

- Hold focus group meetings with trade associations
- Share stakeholder feedback with other TNI programs.

