

TNI Board of Directors Meeting Summary March 9, 2011

1. Roll Call and Approval of January and February Minutes

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

Approval of January 2011 Minutes

Changes: None

Motioned/Seconded/Approved: Unanimous

Approval of February 2011 Minutes

Changes: Use version that Jerry has but didn't send around.

Motioned/Seconded/Approved: Unanimous

2. 2010 Financial Statement

The 2010 financial statement was provided to the Board in a separate email, along with summary version that should be considered for publication.

Publish 2010reportpublic.doc, either table or pie charts – or wait for IRS official report that gets published. (Jerry needs to pretty-up). Idea: include the data (\$ and/or %) with the charts.

3. 2011 Budget

The Finance Committee has endorsed the 2011 budget that was provided separately, and this document is presented to the Board for endorsement.

Approval to Accept 2011 Budget as Presented:

Motion To Accept: Dave Speis

Second: Sharon Mertens

Approved: Unanimous

Should we do some type of summary of the budget for public viewing? No. Info is available upon request but Jerry would still do some type of summary document to give out.

4. Educational Delivery System

A plan for partnering with trainers and regional laboratory associations has been developed and reviewed by the Finance Committee and by individuals that represent trainers. See Attachment 1. Three proposals for training have already been received under this plan and more are anticipated; see Attachment 2. The plan will be officially announced in late March once additional web tools are developed.

4. Program Reports

See Attachment 3

<p>preference) prior to course. Resent day before course.</p> <ul style="list-style-type: none"> - Trainer will provide TNI a sign-in sheet verifying attendance 	
<p>Webinar</p>	
<p>Training Host w/ TNI Assistance</p> <ul style="list-style-type: none"> - Outline, synopsis and final product reviewed by TNI. - TNI logo may be used on training material. - Course announcement posted on TNI website. - TNI will set-up webinar - including invitations and uploaded documents. Set-up is based on Webinar Application completed by trainer. - TNI will provide link to webcast training for hosts/trainers and provide one-on-one training on use of Webinar tools. - TNI will set-up e-mail reminders and after meeting thank-you based on Webinar Application. - TNI will provide assistance with webinar features and tools during actual training – 2 hours (needs established during sign-up). - TNI will provide PPT slides to train attendees on use of tools at training start-up. - TNI will provide on-line end of course survey. - TNI will provide trainer with results of end of course survey. - TNI will provide URL for attendees to sign-up for course. - TNI will collect course fees and payment will be sent to trainer on the 15th of the month. - TNI will e-mail a list of course registrations 1 week (or your preference) prior to course. Resent day before course. - Training certificates provided by TNI. 	<p>TNI Receives: \$250 set up fee per webinar plus 25%/attendee over 15</p>
<p>Training Host w/ Minimal TNI Assistance</p> <ul style="list-style-type: none"> - Outline, synopsis and final product reviewed by TNI. - TNI logo may be used on training material. - Course posted on TNI website. - TNI will provide link to webcast training for hosts/trainers and provide one-on-one training on use of Webinar tools. - TNI assists trainer in setting up Webinar – Trainer will upload documents, input information for invitations, reminders and thank-you (as needed). - TNI will provide ½ hour assistance with meeting start-up as needed. - TNI will provide PPT slides to train attendees on use of tools at training start-up. - TNI will provide on-line end of course survey. - TNI will provide trainer with results of end of course survey. - TNI will provide URL for attendees to sign-up for course. - TNI will collect course fees and payment will be sent to trainer on the 15th of the month. - TNI will e-mail a list of course registrations 1 week (or your preference) prior to course. Resent day before course. - Training certificates provided by TNI. 	<p>TNI Receives: \$125 set up fee per webinar plus 20%/attendee over 15</p>
<p>Webcast</p>	
<ul style="list-style-type: none"> - Record webinar. (There is also software available that can be used to prepare a webcast without a webinar. We are just starting to work with this – so training and availability still needs to be worked out.) 	<p>60% to Trainer 40% to TNI</p>

<ul style="list-style-type: none"> - TNI logo may be used on training material. - TNI will provide tools for trainer to edit Webinars if recording format allows edits. - TNI will upload webinar to TNI Website and post course. - TNI will collect course fees and payment will be sent to trainer by the 15th of each month. - TNI will provide on-line end of course survey. - TNI will provide trainer with results of end of course survey. - Price negotiable if trainer support offered to attendee after course is completed. - Training certificates provided by TNI. 	
Course Posting (Course given outside of TNI)	
<ul style="list-style-type: none"> - Review of outline and synopsis by TNI. - Post course with URL link on TNI website. 	\$150 for TNI Partner Members \$250 for Non-Partner Members
Additional Options	
Use of TNI logo on training materials: <ul style="list-style-type: none"> - Material that needs review. 	\$225
Other: Let us know what we can do to help.	To be determined.

B. Vendor Opportunities

Contact Jerry Parr (link) or Ilona Taunton (link).

Sponsorship	
Sponsorship of training course. <ul style="list-style-type: none"> - Company logo on title page and credit given at opening and closing of on-site, webinar or webcast events. - Link to website before webinar training starts. Attendees will see vendor website. - Vendor name provided in any marketing materials for training event. - Vendor may help in development of course materials. 	Pricing: Case by case basis.

C. Regional Meeting Opportunities

Contact Jerry Parr (link) or Ilona Taunton (link).

Regional Meeting Partnerships	
<ul style="list-style-type: none"> - TNI partnership with local laboratory association meetings. - TNI will provide a listing of possible courses for association to choose from. - TNI will provide training or negotiate with trainer to provide training. - For 2011 only, TNI will provide Quality Manual Template (QMT) for wholesale price of \$70 and provide trainers for a QMT workshop for no charge other than travel stipend. 	Pricing: TNI Receives: \$500 travel stipend and negotiated fee sharing.

Comparison of TNI Training Options	RFPs	Unsolicited Proposals	On-site Partnership Training	Webinar – With TNI Assistance	Webinar – Minimal TNI Assistance	Webcast	Course (Outside of TNI) Posted on Website	Request to put TNI Logo on Course Material
Details in Proposal	X	X						
Outline and Synopsis of Course Reviewed			X	X	X	X	X	
Final Course Material Reviewed			X	X	X	X		X
TNI Logo Allowed on Course Material			X	X	X	X		X
Training Posted on Education Site			X	X	X	X	X	
Course Notification Sent to all TNI Database Entries Within 250 Mile Radius of Course Location			X					
Registration Provided by TNI - URL Provided - Trainers Paid 15 th of Month			X	X	X	X		
Course Materials E-mailed or Linked to Participants by TNI as Appropriate			X	X	X	X		
Hard Copies of Training Material Provided by Trainer			X	n/a	n/a	n/a		
E-mail Reminders Sent by TNI As Arranged			X	X	X	n/a		
End of Course Survey Provided to Participants by TNI			X	X	X	X		
List of Course Registrations Sent 1 Week (or trainer preference) Prior to Course - Resent Day Before Course			X	X	X	n/a		
Training on use of Webinar Tools – Webcast and One-on-One				X	X			
2 hours TNI Assistance During Webinar				X				
TNI Sets-up Webinar Based on Webinar Application Completed by Trainer				X				
TNI Assists Trainer in Setting up Webinar – Trainer Will Upload Documents, Input Information for Invitations, Reminders and Thank-you (As Needed)					X			
TNI Provides ½ Hour of Assistance with Meeting Start-up as Needed					X			
Record Webinar						X		
TNI Will Provide Tools for Trainer to Edit Webinars if Recording Format Allows Edits						X		
Webcast Posted on TNI Website						X		
Training Certificates Provided by TNI			X	X	X	X		

Plans:

- Update Application/Proposal form on website to reflect information above.
- Finish building website tools as outlined in Savannah – February 2011 (Training Calendar, Training Catalog, keyword searches, categories, etc...) .
- Determine how posting of PPT training can fit into Educational Delivery System. Is this similar to webcasts? Discussion with trainers.
- Information about Educational Delivery System e-mailed to TNI database and posted on the NEWS section of the website.
- Formal announcement of training program in April newsletter.
- Establish Professional Development Curriculums or courses of study that might include a certificate after successful completion of specific courses (target June 15). Participation/input from training community will be requested.
- Develop comprehensive PDF Course Catalogue of existing courses (in addition to on-line catalog).
- Initiate discussions with vendors on training partnerships.
- Implement plan to coordinate with regional laboratory associations.
- Evaluate laboratory needs to develop a curriculum for new analysts that can be marketed as a package for multiple analyst use.
- Turn Savannah survey results into a priority list for new training courses. (Use TAC, FAC and other committees to help prioritize.)
- Evaluate need for formal CEU certification – need program in place for 1 year to apply. Certification given after audit and review of specific written materials.

Attachment 2
TRAINING EVENTS IN DEVELOPMENT

Course Description	Trainer	Event	Date
Quality Manual Template Workshop	TNI Staff and Volunteers	Florida Society of Environmental Analysts	May
Quality Manual Template Workshop	TNI Staff and Volunteers	Oregon Environmental Laboratory Association	May
Quality Manual Template Webinar	TNI Staff and Volunteers	Webinar	April
NEFAP Evaluator Training	Advanced Systems	Webinar	February
NELAP Evaluator Training	Advanced Systems	Webinar	February
Tools to Calculate and Evaluate Measurement Performance	Advanced Systems	Florida Society of Environmental Analysts	May
NEFAP Assessor Training	Advanced Systems	Webinar	April
FSMO Training Course	Analytical Excellence	TBA	TBA

Attachment 3 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- No report.

NEFAP Executive Committee

- Three applications have been received. NEFAP Evaluator training was offered as a Webinar in mid March and will be available as a webcast in the next two weeks. NEFAP AB Assessor training will be offered late March. The evaluation teams are still be finalized.
- Final changes have been made to the Standard that were originally missed and the checklists have been updated.
- Standard's Interpretation Requests (SIRs):
 - SIR #2 and #3 were agreed to by the NEFAP Executive Committee. They have been posted on the TNI website.
 - The NEFAP SIR SOP has been completed and is now in review. It is expected to be finalized at the next meeting.
- The NEFAP Executive Committee charter has been finalized and forwarded to the CSDP.
- A flowchart for the NEFAP AB Accreditation process is being updated and will be reviewed at the next meeting.

Field Activities Expert Committee (FAC)

- Comments are being received for consideration in the update of the 2007 Standard. Bob DiRienzo will lead the effort to update the standard and will manage the database.
- Resumes are being requested for committee membership.
- Dane Wren volunteered to chair the "NEFAP Training Oversight Subcommittee". Virginia Murray will be asked to co-chair.
- Final SIRs 2 & 3 were approved and forwarded to the NEFAP EC.
- The FAC charter has been approved and forwarded to the CSDP.
- The FAC will work on an SOP for development of marketing materials. JoAnn Boyd will lead this effort. JoAnn is also working on the update to the NEFAP brochure (expected completion in Spring).
- Craig Forbes will be work on a chart to compare NELAP QC vs. NEFAP QC.
- Lynn Bradley and Ilona Taunton have begun interviewing ABs and the chairs of the NEFAP EC and NELAP AC to gather information on the possible overlap of NEFAP and NELAP accreditation of field parameters.

NELAP

Accreditation Council

- Submissions have been received from two of the three AB renewals; the 3rd received a short extension due to in-state workload demands. Appropriate reviews are underway.
- Evaluator training has been completed by all assigned evaluators, and most others. Those who could not participate in Savannah took the online training later in February.
- The AC continues to work with the PT Executive Committee to transition away from Experimental PT tables. The first of the new PT tables, for Drinking Water, has been presented to the AC for adoption.
- The AC met with the Chair of the AB Assistance Task Force to begin discussion of the Task Force's recommendations.
- The revised AC Voting SOP has been implemented for voting on the historical backlog of Standards Interpretation Requests. Voting on the backlogged SIRs will reach closure before the April TNI Board Meeting, and new SIRs have been posted for a new round of votes. The new process seems to be working smoothly!
- In Savannah, when the TNI Board agreed to accept a "rolling implementation date" for the new standard, as a necessary concession to reality, the AC committed to preparing a policy to describe how the rolling implementation of the 2009 TNI Standard would take place. During the AC meeting, it became obvious that 3 ABs won't be able to implement the new standard for an extended period, and several other ABs won't be ready on July 1, but all ABs are agreed that reciprocal recognition will continue regardless of which standard is in use by any individual AB. It was not until the week before conference that one of the ABs was handed a decision to delay implementation, so this issue has come up quickly since the fall gubernatorial elections. The AC has requested the Laboratory Accreditation System Executive Committee assist with a policy on this issue. This policy needs to address general concepts for reciprocity, as well as how laboratories may juggle two primary ABs with different standards in use, plus as many of the finer details as can be foreseen and reasonably addressed in the time available for development of the policy. On the February 9 NELAP Evaluators call, the evaluators identified many of the substantive details that will need to be addressed. The policy is needed both to assist the ABs with implementation and to assure the laboratories that business-as-usual will continue, and how it will continue, despite the individual ABs' state political situations. It will be a great benefit to the ABs in how to handle the details of reciprocity between different standards in use, in a fashion that is consistent among all the ABs.

Laboratory Accreditation System Executive Committee

- Standards Interpretation Request (SIR) process:
 - 8 requests were received in February. Three questions were forwarded to Quality Systems and the other five were determined not to be SIRs. The inquirers were notified and suggestions for how to proceed were given.
 - The SIR SOP was rewritten and has been approved by the LAS EC. This SOP has been forwarded to the Policy Committee for finalization.
 - The NELAP AC Voting SOP was approved by the NELAP AC and they have started voting on SIRs on-line. All ABs were given to March 8th to review any previous votes and then the votes will be reviewed to see if there are any that have now achieved a 2/3 favorable vote. Any ABs that have not voted will be notified by e-mail that the vote is coming to a close before the response is finalized.
 - 15 additional SIRs were uploaded to the NELAP AC Voting site.
- The Provisional Recognition SOP was approved by the LAS EC and has been passed on to the NELAP AC.

- The committee met with the chair of the AB Task Force (Judy Duncan) and reviewed the PPT and talking notes given in Savannah. They had a lengthy discussion about accepting third party accreditations or audits and MOUs. If audits were accepted, a number of the participants were not comfortable receiving them directly from the labs. They would prefer to have them come from the state/AB responsible for the audit. An AB raised the concern that recognizing an accreditation body using the TNI Standard, but one that is not a NELAP AB opens the question of why one would want to be a NELAP AB. Training for ABs was also discussed.
- The committee reviewed the request from the NELAP AC to develop a procedure for how an AB can add or change technologies in its Fields of Accreditations outside of the standard evaluation time table. The committee also reviewed the request to develop a “rolling implementation date” for the 2009 TNI Standard. .

Technical Assistance Committee

- The Quality Manual Template is now up for sale on the website.
- SLAG has been working on the review of the Handbook. It will be handed back to TAC at the March meeting and plans will be made for finalization.
- Three additional workshops on the new standard will be performed in April, but no more are planned for 2011. A webinar will be developed and presented in May.

Date/Location	Lead	Other Speakers
April 14: Las Vegas, NV	Jack Farrell	John Gumpfer
April 17: Denver, CO	John Gumpfer	Silky Labie
April 18: Louisville, KY	Jack Farrell	Silky Labie, Ilona Taunton

Consistency Improvement Task Force

- The CITF did not meet in February, but will resume meeting in March.

Accreditation Body Assistance Task Force

- The AB task force presented draft findings and recommendations in Savannah. The same presentation has been reviewed with the LASEC and NELAP AC for additional input. Following these presentations, the AB task force will prepare a final report for the TNI Board, with the April meeting as the target date.

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes.
- The Field PT Subcommittee voted to accept the Lead in Paint – Soil and Lead in Paint – Dust Wipe FoPTs. They are still working on Paint Film.
- PTPA Assessments:
 - The PT Executive Committee has reviewed the A2LA Evaluation report and recommended their renewal as a PTPA. This information was sent to the TNI Board of Directors before the Savannah meeting.
- A special PT EC meeting is being called this week to review the work of the PTPA database subcommittee.

- The experimental tables have been removed from the TNI website. A memorandum explaining the removal process has been put in their place. The PTEC is also working on a written transition plan for the PT Providers and PTPAs in the form of a Q&A. This should be sent out and posted on the PT website mid week.
- The revised DW FoPT table was approved by the PT EC and forwarded to the NELAP AC for a vote on 2/16/11. The committee will be looking at updated tables for NPW and SCM during their March meeting. 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.
- Eric forwarded DRAFT language from the PT Expert Committee that is being considered in the standard update. Comments are being collected and will be sent back to the PT Expert Committee.
- The subcommittee working on the FoPT Table Management SOP has been expanded so that a DRAFT will be ready by the Bellevue meeting.
- The PT EC will review DRAFT updates to the PTPA SOP and hope to finalize it at the next meeting.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee will form a joint task force with representatives of APHL chaired by Ken Jackson to discuss moving forward with a plan for accreditation of state environmental labs.
- The Advocacy Committee will prepare a response to the Federal Register notice on EPA's regulatory programs. This is an opportunity to promote the benefits of lab accreditation in all of EPA's programs.
- The next newsletter is scheduled to be published on April 15.
- The Advocacy Committee is following legislation establishing a state lab accreditation in Kentucky.
- The Advocacy committee is working on identifying topics and establishing a process for development of TNI position statements. A process and potential topics will be presented to the Board at a later date.

Policy Committee

- The committee is now using a private discussion board to help review documents outside of meetings.
- The General Complaint Resolution SOP is just about complete.
- The Quality Manual Template is being voted on by e-mail.

IT Committee

- All laboratory demographic data uploaded into LAMS except for Illinois and Pennsylvania. Over 1600 labs currently in database. Once all laboratory demographics are loaded, work will begin on uploading fields of accreditation.
- Need to develop a QA test plan and will need outside help for this activity. TNI will issue an RFP for someone to develop the plan.

Conference Planning

Savannah

- Presentations were requested and are being posted on the website. The format for posting the presentations has been updated. You can search by conference or pull up a listing of all postings for all conferences.

NEMC

- There are 6 abstracts currently submitted. Session chairs will be contacted to make sure people are working towards the submission deadline later this month. The Call for Papers has gone out and a number of vendors will be displaying the Call for Papers material in their booths at Pittcon.
- 10 exhibitors have registered thus far.
- The training RFP has been posted on the website and two applications have been received.

FEM Cooperative Agreement

- The Environmental Measurement Methods Expert Committee held a full-day meeting in Savannah. The Committee decided it should tackle calibration before detection and quantitation, especially since data from the EPA study on the single laboratory DL QL Procedure v2.4 will not be available until later in 2011. The initial approach to calibration is being undertaken by two "brainstorming" groups, one to consider calibration procedures and the other to consider calibration assessment.
- A task force is being assembled to provide recommendations on the accreditation of state primacy laboratories. This will be a collaborative effort with APHL, and the task force will report to the Advocacy Committee. The aim is to persuade more state laboratories to pursue NELAP accreditation.

Educational Delivery System

- The TNI Training – Educational Delivery System SOP is now with the Policy Committee for finalization.
- Three webinars were held mid February and webcasts should be available in the next 2 weeks. Work to the website needs to be done to complete the posting of the webcasts.
- Survey results from Savannah have been tabulated and initially reviewed. The survey is now up on the TNI website under the NEWS and Education tab. Results will be added to those collected in Savannah.
- Meetings have been held with the finance team and TNI Partner Members (trainers) to review training services and fees. These have now been finalized and sent to William for posting on the website.
- A course availability listing is being prepared to share with prospective regional meeting planners. Trainings at the Oregon and Florida meetings are being finalized.

Membership Report: March 2010

Active Members: 795