

TNI Board of Directors Meeting Summary July 8, 2009

1. Roll Call and Approval of June Minutes

Directors	Present
Joe Aiello	
Aaren Alger	x
Steve Arms	x
Judith Duncan	x
Jack Farrell	x
Ken Jackson	x
Tom McAninch	x
Sharon Mertens	x
Judy Morgan	
Ken Olson	x
Aurora Shields	x
Matt Sica	
Alfredo Sotomayor	x
Dave Speis	x
Curtis Wood	
Bob Wyeth	x
Ex-Officio Directors	
Brenda Bettencourt	x
Brooke Connor	x
George Detsis	x
Edward Hartzog	x
Staff	
Carol Batterton	x
Jerry Parr	x
Ilona Taunton	x
Jane Wilson	x
Janice Wlodarski	x

Motion to Accept June 2009 Minutes with change to add Jack Farrell to Roll Call:

Motion: Dave Speis
Second: Brooke Conner
Approved

2. Financial Report

Financial report accepted as presented. Grant money is not included but we are very close to receiving it. Other avenues of income for the organization were discussed including a website where an organization can list itself for donations. Some IRS reporting needs to be completed before being able to utilize this site. Another idea was to look into foundations for support; this is on the to-do list.

3. NEFAP

The Field Activities Committee (FAC) prepared a comparison of AB Accreditation oversight options and then reviewed it for a vote regarding the direction the committee should take to build the program. A few sections of this document are highlighted to alert the TNI Board to some of the larger

issues the committee will be addressing. FAC is requesting the Board review this material provide comments on the plans that are underway.

In reviewing the comparison document, the following was observed:

1. ILAC – the international version is not an impact to TNI.
2. Between the TNI and NACLA programs, the vote was overwhelming positive to stay with TNI program administration.

The next topic discussed was budget and costs. We need to ask the NEFAP Board for cost projections and sources of revenue/fees to cover the cost of administering this program. Staff support will need to be provided in order to accomplish this task.

Question was raised regarding the number of organizations interested in becoming accredited?

Answer: Huge:

- This is a market-driven type need/desire
- Emphasize need for risk minimization standpoint
- Adds to credibility of data
- Organizations seek accreditation because business demand is there.

Motion to move forward with administering NEFAP as a TNI program:

Motion: Judy Duncan

Second: Aurora

Approved

Next Steps: Define the program more
Pull together budget/cost data
Report back to NEFAP that the Board is very happy with the effort that has been put into this project.

4. Implementation of New TNI Standards

As described in the Program Reports, progress is being made towards having the revised standards to the NELAP Board before San Antonio. However, time is of the essence and the Board should review the status of this effort and determine if any special measures are required.

The BOD was reassured that NELAP will be able to review and approve the standards before San Antonio. The schedule will be tight, and the LASC and CSDB also need to be able to review them but there are several calls scheduled for these purposes and more can be put in place if needed.

A discussion surrounding the sale of pdfs and clarification of single use vs. network/unlimited use copies ensued. Peter Veeck copyright rules may apply. Carol is meeting with the lawyer to find out.

5. Program Reports

See Attachment 2.

6. Next Meeting

August 14, 2009, 9:00 a.m., San Antonio

Attachment 1 Program Reports

July 7, 2009

Consensus Standards Development

- Quality Systems and Proficiency Testing committees are finalizing TIAs for committee voting and addition to the standards. PT was still working on the issue raised by Carl Kircher regarding CFR compliance.
- LASC review has confirmed that all editorial changes have been made to the standards, with the exception of one that resulted in a TIA instead of an editorial change.
- For San Antonio, Quality Systems, On Site Assessment and Accreditation Body committees will participate in the Tuesday afternoon session suggested by Jerry, during which they will update participants regarding their ongoing activities. It was suggested this session could also be used to obtain feedback regarding what kinds of guidance documents are deemed necessary for implementation of the new standards. Bob Wyeth will lead and coordinate the session. The session will be held during the first half of the afternoon, with the option of using the time after break if needed.
- The Board and expert committees are working on updating charters as needed.
- Voting on the SSAS voting draft standards concluded June 30. The SSAS committee is meeting weekly to review comments and prepare for San Antonio.
- Other Expert Committee are preparing for San Antonio sessions as well.
- Proficiency testing will have a report on PT frequency issue.

Next CSDB meeting is scheduled for July 9.

NELAP

- In the second round of renewals, the OR final report is in preparation. TX responded to their onsite report June 16. LADEQ's onsite is scheduled for the week of July 13. IL's onsite will be in the August/September timeframe.
- For the new AB applicants, VA responded to their technical review July 1, and the onsite will be scheduled for late September. The MN application is expected next month.
- Paul Ellingson, QAO, has forwarded his draft report on the first round of evaluations to Dan Hickman and Carol Batterton for review.
- Revisions to the Evaluation SOP to accommodate new applications have been circulated to the EPA regional evaluators for comment. Comments have been incorporated and the NELAP Board will hold a formal vote at their next meeting.
- Questions related to copyright issues and the new TNI standards are being developed for submission to TNI's copyright attorney. Carol will ask the attorney to do a presentation in San Antonio.
- The NELAP Board has re-visited the accreditation fee issue and will continue discussion on implementation in San Antonio.

Technical Assistance

- Jack Farrell has developed the Assessment Forum agenda and is holding conference calls to finalize. Four ILAC AB's will comprise a panel to discuss training activities to promote consistency, along with assessment reports and corrective action follow-up. Silky Labie is working on a session about what data users expect from the assessment process.
- TAC has formed a subcommittee to develop a guidance document for LOD/LOQ determination.
- Quality Assurance Manual Template:

A kick-off meeting is being planned in San Antonio for the people who have expressed interest or who have committed to work on this document.

Advocacy

- The Advocacy committee meeting scheduled for July 2 was cancelled.
- An update of Advocacy Committee activities is scheduled for Thursday at the San Antonio meeting.

Laboratory Accreditation System Committee

- The committee is continuing to work with CSDB, Expert Committees and the NELAP Board to work through the TNI Standard recommendation.
 - LASC has completed their review of the editorial changes. All needed changes have been made.
 - LASC is waiting for CSDB to provide a final copy of the standard that incorporates the TIAs. LASC will review the standard to confirm issues found during the previous review have been resolved by the TIAs.
 - LASC will be meeting Friday, 6-12-09, to discuss any recommended Policies and Guidance Documents. An action table will be provided to the NELAP Board for preparation of these items.
 - Next steps: After completion of the reviews above, the LASC will provide a copy of the final standard and a cover letter to the NELAP Board. The cover letter will include a statement regarding the status of the original recommendation.
- Standards Interpretation Request process:
 - Four requests were received in June. The Expert Committees and NELAP Board have been working on responses and Ilona will be working on a status update for the NELAP Board next week. There are responses that are ready to go out. Everything should be fairly close to current before the San Antonio meeting.

PT Board

- The A2LA Statement of Work has been reviewed and a recommendation has been finalized. This document will be distributed to Jerry Parr.
- The PT Board voted to close the assessment of A2LA. A formal letter is being sent to the TNI Board.
- The SOP for limit updates has been finalized and a copy will be sent to the Policy committee for review and finalization.

- Chemistry FoPT Subcommittee: They have started work on the DW Inorganics. They will proceed by compound class and work through the analytes unless the PT Board requests something different based on the PT Board's Experimental Analyte discussions.

Air and Emissions FoPT Subcommittee: Last month the chair recommended that this subcommittee be disbanded unless the SSAS Committee required their assistance or if there was a specific request to add Ambient Air PTs. The NELAP Board has expressed interest in continuing with this program and the PT Board has requested that this be put in writing.

National Database

- Dan Hickman is still working on getting the subcommittee full access to the database so that they can look for any final issues before the system gets tested.
- Dan has identified some very minor issues that need to be fixed before the database can be released.

NEFAP

- The Field Activities Committee (FAC) prepared a comparison of AB Accreditation oversight options and then reviewed it for a vote regarding the direction the committee should take to build the oversight program. A few sections of this document are highlighted to alert the TNI Board to some of the larger issues the committee will be addressing.
- The decision made by the FAC is to work within the TNI process to develop an accreditation oversight program (11 votes in favor, 1 Abstain, 1 No Vote.) Attachment 2 includes a summary of the process the committee will follow to develop this program. In addition, a next step needs to include meeting with the TNI Finance Committee to determine budget. Changes to the bylaws are also a concern.

Website

- Ready to work on national database when access is granted.
- Working to create a readily accessible location for significant documents.

Policy

- Meeting scheduled for July 10.
- Action Items from Miami Meeting and TNI Board Calls
 - Bylaws: The Policy committee will draft bylaws changes.
 - QA: Need to consider adding a function for QA feedback to the TNI Board on the activities of the NELAP Board. This function could mirror the old AARB with annual review and report.
 - TNI bylaws require each committee to submit an annual report. The Policy committee is working on an example to share. Committees will be required to review their old charters and submit new ones.

Finance

- A draft of the first quarter financial report was provided to the Board.

- TNI has been notified that the application for additional assistance (\$100,000 over 18 months) from has been accepted and should be awarded by July 8. Note: NSF will be receiving an additional \$50,000 to continue to support the consensus standards development effort and other tasks.
- The NSFTC grant will terminate on September 30, unless an extension is requested. David indicated about \$80K was remaining in this grant. Plans are to use the remaining funds to support travel of state officials to San Antonio in August and for Accreditation Body evaluations. David and Jerry are working on a budget to expend the remaining funds.

Environmental Measurement Symposium (NEMC plus TNI Forum in San Antonio)

- Registration has opened and we have over 200 registrations so far, including many first time attendees. This is about 20% above last year's pace. Many speakers have not yet registered. An email notice will be sent next week reminding everyone of the July 18 deadline.
- The detailed agenda for the TNI meeting is in Attachment 4. This agenda does not show side meetings which may include:
 - Meeting with NELAP Board to discuss reorganization
 - Meeting with delegation from South Korea
- 117 abstracts were submitted. All abstracts are now posted to the website for viewing. About 50% of the biographies have been received and these will also be available on the website. Most will be posted by this weekend.
- Papers are due July 21st and presentations will be due August 3, 2009. License and Copyright Agreement are being turned in. There has been an issue for some EPA employees about signing the agreement, but the NEMC Board will discuss this in their meeting on July 9th and a wording change will likely be made.
- Many presenters have requested to not submit a paper this year due mainly to time constraints in their schedules.

Membership

- Active Members: 618