

TNI Board of Directors Meeting Agenda

January 12, 2011

1. Roll Call and Approval of December Minutes

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

Approve of minutes from December 8, 2010 meeting:

Minutes amended to show Elizabeth Turner as present.

Motion to approve minutes with change noted above: Judy Duncan

Second: Alfredo Sotomayor

Approved: Unanimous

2. Offer of Resignation from Alfredo Sotomayor

Alfredo has changed positions within the Wisconsin DNR and no longer works in the certification program office. Thus, his stakeholder representation has changed from AB to Other. In accordance with our Bylaws, Alfredo's position as a Director requires the Board to evaluate the impact of this change on balance. Before this change, the Board composition was:

- o 6 AB
- o 8 Laboratory
- o 3 Other (Excluding ex-officio members)

If Alfredo continues as a Director, the Board composition will be:

- o 5 AB
- o 8 Laboratory
- o 4 Other

Motion to not accept Alfredo Sotomayor's resignation, and to accept the change in his job assignment/affiliation in continuation of this current term: Jack Farrell

Second: Sharon

Approved: Unanimous

3. Recommendation for PTPA (Attachment 1)

Discussion regarding endorsement of ACLASS as a PTPA. 1) Database issue and 2) whether or not ACLASS is ready to become a PTPA – these are two separate issues. They would not be recommended if they could not meet the requirements of a PTPA – they do and they do have all the FOAs.

Concern was expressed about having two different databases and the question of what happens if one of the PTPAs decides not to continue. Other questions/comments included:

- If TNI insists on having one database, then TNI needs to manage it and we may not be equipped [personnel/financial] to do so.
- What if the PTPAs decide they want two databases instead of one? How do we manage the information? We have no recourse to insist on one database.
- Database issues cannot be held against either PTPA.

Everyone is working together on this issue and on the same page that the move to one database should happen. A2LA is putting together a proposal to make this move. A suggestion for the funding of one database is to split the cost between the two PTPAs.

The PTEC should be informed that is the wish of the TNI BOD that there be one database.

Ilona: Action item of the subcommittee: Statement of Work – do something with the database within the Statement of Work. This will provide more information for the Board to review and make a decision. Ilona will communicate to the committee that the Board is leaning towards wanting 1 database.

Motion to Accept ACLASS as a PTPA: Dave Speis

Second: Judy Morgan

Approved: Unanimous

Abstentions: Sue Boutrous

4. TNI Position Statements

Based on a recommendation from Lynn Bradley and subsequent discussion at today's Board meeting, the TNI BOD will begin to generate a set of "Core Values" or "Policies" or "Position Statements" that members of TNI can use during their outreach for TNI, so that anyone can go out

and speak for TNI using these Statements and be confident that they are portraying the organization properly.

They do not have to be generated by the same committee – any committee can draft a policy. We will need an SOP to manage the approval of these statements.

Example: “We believe in the quality systems approach.”

Jerry will include in this topic/exercise in the next strategic planning session. Judy Duncan – Advocacy Committee will start working on developing topical areas.

This topic will be a standing agenda item for future meetings/update.

5. Program Reports

See Attachment 2.

Attachment 1
Recommendation for PTPA

To: Steve Arms, Chair
TNI Board of Directors

From: Eric Smith, Chair TNI Proficiency Testing Executive Committee

January 7, 2011

The TNI PT Executive Committee has recently completed its assessment of the compliance of ANSI-ASQ National Accreditation Board/ACLASS with the applicable requirements for a PTPA as described in Volumes 3 and 4 of The NELAC Institute's (TNI's) Environmental Laboratory Sector Standards (2009), and with the corresponding Stationary Source Audit Sample Standards. At this time, the TNI PT Executive Committee recognizes that ANSI-ASQ National Accreditation Board/ACLASS meets the necessary requirements to become a PTPA. A surveillance audit is planned for one year after ACLASS has received TNI recognition as a PTPA and after it has accredited PT providers to the TNI Standards, for the purpose of evaluating the on-going monitoring of PT Providers and of assessing timeframes for the accreditation of PT Providers to the TNI Standards. The TNI PT Executive Committee officially recommends to the TNI Board of Directors that ANSI-ASQ National Accreditation Board/ACLASS be designated as an approved TNI PTPA for all the fields of accreditation requested on its application dated April 6, 2010.

Attachment 2 Program Reports

CONSENSUS STANDARDS DEVELOPMENT

- Next meeting is Thursday, January 13th. We will also have a working lunch meeting in Savannah on Feb 2nd.
- SSAS Committee finalized TIAs for the SSAS standards and updated versions have been posted on the TNI site. Also, proposal for TNI SSAS program was submitted for EPA review in December; EPA review is ongoing and response is expected by end of January regarding compliance with new EPA rule. Upon EPA acceptance, accreditation of providers can be finalized and SSAS program will be operational when two providers are accredited (requirement of EPA rule).
- Editorial updates to the FSMO standards were finalized and posted on the TNI website. There were edits that were discussed and committee-approved for the final versions, but were not incorporated during original editing process.
- Voting on Quality Systems Voting Draft Standards is open thru January 19th with comments to be discussed in Savannah. Lots of SIRs to process as well.
- Proficiency Testing continues to discuss approaches to incorporating changes proposed by Accreditation Council so that Working Draft Standard can be developed.
- Committees have been asked to review charters for 2011 updates.

NEFAP Executive Committee

- Two applications have been received and a third is expected by the 14th of January. Two of the evaluation teams are being formed and training will be provided in February/March. The training will be by Webinar.
- Evaluator travel expenses will be paid by the AB being evaluated.
- Standard's Interpretation Requests (SIRs):
 - The first SIR response has been posted to the website (SIR #1).
 - SIR #2 and #3 have been reviewed and will be voted on at the next NEFAP EC meeting.
 - The NEFAP SIR SOP has been completed and is now in review. It is expected to be finalized at the next meeting.
- NEFAP EC voting procedures are being updated. More flexibility will be given for electronic voting and the rules on motions will be updated similar to the recent NELAP AC Voting SOP.
- The AB Evaluation and sample FSMO checklists are now complete. These will be offered by request only and will only be distributed with proof of ownership of the ISO language.
- The committee is working on the agenda for Savannah. There will be some terrific presentations made on the need for accreditation and guidance on seeking accreditation.
- The NEFAP EC charter is being reviewed and updated.

Field Activities Expert Committee (FAC)

- The Standard has been updated to include the 15 changes that were approved that did not make it into the final version of the Standard. A non-ISO version has now been posted to the website. The ISO versions are also now available.
- Advocacy for NEFAP continues to be very active. There are already 5 presentations scheduled for the first 3 months of the New Year.
- The FAC charter is being reviewed and update.

NELAP

Accreditation Council

- The cycle of AB renewals has begun, with letters requesting renewal applications sent to Kansas, LA DHH and New Hampshire, and the teams approved for the next 3 evaluations coming up. Due to delays in finalizing teams, and thus in mailing the letters, as well as the intervening holiday and the timing of evaluator training, KS, LA DHH and NH have each been granted a 30 day extension for submitting their application materials, until about February 24, 2011.
- The SOP for voting is being updated to reflect processes for electronic voting on Standards Interpretation Requests, in cooperation with the Laboratory Accreditation Systems Executive Committee. The intent is that voting on SIRs will be electronically automated, except for those identified as "needing discussion" or in the case of a "veto" vote. The SIR SOP (of the LAS EC) will receive complementary modification, referencing the NELAP Voting SOP.
- A consensus opinion was reached, affirming that participation of any TNI member in teleconference calls will be considered for each individual meeting, according to the expected agenda for that meeting. Since Associate Members only apply to Expert Committees, participation of TNI members in the Council's meetings is not a "right" but may be allowed if requested in advance so that a separate "executive session" teleconference may be scheduled if confidential information needs to be discussed. Discussion about matters such as Evaluation Team renewal recommendations and issues about individual ABs or accredited labs needs to remain confidential; once a decision is reached by the AC, then the result can be announced openly. This discussion is prompting a review of the SOP for Committee Operations to clarify this policy for Executive Committees and other Boards of TNI.

Status of AB Payments

AB	Amount	Date
California	\$ 6,000	17-Jun
Florida	\$ 6,000	16-Aug
Kansas	\$ 6,000	16-Aug
Illinois	\$ 6,000	30-Oct
Louisiana DEQ		
Louisiana DHH	\$ 6,000	23-Jul
Minnesota	NA	
New Hampshire	\$ 6,000	20-Oct
New York		
New Jersey	\$ 6,000	17-Jun
Oregon	\$ 6,000	28-Jul
Pennsylvania	\$ 6,000	12-Oct
Texas	\$ 6,000	15-Aug

Utah	\$ 6,000	7-Jul
Virginia	\$ 6,000	14-Jun
Total	\$ 72,000	

Technical Assistance Committee

- The Quality Manual Template is being finalized. Jan received all but one final section two weeks ago for clean-up and formatting. The last section needs a little more review to determine how much of the information should be in the Calibration Section and how much should be in the detailed appendices. This will be completed by Wednesday, 1-12-11 and forwarded to Jan. Tools to assist in the Quality Manual preparation are being reviewed for posting on the website and will go up as they become available. There will be Quality Manual training on Wednesday afternoon in Savannah.
- The Handbook is being reviewed. The deadline for comments will be February and then updates will be made in March. It will then be ready for clean-up and publication in early spring.
- The Savannah schedule has been finalized:
 - Mentor Session: Report Management & Production of Reports for Assessor Reports; PT Reports
 - TNI's Educational Delivery System
 - TAC Committee Working Luncheon
 - o Consistency Improvement Task Force (Alfredo) and
 - o Flexible Approaches to Environmental Measurements (Lara Autry)
 - Training Course: New Quality Manual Template
- The committee is looking at new training ideas for regional meetings.
- 20 regional workshops have been completed. Upcoming regional workshops include:

Date/Location	Lead	Other Speakers	Lead organization
February 3, 2011: Savannah, GA	TBD		TNI
Tentative workshops for 2011:			
February 2011: Las Vegas, NV			
Spring 2011: Nashville, TN			
Spring 2011: Cincinnati, OH			
Spring 2011: Denver, CO			
Spring 2011: Des Moines, IA			

Laboratory Accreditation System Executive Committee

- Standards Interpretation Request (SIR) process:
 - 5 requests were received in December. Three questions were forwarded to Quality Systems and the other two were determined not to be SIRs. The inquirers were notified.
 - The SIR SOP was rewritten and has been reviewed by LAS EC and the NELAP AC. Voting procedures for the NELAP AC are being deleted and the new NELAP AC voting SOP will be referred to instead. This SOP will be forwarded to the Policy Committee for finalization.
 - Changes were made to the on-line AB SIR Voting System and an update to accept on-line voting as a final vote is being completed by the NELAP AC. The ABs have 4 voting options: Approve, Against (with comments), Veto (with comments) and Needs Discussion (with comments). Two-thirds of the AC need to approve a response and then it is e-mailed to anyone who has not yet voted. Two weeks are given to place a vote and then the SIR is finalized and posted to the website. There are a number of SIRs that will be going through this process on Thursday, so there should be some new SIRs posted on the website before

Savannah. SIRs that receive a negative, veto “Needs Discussion” vote are forwarded to the NELAP AC for a future meeting discussion.

- June and Ilona have completed the review of the old SIRs and most all have been posted to the voting site. There are a few left that Quality Systems is now reviewing.
- Reminders were distributed to the committees that have outstanding SIRs. Quality Systems completed 10 SIRs this month and they will be posted for voting on Thursday.
- The Provisional Recognition SOP has been reviewed by LAS EC and is now out for an e-mail vote. It will be passed on to the NELAP AC before the Savannah, GA meeting.
- The DRAFT Implementation Project Summary has received a number of updates. It is an “Easy Link” on the NELAP home page – “2009 TNI Standard Implementation Project”. A new update will be posted on Friday.

Consistency Improvement Task Force

- The CITF meets on Tuesday, January 11, to discuss their agenda for Savannah. They will be previewing task force work products developed to date and soliciting comments at the Savannah meeting.

Accreditation Body Assistance Task Force

- The AB task force reviewed survey results from the second AB survey. These results will be summarized and presented in Savannah along with recommendations for actions needed by TNI to support ABs.

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes and are now meeting every other week instead of every week.
 - The topic of meeting agendas came up. Many people would like to see agendas linked to the meeting announcements on the website so that they know to request addition to the meeting if there is a topic of interest.
- The Field PT Subcommittee is continuing to review the DRAFT FoPT table. It is anticipated that 2 of the PTs should be finalized by e-mail vote this month and a units issue will be discussed at their next meeting on February 8th.
- PTPA Assessments:
 - The PT Executive Committee has reviewed the ACLASS Evaluation report and is recommending them as a new PTPA. This information will be sent to the TNI Board of Directors on Monday (1/10/11) for approval. A Statement of Work will need to be prepared and agreed on between TNI and ACLASS.
- A subcommittee has been formed to recommend a solution to the PTPA database issue. They had their first meeting last week and are now collecting information to review.
- There are 4 new PT Executive Committee members being forwarded to the TNI Board for approval.

- The FoPT tables are undergoing their final revision before voting by the committee. Analytes that don't meet the 2003 NELAC Standard requirements will be left off the table. Once these tables are approved by the PT EC, they will be forwarded to the NELAP AC for approval.
- The PT EC would like to use the SIR process to also consider FoPT issues. This was discussed with the LAS EC and they have decided that FoPTs are not standards and should not use this process. Alternatives will be discussed at the next PT EC meeting.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee will begin developing a brochure to be used for outreach activities to other organizations and non-NELAP states.
- The Advocacy Committee will meet with representatives of APHL in Savannah to discuss accreditation of state environmental labs.
- Advocacy will also begin to put together justification for a national accreditation program that can be used with efforts to discuss accreditation with congressional representatives.
- Representatives from the Advocacy Committee will meet in Savannah with EPA staff from the Office of Pesticide Programs to discuss the feasibility of accreditation for labs that do efficacy testing of anti-microbials.
- Members of the Advocacy Committee are continuing outreach initiatives with AWWA, WEF and NACWA. AWWA is planning a series of webinars focused on laboratory quality systems.

Policy Committee

- Submitted in January in this month for review – Quality Manual, SIR SOP, NELAP AC Voting SOP, EDS SOP, etc. Ilona is working with William to see if these can be reviewed on-line similar to what is now down with the SIR process for the NEFAP AC. People's schedules have made it difficult to meet and the on-line process would help keep things moving along.

IT Committee and Website

- SOP on Method and Analyte Codes finalized and will be sent to Policy Committee for review.
- Merchant account process established for website credit card payments eliminating use of Paypal.

Conference Planning

Savannah

- Program details are being established. Registration is approaching 200.

NEMC

- Abstracts are starting to come in.
- General Session Chair responsibilities have been finalized and shared with the group. Sessions are coming together well and it looks like it will be great conference.

- The Exhibitor prospectus has been finalized and it is now being formatted into an NEMC brochure. It is expected to be up on the NEMC website before the end of the month. Exhibitor registration will also be open before the end of the month. Joel Holtz and Ilona will be coordinating the Exhibition this year.
- A training application is being developed and will be posted on the website by the end of the month. Training will be selected late March/early April.

FEM Cooperative Agreement

- The Environmental Measurement Methods Expert Committee has been formed, and has held its first conference call. This committee is charged with the development of measurement tools for LOD, LOQ, and calibration. The following 8 Committee members have been appointed:

Richard Burrows, Test America (Lab)
Brooke Connor, USGS (Other)
Dan Dickinson, NYSDOH (Accreditation Body)
Tim Fitzpatrick, Florida DEP (Lab)
Nancy Grams, Advanced Earth Technologists, Inc. (Other)
Anand Mudambi, USEPA (Other)
John Phillips, Ford Motor Co., (Other)
Lee Wolf, Columbia Analytical Services (Lab)

Richard Burrows was elected as Committee Chair. The Committee has undergone an orientation session, and has planned its agenda for a full-day session at the Savannah Forum.

- The Environmental Measurement Methods Steering Committee, which prepared the groundwork for the new Expert Committee, has now been dissolved.

Training

- The DRAFT TNI Training – Educational Delivery System SOP. The application and confidentiality statement are being finalized. The NEFAP AB Evaluator training will be the first training to use this new process. William is working on an update to the website to accommodate training.
- The training needs survey is in DRAFT and will be reviewed by TAC on Monday, 1/10/11. It will then be finalized and distributed. The preliminary results will be discussed at the Savannah meeting.
- Discussions with various TNI members who are involved in training are continuing.

Membership Report: December 2010

Active Members: 784