

TNI Board of Directors Meeting Summary

August 15, 2008

1. Roll Call

Judy Duncan called the TNI Board and Committee Chairs meeting to order in Washington, DC, on Friday, August 15, 2008, at 12 Noon EDT.

| Directors | Present |
|----------------------|---------|
| Joe Aiello | No |
| Steve Arms | Yes |
| Judith Duncan | No |
| Jack Farrell | Yes |
| Ken Jackson | Yes |
| Tom McAninch | No |
| Sharon Mertens | Yes |
| Judy Morgan | No |
| Ken Olson | No |
| Aurora Shields | Yes |
| Matt Sica | Yes |
| Alfredo Sotomayor | Yes |
| Dave Speis | Yes |
| Curtis Wood | Yes |
| Bob Wyeth | No |
| Ex-Officio Directors | |
| Brooke Connor | Yes |
| Barbara Finazzo | Yes |
| George Detsis | Yes |
| Edward Hartzog | No |
| Staff | |
| Carol Batterton | Yes |
| William Daystrom | Yes |
| Jerry Parr | Yes |
| Ilona Taunton | Yes |
| Jane Wilson | Yes |
| Janice Wlodarski | No |

| Committee Chairs | Present |
|------------------|---------|
| Art Clark | Yes |
| Bob DiRienzo | Yes |
| Barbara Escobar | Yes |
| Dan Hickman | Yes |
| Marlene Moore | Yes |
| Maria Friedman | Yes |

2. Recap and Follow-Up Reports

Judy asked for the committee chairs to provide summaries of the activities in their committees during the conference.

Technical Assistance Committee: Barb Escobar reported that TAC had appointed 5 new members and has had additional volunteers. Can she add more members beyond 15 total? The Administrative SOP template developed by the TAC is ready for NELAP Board approval and posting for sale on the TNI website. The TAC also plans to put links to outside training opportunities on the TNI website. An RFP for a guidance document has been developed and will be posted soon. The guidance document will be used as a pilot project for web based training. Barb also reported that the assessment forum and the mentoring sessions went well at this week's meeting.

Future projects include development of regional training workshops on the new TNI standards using additional funding from EPA. The TAC will also be developing online training for new ABs. The mentoring session in Miami will include a session on the new Quality Systems standard and training for new AB applicants.

Conference Planning: Jerry Parr reported that planning was underway for an intense 3-day meeting in Miami. He reiterated that the fourth day would be all mentoring as Barb had described above. Friday of the conference week would be devoted to strategic planning for the TNI Board and Committee Chairs.

PT Expert Committee: Kirstin reported that the PT expert committee continued discussion on the issue of 1 vs. 2 PTs. They have data that needs to be put on the TNI website. A suggestion was made to put PT issues on the assessment forum in Miami.

PT Board: Ilona Taunton (reporting for Carl Kircher) stated that the evaluation of A2LA was continuing. The PT Board had a demonstration of the PT oversight database which is expected to go live in January 2009. A2LA has completed oversight evaluations of 6 of 8 PT providers. The PT Board solicited input from their audience about experimental PTs. They have formed a subcommittee to look at reducing the number of experimental PTs.

Website: Art Clark reported that the committee was working on a document to describe how to get material on the new website. There will be a form used to post upcoming training events which has to go to TAC for review before the event can be posted. The committee pages will include committee minutes, committee member's listings, and SOPs which the committee has approved, but have not been approved by the Policy Committee or TNI Board. Old material has been archived and is available on request.

Policy Committee: Alfredo Sotomayor reported that the Policy Committee had a joint meeting with the Website Committee to discuss a policy on document control. A draft policy should be available in about a month. The Policy Committee also discussed developing a format for the committees' annual report. A template will available soon.

Laboratory Accreditation Systems Committee: Ilona Taunton (reporting for June Flowers) reported that the Committee agreed to the January time frame for completion of the standards review. A table was developed to track all comments and concerns raised during the review process. The group is looking at an on-site meeting in September or expanding the teleconference schedule and using something like NetMeeting/WebEx so that computer screens can be shared. Concern was expressed during the meeting that incorrect PT standards may have been posted and the Committee realized that people were working off of four different versions of the standard. Ken Jackson will be looking into this and concerns about document control were passed on to Jerry Parr. The Assessment Forum addressed some of the questions included in the Request for Standards Interpretation forms. E-mails are going out to all who sent in a question to update them on the status of the process. The questions need to be forwarded to the Expert Committees or appropriate group for a final response.

Consensus Standards Development Board: Ken Jackson reported that a new expert committee, the Stationary Source Audit Sample Committee has been created with Maria Friedman as interim chair. Currently the proposed committee has a lack of balance according to the TNI policy, but it may not be critical for this particular committee. Maria and Jane Wilson will work on this issue. Ken also reported that some inconsistencies may have crept into the new PT modules during final editing. He

will be researching and correcting if needed. LASC members had a different version and they will be going forward with the version on the web. Ken suggested that in the future, we may want to add standards review as a final step before finalizing.

Quality Systems: Bob DiRienzo reported that the Quality Systems Committee had developed a NELAC QS checklist with TNI references. He would like to get it posted on the website.

Stationary Source Audit Sample: Maria Friedman reported that SSAS was working on their charter. They will review the PTPA module at their next conference call on August 25. This committee has to be finished by Sept. 2009 and proposes to have a working draft standard in Miami.

Field Activities: Marlene Moore reported that this committee will be reconsidering their policy for accreditation bodies in light of comments received at this meeting. Specifically, they will consider if the policy can apply to implementation of other standards than those adopted by TNI. Also, she is looking for an AB representative for the committee. The committee is considering options for a 3rd party AB for the FSMO standard.

Accreditation Body Committee: This committee has been discussing a process for how to recognize or accredit states that use the NELAC standards but are not TNI ABs. They will survey states to find out who is using the standards and to what extent. It was suggested that calling might be better. Survey may not get a good response.

NELAP Board: Dan Hickman reported that there were 7 potential new ABs. The AB renewals are going well. Certificates were issued July 1, 2008, to all current ABS so that no recognitions lapsed. The NELAP Board will be discussing how to cover the new AB evaluations. There may need to be a fee for this and also how to support the new national database. His goal for the NELAP Board is to implement the new TNI standard by July 2010. The NELAP Board will also be discussing issues related to secondary accreditation for various versions of SW-846.

Advocacy: Judy Duncan reported that the committee had developed the next newsletter content and assigned authors to papers. Michael Wichman will be editor and Pat Conlon will be back up and editor next time. The committee has drafted a "Benefits of NELAP Accreditation" paper and will be discussing further revisions. The role of the small lab advocate was discussed and a follow-up discussion will be held with Len Schantz to formalize his role. Sharon Mertens will make a presentation for TNI at WEFTEC in Chicago and Jerry will make a presentation at the Region 6 QA meeting in Dallas.

EPA DMRQA meeting: Jerry reported that EPA had indicated that they will waive participation in DMRQA studies for labs that have NELAP accreditation. OW plans to do a detailed comparison of the DW certification manual and the new TNI standard.

Jerry also announced that TNI had received supplemental funding from EPA for the cooperative agreement. This funding will be used to implement the new standards, determine the best options for an AB for the field activities standard, and to develop a methods compendium.

3. Other Business

Judy announced that Aurora will change employment as of September and this change will change her affiliation to "lab" as opposed to "state AB". Judy asked for the Board to confirm Aurora's continued participation on the Board with this change. Jack Farrell moved to accept and Dave Speis seconded. All present voted in favor. The meeting was adjourned.