

## TNI Board of Directors Meeting Summary September 14, 2011

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### 1. Roll Call and Approval of August 10 and 17 Minutes

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

#### Approval of August 10, 2011 Meetings

**Motion:** Sharon Mertens  
**Second:** Zonetta English  
**Approved:** Unanimous

#### Approval of August 18, 2011 Meetings

**Motion:** Sharon Mertens  
**Second:** Zonetta English  
**Approved:** Unanimous

## I. New Business

### 1. Offer of Resignation from Judy Duncan

Judy has retired from the Oklahoma DEQ and thus, is no longer is a representative of an AB. The current composition of the elected Board is 5 *ABs*, 7 *Labs* and 5 *Other*. With Judy's change to the *Other* category, the new composition will be 4 *ABs*, 7 *Labs* and 6 *Other*. Effect on Balance: Change to "Other" has no immediate detrimental effect.

**Motion to reject Judy Duncan's offer of resignation and to allow her to remain on the Board under the *Other* category**

**Motion:** Dave Speis  
**Second:** Judy Morgan  
**Approved:** Unanimous

### 2. Complaint Resolution SOP

SOP 1-106, General Complaint Resolution Process, and a related flowchart were provided as separate attachments. This SOP has been approved by the Policy Committee and is being provided to the Board for endorsement.

*Discussion:* Suggestion: Mark the SOP "provisional" until the tracking mechanism is set up? SOPs are dynamic. Can be changed later. Important to label this SOP as "permanent" with the understanding that it can be sent back to the committee for changes. Endorse now with the understanding that the Policy committee report back in 3 months, or 6 months as to how the SOP was implemented and how it's working.

**Motion for the Board to endorse SOP 1-106, General Complaint Resolution Process and related flowchart with the understanding that the Policy committee will report back after the 1<sup>st</sup> complaint process has been implemented, but no later than the 14<sup>th</sup> of December.**

**Motion:** Alfredo Sotomayor  
**Second:** Judy Morgan  
**Opposed:** Jack Farrell  
**Abstentions:** Aaren Alger  
**Approved:** Motion Carries

### 3. Second Quarter Financial Report

The Finance Committee reviewed and discussed the second quarter financial statement.

### 4. American National Standard Process

Jerry has reviewed the process for providing TNI Standards to ANSI to become American National Standards. As expected, this is a simple bureaucratic process with the submission of a Project Initiation Request that then has a 30-day review and comment period followed by a 45-day period for the Standards to be reviewed. The four laboratory standards were submitted on September 9, 2011 and will be noticed in the September 23, 2011 issue of ANSI's Standards Actions

([http://www.ansi.org/news\\_publications/periodicals/standards\\_action/standards\\_action.aspx?menuid=7](http://www.ansi.org/news_publications/periodicals/standards_action/standards_action.aspx?menuid=7)). Based on discussions with Jane Wilson, these standards should be approved as American National Standards by the end of this year. The process for taking the FSMO and SSAS standards though this process will begin later this week.

## **5. Sarasota Meeting**

Planning is well underway for the winter 2011 meeting in Sarasota, Florida. Attachment 1 shows the preliminary schedule that has been approved by all committee chairs. Note: There is a special session on Monday afternoon focused on ILAC, ISO and third party ABs. Also, note that the recommendations from the AB Task Force will be a major focus of the meeting with five sessions devoted to this topic. Not shown on the schedule are potential training courses for NELAP assessors and FSMOs, which will likely be set for Thursday and/or Friday.

## **II. Program Reports**

See Attachment 2.

## **III. Next Meeting**

Wednesday, October 12, 2011, 1:00pm EST

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## Attachment 1 Sarasota Preliminary Schedule

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### Monday, January 30, 2012

#### 8:30am – 12:00pm

- ENVIRONMENTAL LABORATORY ADVISORY BOARD (ELAB)
- Training Class: Wet Chemistry Methods
- SSAS

#### 1:30pm – 5:00pm General Session

- ILAC, ISO and Third party ABs

#### 5:30pm – 7:00pm Reception

### Tuesday, January 31, 2012

#### 8:30am – 12:00pm

- EMMEC
- Laboratory PT Expert Committee
- LASEC: ABTF Resources (8:30 – 10:00)
- TAC: ABTF Assessor Training (10:30 – 12:00)

#### 12:00pm – 1:30pm Information Technology Committee

Technical Assistance Committee Working Lunch

#### 1:30pm – 5:00pm

- Laboratory Quality Systems Expert Committee\
- PT Executive Committee
- AB Committee: ABTF Support, 3<sup>rd</sup> parties, surveillance (1:30 – 3:00)
- AB Task Force: Third Party ABs (3:30 – 5:00)

#### 8:00am – 10:00am G-WIZ Science Museum

### Wednesday, February 1, 2012

#### 8:30am – 12:00pm

- NELAP Accreditation Council: ABFT Third Party Assessments
- Policy Committee (8:30 – 10:00)
- Consistency Improvement Task Force (10:30 – 12:00)
- Field Activities Expert Committee

#### 12:00pm – 1:00pm Conference Planning Committee

#### 1:00pm – 3:00pm

- NEFAP
- CSDP Executive Committee
- Advocacy

#### 4:00pm – 5:30pm TNI Board and Chairs Meeting

#### 5:30pm – 7:00pm Reception for TNI Committee Members

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## Attachment 2 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- In Bellevue the PT committee's meeting focused on the question of reporting to the LOQ or the PTRL. Arguments were presented for both approaches, but the consensus among those present was to revert to reporting to the PTRL. There was also discussion of future consideration of multi-concentration level PTs and technology-driven PTs. The committee is now writing its WDS for presentation in Sarasota. Mitzi Miller has taken over as Chair of the committee.
- The Quality Systems WDS was presented for discussion in Bellevue. The committee expects to have a VDS completed in time for voting prior to the Sarasota winter meeting.
- The Stationary Source Audit Sample Committee has completed the amendments of the SSAS table, and expects them to be ratified by committee vote within the next 2 weeks. The committee will work on the audit concentration tool next.
- The Environmental Measurement Methods Committee continues to work on the calibration standard. The committee is working to find a balance between presenting a (too brief) prescriptive standard and one that will allow flexibility of calibration options without giving the appearance of it being more a guidance document than a standard. They are hopeful a WDS will be ready for the Sarasota winter meeting. There will be some overlap with the calibration requirements in the QS standard. It was tentatively decided that QS will flag their calibration section, saying it will be removed when the EMMEC standard is ready. Provided nothing is lost from the current calibration requirements, it should be possible to do this through a TIA. The rationale will be that there is replication and hence redundancy in the standard.
- The Field Activities Committee expects to have a new WDS for presentation in Sarasota.

### NEFAP Executive Committee

- An announcement of preliminary AB acceptance was made in Bellevue. The 4 ABs now accepting FSMO applications are: PJLA, A2LA, L-A-B and ACLASS. Final recognition will occur after witnessing an on-site FSMO assessment. This will also be sent for posting on the NEFAP website.



- The nominating committee recommended leaving the current Executive Committee in place until the program is fully operational. They did fill two open spots on the committee with the addition of Doug Leonard (AB) and Seb Gillette (Other – DOD). This puts the membership of the committee back at 15.
- Standard's Interpretation Requests (SIRs): SIR #4 has been approved and posted on the TNI website.
- The committee is beginning work on the update of a number of SOPs: Evaluation, Voting and SIRs.
- PT Policy language has been drafted and has been forwarded to the Policy committee.
- Advocacy has been very busy. There are a number of upcoming presentations that will be given by different members of the FAC and NEFAP Executive Committee. The committee is working on a formal process of approving these presentations to put something together to help make sure the message about NEFAP is consistent.

#### **Field Activities Expert Committee (FAC)**

- Suggestions are being received for consideration in the update of the 2007 Standard. Bob is populating a database to keep track of these suggestions and they will be considered when committee members begin to update the standard. A number of suggestions have not been received.
- The "NEFAP Training Oversight Subcommittee" is still working on written procedures on how to determine training needs and review training proposals submitted for review. The procedures have now been put into the SOP format and are still being reviewed. There is some duplication with the TNI training SOP that will likely be deleted and referred to instead.
- The committee is discussing whether to post the suggestions they are receiving on their website. Comments after the DRAFT working standard is complete will be posted, but there was some disagreement on what to do with suggestions being received. This will be discussed at their next meeting on Sept 20<sup>th</sup>.

## **NELAP**

#### **Accreditation Council**

- Nine evaluations are underway. Many time extensions have been needed, but at least all teams are staffed and all evaluations are progressing.
- The AC is addressing its assignment from the AB Assistance Task Force, and has begun discussing what we need to know and how to approach the federal agencies, about utilizing assessment reports from DOE and DoD, and just how that might ease AB workloads. At conference, representatives of both DOE and DoD indicated willingness to participate with the AC in ongoing exploration of the issue.
- Dan Hickman, TNI Database Administrator, participated in a dedicated meeting of the IT committee as well as open discussion in the AC session at conference, to urge ABs to upload the Field of Accreditation data to the LAMS database. All AB's "demographic" data are now in the database and the database is now "live" on the website for the ABs to use (<http://www.nelac-institute.org/lams/>). Dan has expressed willingness to assist ABs in every way imaginable, to accomplish populating the database completely.
  - After accounting for duplicate entries, there are about 1600 individual labs listed.
  - 8 labs were updated in August by 3 different ABs, so some demographic updates are happening.
  - FL and MN have started entering FOAs – 1275 records to date.

- William and Dan have identified and deleted duplicate records caused by AB double entry.
- Dan identified labs with multiple primary ABs so William can delete the multiple entries. Dan provided a table to each affected AB identifying the TNI Lab Codes they need to update in their database.
- Dan completed the method code replacement and method code creation for Oregon and expect complete upload of their FOAs this month.
- As soon as the TNI Lab Codes are sorted out (hopefully by 9/16) I think Texas will be ready to try uploading their FOAs.
- Regarding implementation of the 2009 TNI standard by ABs, the following table contains information presented at Bellevue and will serve as baseline for the twice-yearly reporting of status.

STATE	Implementation Status
CA	Presently using the 2003 Standard, will shift to 2009 Standard over the next few months.
FL	Uncertainties slowed rulemaking, then the new governor froze rulemaking and it remains frozen. The AB is implementing the 2009 Standard for its operations as much as possible, and adapting to circumstances where labs have implemented 2009 Standards and 2009 PT requirements. Can only enforce to 2003 Standard. Earliest implementation date will be 2012, but no timeline exists at present.
IL	Presumed unchanged, no update. (Not implementing 2009 at this time.)
KS	Remains with 2003 Standard for labs. Regulation needs to be developed but in-state circumstances prohibit setting timeline at present.
LA DEQ	Draft rules to implement 2009 Standard have undergone public comment and public workshops are underway. Timeline uncertain.
LA DHH	Rulemaking to implement 2009 Standard nearly complete.
MN	State shutdown and consequent staff departures resulted in delay until probably January 1, 2012 for implementing 2009 Standard.
NH	Presumed unchanged, no update. (Not implementing 2009 at this time due to rulemaking restrictions.)
NJ	Presumed unchanged, no update. (Not implementing 2009 at this time.)
NY	Enforcing 2003 Standard, at least 1 year before 2009 can be implemented.
OR	Implemented 2009 Standard on August 9, 2011; changing over checklists, etc.
PA	Moving towards September 2011 implementation of 2009 Standard.
TX	Implemented 2009 Standard on July 1; rulemaking completed in 2010.
UT	Implementing 2009 Standard in September, after completion of comment period for regulation.
VA	Will initiate rulemaking for 2009 Standard on January 1, 2012.

### **Laboratory Accreditation System Executive Committee**

- Standards Interpretation Request (SIR) process:
  - 4 requests were received in August. 3 of the 4 were not SIRs and were returned.
  - The IT Committee met in Bellevue and the NELAP AC voting process is being updated this week by William to add a better discussion system. The format will also be changed to make pulling a summary report simpler so that Ilona can keep Lynn informed on the status of the votes. The first review report should be out within the next two weeks and then a regular report will be sent at least once a month.
- Work has begun on the AB Task Force action items (#6 and #7). Subcommittees have been meeting and corresponding by e-mail. The Onsite Committee has nominated Steve Arms as the Liaison on Item #7. The September meeting has been bumped up in order to make better progress on these items.

### **Technical Assistance Committee**

- The TAC is working on one final review of the Handbook before finalization. The previous review team is performing this and Betsy will ask if Susan Wyatt (AB) can help. They will look to see if there is sufficient information on how a lab becomes an accredited lab. There was some concern expressed that it mainly covers information regarding the standard, but not a step-by-step on how to become accredited. If the group can add this easily, it would be helpful. This should not hold up the finalization if the group feels it would take too much time. It can be added to a later update.
- The committee talked about the AB Task Force Item. This will be the primary topic at their September meeting.

## **PROFICIENCY TESTING**

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes.
- The TNI website has been updated to include the new NPW FoPT table that will be effective 10-3-11. Changes to the table were left in color to make it easier for users to determine the updates. (This posting included the editorial correction to footnote #3 raised in the last PT Executive Committee meeting. This will make the NPW foot note 3 language consistent with the foot note 3 language in the new draft DW and S&CM FoPT tables that are pending NELAP AC approval.)
- The DRAFT DW table has been updated to remove Chloral Hydrate. This was done to address a PT Provider concern received from the DEA. Any one that makes a product containing chloral hydrate and provides it to a laboratory without a manufacturing license and approval of each formulation of a product (different concentrations) by the DEA is in violation as is the laboratory.

The PT Provider brought this issue to the TNI PT Executive Committee's attention. The PT Executive Committee has since reviewed the issue. Chloral hydrate was part of the Information Collection Rule, but was not incorporated into a National Primary Drinking Water regulation.

Michella Karapondo indicated that the USEPA OGWDW Technical Support Center (TSC) originally implemented the PT program for chloral hydrate as part of the Information Collection Rule (ICR), but since the completion of the ICR, the TSC no longer needs PT samples for that analyte. In addition, this topic was discussed during the PT Executive Committee's open session at the TNI Conference in Bellevue, and no objections to removing the analyte were received from the audience. A note has been sent to the NELAP AC.

- The updated Drinking Water and Solids & Chemical Materials FoPT tables have been forwarded to the NELAP AC for approval. The estimated implementation date is expected to be January 2012. The Field FoPT table has been approved by the NEFAP Executive Committee.

- Work is continuing on the FoPT Table Management SOP. Comments were taken and discussed in Bellevue. It is expected that this SOP will be finalized in the fall.
- Committee membership is being reviewed to fill some open spots.

## **ADMINISTRATION**

### **Advocacy Committee**

- A preliminary site to review the state accreditation database has been set up at <http://nelac-institute.org/abdb.php>. The next step is to QA the database. Judy Morgan has offered to do a first cut. After that we will contact each state and have them review their own information.
- Lynn Bradley and Jerry Parr have prepared some draft position papers. The committee will provide input on format at the next meeting. After the format is determined, a list of prioritized topics will be established.
- The deadline for articles for the next newsletter is Oct. 1. Publication date is Nov. 1. Gary Ward is editor.
- TNI has volunteered to provide WEF Lab Solutions with articles and updates on TNI activities. We will be contacting WEF Lab Solutions for their preferences. Suggested articles include:
  - Intro to TNI (what's going on)
  - National database of accredited labs
  - SLAG activities and quality manual template
  - Small lab handbook
  - State AB database
  - EMMEC activities, mission and goals

### **Policy Committee**

- No meeting in September.

### **IT Committee**

- Will be meeting on September 22.

### **Environmental Measurement Symposium – Bellevue, WA**

- Presentations and biographies for the 2011 conference have been posted on the website.
- A form for session suggestions for 2012 has also been posted on the website.
- The Vendor surveys have been summarized and overall people were pleased with the exhibit and plan to return next year. This was our largest exhibit to date. These summaries will be used by Joel and Ilona to prepare the 2012 Exhibitor Prospectus.
- A final list of attendees for the 2011 Conference was distributed to the exhibitors.
- The Session Chair Survey forms have been summarized and distributed as appropriate.

### **FEM Cooperative Agreement**

- The State Primacy Laboratory Accreditation Task Force (SPLATF) has met 3 times by teleconference to brainstorm ideas for making NELAP accreditation attractive to state primacy labs. Since they can obtain certification from the regions at zero cost, the most cost-effective way to offer accreditation must be found, and it will not be feasible for many of the states to go to another state's NELAP AB. The favored direction is to use third party assessors and find a state or group of states that will provide accreditation with government authority. This will have to be combined with outreach to the states to educate them on the advantages of NELAP accreditation vs. EPA DW certification. The presentation that will be given to the ASDWA in October is one such vehicle.

### **Educational Delivery System**

- The new training website is up and functional and courses are being offered. Three training proposals have been submitted.
- LOD/LOQ training needs to be delayed to November. Brooke and Ilona will be meeting to see how the current format works on WebEx. The thought is to split the training in two to keep the time for each presentation to about an hour.
- Work on the TNI Standard training will begin this month. The team that will be doing the training has been formed and Ilona is working on preparing some summaries to help the presenters.

### **Consistency Improvement Task Force**

- The CITF plans to finalize its recommendations and have a final report to the Board by the end of October.

### **Accreditation Body Assistance Task Force**

- The AB Task Force has assigned various recommendations to TNI committees. The ABTF will work on Recommendation 8: Non-governmental ABs. ABTF is forming subcommittees to research issue related to implementing this option. Additional members will be added to assist with this effort. A status report on all recommendations is planned for Sarasota.

### **Membership Report**

- Active Members: 818