

Summary of Advocacy Committee Meeting  
May 1, 2014

1. Call to order

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

2. Approval of minutes

Minutes of the April 3, 2014, meeting were reviewed. Elizabeth Turner moved approval, and Janice Willey seconded. All present voted in favor.

3. WE&T articles for WEF

Elizabeth Turner reminded everyone that TNI committed to providing 2 articles per year on laboratory topics to WEF's WE&T Journal. An article is needed by June 2. After discussion, the committee agreed that an article on MDLs would be good later in the fall. Other topics mentioned were the He shortage and NEFAP. Elizabeth will pursue the He article. Carol will contact JoAnn Boyd to see if she can provide a NEFAP article. Steve suggested that we have a standing agenda item for article suggestions.

Note: JoAnn Boyd agreed to provide a NEFAP article by June 2.

4. Update on Future Planning Project

Carol reported that 38 non-NELAP state programs had been contacted. Twenty one states have been or are scheduled for interviews. Two states declined. There was no response from the others. Georgia was one of the states that did not respond. Members agreed that GA should be contacted again and Judy Morgan provided an alternate contact name. Carol will begin summarizing interview results so that we can factor that into the next steps. The next step is to plan webinars to get input from other stakeholders.

5. Newsletter

Jerry suggested that the target publication date for the next newsletter should be July 1, with the understanding that it won't actually go out until after July 4<sup>th</sup> for maximum readership. Lynn Bradley will be the editor and article due date is June 15.

<b>TNI Newsletter Assignments</b>		
<b>Due June 15 to Lynn Bradley, issue editor <a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a></b>		
<b>Publication date – July 1</b>		
Environmental Measurement Symposium	Jerry Parr and Lara Phelps	<a href="mailto:Jerry.parr@nelac-institute.org">Jerry.parr@nelac-institute.org</a> <a href="mailto:Phelps.lara@epa.gov">Phelps.lara@epa.gov</a>
Innovative Technology Showcase	Lara Phelps	<a href="mailto:Phelps.lara@epa.gov">Phelps.lara@epa.gov</a>

TNI Mentor Session and Assessment Forum	Judy Morgan	<a href="mailto:JMorgan@esclabsciences.com">JMorgan@esclabsciences.com</a>
Update on Standards Development activity	Ken Jackson	<a href="mailto:Ken.jackson@nelac-institute.org">Ken.jackson@nelac-institute.org</a>
Special session on future of national accreditation and update on future planning project, webinars, etc.	Steve Arms	<a href="mailto:steve.arms@flhealth.gov">steve.arms@flhealth.gov</a>
Website update	John Kuhn	<a href="mailto:Entropy33@comcast.net">Entropy33@comcast.net</a>
Member spotlight – Lessie Redican, AR DEQ	Stephanie Drier	<a href="mailto:stephanie.drier@state.mn.us">stephanie.drier@state.mn.us</a>
SLAG Survey	Elizabeth Turner	<a href="mailto:eturner@ntmwd.com">eturner@ntmwd.com</a>
Update on Non-Governmental Accreditation Bodies project	Carol	<a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>

## 6. Laboratory Practices Handbook

Members reviewed the preliminary comments submitted by the chapter editors for environmental laboratory good practices handbook. It had been suggested that all of the sample collection information be pulled from the individual chapters and be located in the Sample collection chapter. All agreed.

The Safety Chapter was discussed in light of Sharon’s suggestion that we consider deleting that chapter. Zonetta suggested using the 10 point safety plan that was presented at PittCon which includes the essential elements of a safety program and includes references. This approach will tell the lab how to write a safety plan, but will not dictate any specifics. Members agreed to proceed this way.

Editors will be asked to have their chapter outlines submitted by the next meeting.

## 6. Next meeting

The next meeting will be June 5, 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	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	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
	<b>Associate Members</b>		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Present
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent
	Keith Chapman	Other	Present
	Karna Holquist	AB	Present
	Sharon Mertens	TNI Board Chair	Absent
	<b>Staff</b>		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present

Attachment 2

<b>Item</b>	<b>Status</b>	<b>Assigned to</b>	<b>Due Date</b>
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