

TNI Board of Directors Meeting Agenda April 13, 2011

1. Roll Call and Approval of March Minutes

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

Announce New Board Members:

Welcome to new board members: Matt Sica (re-elected), Patsy Root, Keith Greenaway.

Approval of March 2011 Minutes:

Changes:

BUDGET: Dave Speis moved to approve the budget; Sharon Mertens second; Approved - Unanimous.
MINUTES: Motioned/Seconded/Approved - Unanimous

2. Election of Officers (Judy Duncan, Presiding)

In accordance with Article V of the TNI bylaws, a Chair, Vice-Chair, Secretary and Treasurer shall be elected at the first meeting of the newly elected Board each year.

There are no term limits on election of officers. Current officers are willing to serve again. Jack Farrell motioned to accept all current officers as officers for the next term. Judy Duncan Seconded the motion. Approval – Unanimous to accept the following officers:

Chair: Steve Arms
Vice-Chair: Sharon Mertens
Treasurer: Dave Speis
Secretary: Alfredo Sotomayor

3. AB Task Force Report

The Accreditation Body Task Force provided a report with nine specific recommendations for the Board's consideration. This report was provided separately on April 8. Task force is seeking vote of confidence in acceptance of concepts and vote of action as to where to put these actions.

Document was reviewed and the following changes were requested:

1. Make a global change to the word "recommendation" changing it to "option" or "exploratory option"
2. Combine recommendation (now option) #1 with recommendation (now option) # 2
3. REORDER options in order of importance or feasibility
4. Edit the introduction to explain that the document is a list of options, not recommendations, and that the Task Force will go back to access with options are actually recommendations for moving forward.

Motion offered to ask the group to edit report as discussed, then to move forward to discuss with AC: Curtis Wood
Second: Sharon Mertens
Approved: Unanimous
Abstention: Jack Farrell recused himself from the vote.

4. Florida

The Board has been kept abreast of recent developments in Florida and the TNI Executive Director has been actively engaged in dialogue with various parties. The Executive Director developed several draft recommendations for a course of action in Florida. The Board discussed the recommendations and decided that:

- Recognition as a NELAP AB is not automatically transferable. If there is a transfer, accreditation would have to be redone. Different ownership with different director is a significant change and the new organization would need to reapply.
- Anyone that applies must meet the requirements of the Standard.

Next Steps:

- Develop Talking Points around the issue so anyone in TNI can speak intelligently about it when the subject comes up.

- Jerry to pull together a letter to the editor, a FAQ sheet, and a position statement and hold them in case they need to be used (Florida Specifier; FSEA Bulletin Boards).
- Place a formal statement on the website regarding the relationship between AELA and TNI,
- Begin developing the following items:
 - a. Prepare information to be used by local Florida laboratories and other Florida organizations to educate their legislature on the potential impact of privatizing the Florida accreditation program. The information should discuss the impact on the drinking water certification program, the negative cost impact to the Florida budget and the potential cost implications to Florida laboratories.
 - b. Put together an action team, composed of TNI members from Florida, that would be prepared to meet with Florida legislators and present alternatives in the event a bill is initiated.
 - c. Prepare a document that summarizes the problems with the proposed AELA solution and presents viable alternatives. Provide this document to interested parties in Florida.

5. PTEC Recommendation on Database

The PT Executive Committee has developed a recommendation for oversight of PT Provider Accreditor databases. See Attachment 1.

Primary issue: because we have multiple PTPAs, we have multiple databases, therefore we have the need to have a top level review of some of the information in order to ensure consistency. Several options were considered – this one is presented as the best: Each PTPA will keep their own database and TNI will provide top level oversight.

Motion to endorse recommendation that each PTPA keep their own databases and TNI provide oversight: Curtis Woods

Second: Sharon Mertens

Approved: Unanimous

6. Program Reports

- See Attachment 2.

Attachment 1 PTEC Recommendation on Oversight Databases

Date: April 6, 2011
To: The NELAC Institute Board of Directors
From: The NELAC Institute PT Executive Committee
Subject: Recommendation concerning PT oversight database

With the recent approval of ACLASS as a TNI PT Provider Accreditor (PTPA), several questions have been raised related to the requirement for PTPAs to develop and maintain a database for, and to conduct oversight of PT providers.

The 2003 NELAC Standard requires PTPAs to conduct statistical oversight of PT provider data and to develop and maintain an oversight database in conjunction with NELAC - Chapter 2, Appendix D, section D.4-D.5. The 2009 TNI Standard (EL-V4-201 1) contains the following requirements:

5.4 Development and Maintenance of a Comprehensive PT Database

- 5.4.1 The PTPA shall maintain a comprehensive PT database that contains summaries of participant results and results of all verification, homogeneity, and stability determinations.
- 5.4.2 The PTPA shall instruct PT Providers on procedures for submitting data to the database

6.3 Responsibilities for Ongoing Monitoring of PT Providers

6.3.1 A PTPA shall conduct ongoing monitoring of all accredited PT Providers. This shall include a review of sample verification and PT study data to assure that every PT sample meets criteria defined in this Standard. The review shall also include:

- a) assurance that concentrations are distributed throughout the specified analyte ranges;
- b) confirmation of the required minimum number of analytes included in groups such as volatiles, semi-volatiles, herbicides, etc;
- c) approval of documentation for any change in the initial assigned value during a study;
- d) confirmation of the correct calculation of assigned values and acceptance limits as appropriate per analyte;
- e) verification of the prepared or assigned value;
- f) appropriate homogeneity testing prior to the study;
- g) appropriate stability testing.

6.3.2 The PTPA shall investigate any situation where a PT Provider's pass/fail rate for any analyte or overall is statistically different from the national average at a 95% level, as determined by appropriate statistical techniques.

6.3.3 The PTPA may use an accredited referee laboratory to verify the assigned values of the concentrations when monitoring indicates that the PT Provider's sample is of unacceptable quality.

In reviewing these requirements, the PT Executive Committee has determined that some can be effectively overseen by individual PTPAs by comparing PT Provider data to the TNI standards. Other requirements, though, require a combined review of data from all PT Providers. Based on this, the PT Executive Committee recommends the following:

Each PTPA will be responsible for conducting the ongoing (study-by-study) monitoring of the requirements in 6.3.1 a-g for each provider. As indicated in section 5.4, PTPAs shall maintain a database for conducting this ongoing monitoring. On an annual basis, each PTPA will submit an anonymous summary of all PTPA data to a special subcommittee of the TNI PT Executive Committee. This subcommittee will be responsible for conducting the oversight required in section 6.3.2. This will include examining all PT Provider pass/fail rates by analyte for the year and ensuring consistency in the TNI PT program. Any inconsistencies found would be reported to the appropriate PTPA who

would investigate the situation as required in 6.3.2. Due to the sensitive nature of the data being evaluated, the make-up of the subcommittee with this responsibility should be limited to ABs, PTPAs, and potentially TNI staff.

We believe that this recommendation is consistent with the requirements of both the 2003 and 2009 standards and also meets the spirit of the oversight requirements which are intended to ensure PT Provider compliance with the standards and well as to ensure consistency for all labs in our multi-provider/multi-PTPA system.

Following the Board's acceptance of this recommendation, the PT Executive Committee will work with PT Providers, PTPAs, and TNI staff to determine the steps for implementing this plan. The plan would require the development and maintenance of a TNI PT database to support the 6.3.2 oversight activities performed by the PT Executive Committee's subcommittee.

Please contact me should you have any questions about this recommendation.

Respectfully submitted,

Eric Smith
Chairman, TNI PT Executive Committee

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The PT expert committee has developed a proposed TIA for adding PT requirements for Whole Effluent Toxicity (WET). This was considered necessary because a field of proficiency testing (FoPT) is already in place for WET, and the PT is required by the DMRQA program. However, the Consensus Standards Development Program Executive Committee (CSDP-EC) decided the addition of a WET PT requirement would be a substantial change to the standard, exceeding the type of change allowable by a TIA. Consequently, the CSDP-EC has urged the PT Executive to remove the FoPT table for WET. Discussions are on-going, and it must be determined if the AB Council can implement the standard in the absence of this FoPT.
- The Quality Systems Expert Committee intends to post a new working draft standard on the website by mid-July, to be ready for the Seattle meeting.
- The Stationary Source Audit Sample Expert Committee has proposed two additional TIAs in response to comments from EPA on the standard. Both TIAs meet the requirements of being in response to federal regulations and being non-controversial. Provided no objections are received during the 15-day posting period, the TIAs will be implemented and the standard should be finalized.
- The Environmental Measurement Methods Expert Committee is focusing its attention on calibrations tools. Two groups have been formed, to work on calibration development and calibration assessment.
- The CSDP-EC Charter has been updated.

NEFAP Executive Committee

- A fourth application is expected for a NEFAP AB. NEFAP Evaluator training is now being offered as a webcast. NEFAP AB Assessor training is scheduled for April 15th. The evaluation teams are now finalized and qualifications are being collected for letters that will be out to the ABs within the next week.
- Standard's Interpretation Requests (SIRs):

1 new standard interpretation request has been received and distributed for discussion at the next FAC 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" and Virginia Murray will be co-chair. They are working on review procedures.
- The FAC is still working 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 is still working 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. This information should be ready for the May TNI Board meeting.

NELAP

Accreditation Council

- Six AB renewals are now in progress -- KS, NY, LA DHH, PA UT and NY. Extensions were granted for submitting the renewal applications to all 6 of these, since evaluator training was not completed until late February and a few evaluators needed to take the archived course later still. A few additional extensions have been granted due to exceptional workloads in individual states either for the applicant or for the evaluation team review timelines.
- The PT Executive Committee submitted revised Drinking Water Field of Proficiency Testing tables to the AC for vote, with revised acceptance criteria for some of the unregulated analytes. NY vetoed accepting these, due to conflict with the NY state drinking water program PT requirements (in regulation), and the veto vote was upheld by the AC, with 13 yes votes and 2 abstentions. The PT EC will be notified that the previous acceptance criteria for unregulated analytes would be satisfactory.
- The PT Executive Committee submitted revised Non-Potable Water Field of Proficiency Testing tables to the AC for vote, with former experimental analytes included (when there were sufficient data to determine acceptance criteria.) A vote was held on April 4, with the new tables being adopted unanimously.
- The AC provided some additional guidance to the LAS EC concerning the Implementation Policy, that AC members agree that the state statutes and regulations generally do not prohibit changing the AB operations to meet the 2009 TNI Standard, and that evaluations ought be against the TNI Standard regardless of when the AB is able to implement the TNI Standard for laboratories.
- The AC has initiated review of the version of the Provisional Recognition SOP (SOP 3-108), and intends to vote on this SOP at its April 18 meeting.

Laboratory Accreditation System Executive Committee

- Standards Interpretation Request (SIR) process:
 - 6 requests were received in February.
 - The SIR SOP has been reviewed by the Policy Committee for finalization. One recommendation has been forwarded to LAS EC and the SOP should be finalized in April.
- The committee discussed preparation of an "Implementation Policy for the 2009 Standard". The committee concluded that a formal policy was not appropriate and June, Jerry Parr and Ilona discussed alternatives. Jerry drafted: "Implementing the New TNI Standard: Accreditation Bodies" and "Implementation Issues Surrounding Proficiency Testing". These documents have been distributed for review.
- The committee reviewed another document titled: "Implementing the New TNI Standard". This document focused more on the labs and included a comparison between the 2003 and 2009 standard. This document is now posted on the TNI website.

Technical Assistance Committee

- The Quality Manual Template is now up for sale on the website. Example tools are being worked on for posting on the website.
- TAC is working on the review of the handbook. This will be discussed at their next meeting.
- 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 Gumper
April 18: Denver, CO	John Gumper	Silky Labie
April 20: Louisville, KY	Jack Farrell	Silky Labie

Consistency Improvement Task Force

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

Accreditation Body Assistance Task Force

- The AB task force is presenting their final draft report to the TNI Board today. The ABTF has a conference call scheduled for April 14 to act on the recommendations from the Board.

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes.
- The Field PT Subcommittee is still working on Paint Film.
- A special PT EC meeting was called to review the work of the PTPA database subcommittee. A conclusion is attached for the TNI Board's consideration (PDF File: PT Executive Committee Recommendation PT Oversight Database.pdf).
- A written transition plan for the PT Providers and PTPAs has been completed, posted on the PT Executive Committee website and distributed to PT Providers and PTPAs.
- The NELAP AC is voting on the DW FoPT table. There was one veto that is being investigated.
- The NPW FoPT table has been forwarded to the NELAC AC for a vote and the SCM FoPT table will be reviewed by the PT Executive Committee at their next meeting.
- The subcommittee working on the FoPT Table Management SOP has been expanded and had their first meeting late March.
- The PT EC reviewed and approved the update to the PTPA SOP and Application. It has been forwarded to the Policy Committee.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee prepared a response to the Federal Register notice on EPA's regulatory programs promoting the benefits of lab accreditation in all of EPA's programs. Jerry Parr submitted the letter on behalf of TNI. The letter will be posted on TNI's website.
- The quarterly newsletter was published on April 9. The next newsletter is scheduled to be published on July 15. Articles will be due July 1.
- The Advocacy Committee is following the developing situation with the Florida DoH accreditation programs.
- Two draft TNI position statements have been prepared. These will be presented to the Board for comments and suggestions on format. An SOP will be developed outlining the process.
- Advocacy will be developing new TNI brochures for each of the programs and training.

Policy Committee

- An SOP and Policy have been approved and provided to the Board for endorsement.

IT Committee

- All laboratory demographic data have been uploaded into LAMS. Work has begun on uploading fields of accreditation.
- Need to develop a QA test plan and will need outside help for this effort. Jerry has contacted Promium about providing free support for this effort, If this fails, TNI will issue an RFP for someone to develop the plan.
- Major redesign of the website to give more space on each page has been completed. Article in the newsletter summarized this effort.

NEMC

- There are over 100 abstracts currently submitted. Earl Hansen has been working with the session chairs to finalize speakers. Abstracts should be available for posting by the third week in April. It looks like a great selection of abstracts.
- 18 exhibitors have registered thus far.
- Training has been decided for the conference and information will be posted before the end of the month.

FEM Cooperative Agreement

The first semi-annual report on our activity was sent to Lara Autry. The following is a summary of the current activities we reported, which are all continuing on schedule.

- The Environmental Measurement Methods Expert Committee (EMMEC) has held several conference calls and a face-to-face meeting at the TNI Forum on Laboratory Accreditation (Savannah, GA, January 2011). Measurement tools developed will include those for calibration, limit of detection, and limit of quantitation. The EMMEC decided to first work on tools for calibration. The initial approach to

calibration is being undertaken by two groups: one to work on calibration procedures; and the other to work on calibration assessment. The focus of the Committee is to develop calibration tools that can be used within existing EPA-approved test methods, but also tools that can be applied where method flexibility is allowed.

- The Educational Delivery System (EDS) SOP has been developed, and the EDS plan for partnering with trainers, vendors, and regional laboratory associations is now in place. This comprehensive training system will utilize various face-to-face and web-based types of training. Training courses, workshops, forums, seminars and on-demand education materials are being developed by TNI and trainers. Work is progressing to fully develop the website to accommodate the posting and registration of courses. Webinars (live) and webcasts (recorded) are now being offered using WebEx. The NEFAP Accreditation Body (AB) Evaluation and NELAP AB Evaluation trainings were held in February. A survey is available on the TNI website to get feedback from the various groups in TNI regarding training needs.
- Work has continued on *NELAP Simplified*, a handbook to provide detailed guidance for a laboratory to become accredited. This is now undergoing final review before publication.
- Members of the TNI Advocacy Committee have been participants on an Association of Public Health Laboratories (APHL) Subcommittee on State Environmental Laboratory Accreditation. The subcommittee is investigating barriers to some states' reluctance to have their drinking water primacy laboratories accredited by NELAP.
- A previously developed TNI standard has been refined in response to EPA's review of the standard for compliance with the Final Rule published by the EPA on 9-13-2010 to further address changes in their Stationary Source Compliance Audit Program.
- The Consistency Improvement Task Force, which is charged with addressing the consistency of laboratory on-site assessments, held an interactive exercise during the recent Forum on Laboratory Accreditation (Savannah, GA, January 2011).
- An Accreditation Body Task Force is investigating services TNI might provide to assist state ABs. The task force has surveyed the ABs to identify services it could provide; e.g., review of proficiency test data, provision of third-party assessors, development of a standardized laboratory accreditation application, and review of management system documents.
- Representatives of TNI have met with EPA Office of Pesticides and Toxic Substances staff to discuss requirements for laboratories involved in efficacy testing of antimicrobial disinfectants. TNI may be able to assist in accrediting these laboratories.

Educational Delivery System

- The TNI Training – Educational Delivery System SOP is now being voted on by the Policy Committee for finalization.
- The new training website is up and functional. Webcasts are now available for the NELAP and NEFAP AB Evaluator trainings performed in February. The website will continue to undergo improvements as the system becomes operational.
- A newsletter article was written on the system and people were requested to visit the site and complete the on-line survey. The survey will stay open until the end of April and then a final tabulation will be evaluated.

- A number of regional meeting have been targeted to discuss regional training options. TNI will be participating in the Oregon and Florida meetings.
- NEFAP Assessor training will be offered as a Webinar on April 15th.

Membership Report: April 2010

Active Members: 791