

TNI Board of Directors Meeting Summary

August 13, 2010

1. Roll Call and Approval of July Minutes

Directors	Present
Joe Aiello	X
Aaren Alger	X
Steve Arms	√
Susan Boutros	√
Judith Duncan	√
Robert DiRienzo	X
Zonetta English	√
Jack Farrell	√
Ken Jackson	√
Sharon Mertens	X
Judy Morgan	√
Matt Sica	√
Alfredo Sotomayor	√
Dave Speis	√
Elizabeth Turner	√
Curtis Wood	√
Bob Wyeth	√
Ex-Officio Directors	
Brenda Bettencourt	√
Brooke Connor	√
George Detsis	X
Edward Hartzog	X
Staff	
Carol Batterton	√
Jerry Parr	√
Ilona Taunton	√
Jane Wilson	√
Janice Wlodarski	X
Lynn Bradley	√

Committee chairs present included:

Betsy Kent
Marlene Moore
June Flowers
Eric Smith
Art Clark
Kirstin McCracken
John Gumper

Approval of July 2010 Meeting Minutes:

Jack Farrell moved approval of the July 2010 minutes. Judy Duncan seconded. All members present voted in favor.

2. NEFAP SOPs

Alfredo emailed NEFAP SOPs for electronic voting on July 30. All NEFAP SOPs were approved by email vote. No further action needed at this time.

3. NEPTP Recommendation of A2LA as PTPA for SSASP

Need action on Eric Smith's recommendation. This item was combined with the report from PT Executive Committee. Note: A2LA was approved as an SSAS Provider Accreditor.

4. DC Meeting Special Updates

- TNI's progress towards EPA Concerns and other topics

Several TNI Board members met with EPA representatives to follow up on concerns expressed earlier this year in a letter from Mike Shapiro. Judy Duncan reported on corrective actions and EPA representatives seemed pleased with progress to date. The TNI Board will issue a letter in October formally advising Mike Shapiro of corrective actions. Jerry Parr and Steve Arms will offer to meet with RS&T directors to give a status report to that group as well.

- EPA OW *cryptosporium* program

This meeting was well attended by labs, PT providers, EPA staff, and AWWA staff. Issues discussed included the cost of PTs, determining where this program fits in the PT tables, and standard development needs. A work group will be established to address these issues. The first priority is PTs. There is not an equivalent state program so EPA will still have to run the accreditation program.

- Water Laboratory Alliance

Latisha Mapp and Pamela Bernard from EPA met with TNI members to discuss how the groups can work together. EPA would like to see more utility labs join the network along with additional commercial labs. They are interested in holding a training session at the Savannah meeting as well as providing additional newsletter articles. EPA has also developed a training module, and they would like TNI's help reviewing it.

They are looking for ways to reach out to labs possibly through the ABs and also to WEF and AWWA. They suggested that TNI reach out to ERLN in OSWER.

One difficult issue they are facing is funding for method development and validation. EPA is looking for help and suggestions in this area. The WLA is promoting lab and sampling accreditation.

- AB Task Force

The AB task force discussed the feasibility of forming an organization under the TNI umbrella that could provide services to ABs to assist them during budget deficit times. Different options were discussed for the model of this organization and services needed. The AB task force will be meeting with the NELAP ABs to get ideas for what services would be of the most benefit.

Judy Morgan's latest survey will be reviewed for input. The task force anticipates the first report to the board will be in November with a final report in Savannah.

- Quality Management Plan.

Jerry Parr, Ilona Taunton, Zonetta English and Carol Batterton met with Lynn Bradley to review the first rough draft of the TNI QMP. The review was high level to ensure that all essential elements were included. The goal is to have a first draft in October. A small group will review the first draft and then it will go out to committee chairs to review QA requirements for committees. Jerry recommended that the TNI Board review the draft after the committee chairs.

- Outreach to EPA Regions

Representatives attending from the EPA regions were invited to attend a meeting to review TNI accomplishments and plans for the future. Judy Duncan chaired this meeting and reported it was well received. She suggested that TNI consider having this as a routine meeting in the future, not just for EPA staff, but for anyone wants to catch up. The Advocacy Committee could take the lead on this.

- ELAB –ORCR meeting on SW-846

At the ELAB meeting, EPA's ORCR proposed an objective process to distinguish major and minor amendments of method versions. We will still need to have clear guidance to simplify accreditation. Minor amendments will just be shown as a date change on the method, with no letter change. There will also be a summary of the changes. If the technology changes, there will be a letter change on the method. When the new method comes out, the old method is considered "superseded".

- Enforcement session for ABs

About 25 ABs and others attended this session. Several ideas came out of this session: the definition of enforcement is too narrow. ABs are doing things to get compliance that fall outside of the traditional definition of enforcement. TNI should find a way for ABs to share rules and tools so that others can adopt them. We should also have some additional sessions on special topics related to enforcement.

5. Program Reports

- CSDP

Bob Wyeth reported that the Onsite Assessment Committee is now chaired by John Gumper and that the Quality Systems Committee is now chaired by Silky Labie. The expert committees are dealing with a number of TIAs and trying to get them done quickly for implementation. There are several issues that need discussion about whether change is editorial or whether a TIA is really required. Jane Wilson will work with Bob on those.

The new Onsite standard requires assessors to be trained and tested in each technical discipline they assess. Standard doesn't say what the course and test have to be, but the Onsite Committee has developed guidance and course content. This requirement will be difficult to implement in states with union employees. This issue needs to be added (updated?) on the standards implementation spreadsheet. The AB task force will look into this and see what options are available to assist ABs with complying with the new standard.

The PT Committee is exploring options for dealing with issues other than using TIAs. They are concerned about the very inconsistent PT programs among the ABs. The committee needs guidance about how to handle feedback from some ABs who have indicated they will not be following the new PT standard, but will be following their own program standards. The PT expert

committee does not want to do TIAs if the ABs are not going to follow the standard. The Board asked the NELAP AC to do an investigation into PT compliance among ABs.

- NEFAP

NEFAP is selecting and training evaluators for the first round of AB evaluations. Webinars will be used for training. They will start training soon for the FMSO's on compliance with the standard. They expect to begin accepting applications from ABs on Sept. 1, 2010.

- NELAP

- Accreditation Council

The NELAP AC announced recognition of MN as an accreditation body. New certificates were distributed to all ABs with revised recognition dates, so that the next round of renewals could be under the new standards.

There was considerable discussion about how (if) to move experimental analytes to the PT accreditation tables. Several options have been suggested and the AC will try to resolve this at their regular meeting on Monday. There are also currently comparing processes for complaints, internal audits, and refresher training.

- LASEC

The LAS EC plans to have the SIR web approval system for the ABs operational within a week. They are currently reviewing the quality systems checklist developed for the ABs to use with the new standard. They will also review the new evaluation SOP at their Aug. 24 meeting along with the AB evaluation checklist. The standards implementation checklist is up to date and nothing has fallen behind at this point.

- TAC

The mentor session and assessment forum both received positive feedback at this meeting. TAC will continue with the same format for the Savannah meeting. The training SOP and small labs handbook are in development. The TAC's immediate priority is planning the Mentor session and assessment forum for the Savannah meeting.

- CITF

The four CITF sub-committees presented their work to date at the assessment forum. They hope to have more information to present at Savannah. CITF will continue to use the assessment forum as a vehicle to present their work. CITF plans to ask for an extension of one year to their charter.

- NEPTP

Items discussed at the PT Executive Committee meeting included evaluation of the PTPA, and preparations for the cryptosporidium program. Members of the NELAP AC were also present at the meeting to discuss concerns with experimental PTs and how to incorporate experimentals into the PT tables. The DW FoPT tables have been forwarded to the NELAP AC for approval. The PT EC will be developing an FoPT management SOP which will include how to handle updates to the PT tables, how to add new PT, etc. The PT Expert Committee and the NELAP AC will be invited to comment of the SOP.

Eric recommended that A2LA be recognized as PTPA for the stationary source audit sample program. Ken Jackson moved and Dave Speis seconded. All voted in favor. Curtis Wood abstained.

- SSASP

The SSAS now has full complement of members, however an EPA member cannot participate until their rule is final. Following adoption of their rule, EPA will review the TNI standard for SSAS to make sure it is consistent with their rule. The SSAS program needs to develop a business plan by January. Current NSF support for this program will expire in January 2011.

- Admin and Support

- IT

An SOP is being developed for handling and updating method analyte codes. The accreditation database is almost ready to go.

- Advocacy

The Advocacy committee met with WEF, NACWA, and AWWA to review issues presented in 2008 and how TNI has addressed those issues. There was good dialog and the groups seemed to appreciate TNI's progress on their concerns. AWWA will have a meeting in November to re-evaluate their position.

Zonetta English suggested holding a summit with WEF, AWWA, and NACWA Lab Committees together to try to work for a consensus position. Zonetta may be able to sponsor the meeting at her lab. We may also need to talk to National Rural Water Association.

- Conference Planning

We will need to wait until we know about funding for NEMC before any significant action can be taken towards the 2011 Seattle meeting.

A draft schedule has been prepared for the winter meeting in Savannah. Special sessions may be needed for the AB task Force and the CITF to make presentations. WLA may want to have a technical session as well. NEFAP can be on separate days if needed to accommodate the schedule. We should consider having a lunch speaker, perhaps someone from the Savannah Historical Society. The boat cruise on Tuesday night will be free to TNI committee members.

- Policy

The complaint resolution policy has been approved and an outline for the complaint resolution SOP has been prepared. The committee hopes to complete it in mid-fall. The guidance SOP is ready to go to the TNI Board for approval.

6. Next meeting

The next meeting is Wednesday, September 8.