

TNI Board of Directors Meeting Summary October 12, 2011

1. Roll Call and Approval of September 14, 2011 Minutes

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

Approval of September 14, 2011 Meetings

Add Matt Sica to Roll; Second to SOP was Judy Morgan, not Jack Farrell

Motion: Sharon Mertens

Second: Judy Duncan

Approved: Unanimous

I. NEW BUSINESS

1. Ex-Officio Director from DOD

Ed Hartzog retired on October 3 and has recommended Jordan Adelson take his place on an interim basis as the representative from DOD. Article IV, Section 1 of the TNI Bylaws states: "Ex officio (non-voting) Directors may be appointed by the Board of Directors."

Motion to Accept Jordan Adelson as DOD Ex-Officio Director:

Motion: Jack Farrell
Second: Sharon Mertens
Approved: Unanimous

2. Proposed Bylaw Changes (Attachment 1)

In the August 10 meeting, the Board discussed potential changes to the Bylaws related to the definition of balanced representation in Article XI, Section 5. After reviewing this discussion and the bylaws in more detail, the TNI Executive Director has developed proposed changes to Articles IV and XI. See Attachment 1.

Article IV would be revised by removing the word "balanced" so that this section would no longer be directly connected to Article XI. The proposed language retains requirements for representation and non-dominance. SOP 1-108 (Nominating Committee procedures) would provide whatever detail is needed.

Article XI would be revised by removing the word "Board" so that it is clear this section only applies to committees and then a Note would be added, comparable to the language in SOP 2-100, that would allow flexibility.

According to the TNI bylaws, this language is being provided for discussion only. A vote cannot occur until the November meeting.

A vote will take place at the next BOD meeting.

3. Committee Chair Changes

As shown in the program reports this month and last, three changes in the leadership of TNI committees have occurred.

- o Mitzi Miller has taken over the PT Expert Committee, replacing Kirsten McCracken.
- o Kirsten McCracken has taken over the Laboratory Accreditation System Executive Committee, replacing June Flowers.
- o Justin Brown has taken over Field Activities, replacing Marlene Moore.

We plan to acknowledge the past chairs formally in Sarasota.

II. PROGRAM REPORTS (Attachment 2)

III. NEXT MEETING: November 9, 2011

Attachment 1 Proposed Bylaw Changes

ARTICLE IV — BOARD OF DIRECTORS

Section 1 – Composition:

The Board of Directors shall consist of no fewer than ten (10) or more than eighteen (18) members. The Directors shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to The NELAC Institute and shall have ~~balanced~~ representation from all stakeholder groups. At least three (3) Directors shall be elected from organizations that are recognized accreditation bodies and at least three (3) Directors shall be elected from organizations that are accredited laboratories. Other Directors may be elected, to the extent practical, from organizations that represent other relevant stakeholders. No one stakeholder group shall have a majority on the Board. Ex officio (non-voting) Directors may be appointed by the Board of Directors.

ARTICLE XI — GENERAL PROVISIONS

Section 5 – Balanced Representation

“Balanced representation” as used within the context of participation on a ~~Board or~~ Committee of The NELAC Institute means that no stakeholder group has a majority of voting members and all stakeholder groups are represented. The following stakeholder groups are ~~generally~~ defined:

- Accreditation bodies and other governmental agencies that operate environmental accreditation programs.
- Laboratories and other organizations directly involved in providing sampling and environmental measurements, and
- All Others

Note: The stakeholder groups appropriate to a particular committee are a function of the nature of the activities of the committee. Changes in the suggested stakeholder group designations above shall be documented in the Committee’s charter and be approved by the TNI Board of Directors.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The PT Working Draft Standard (WDS) is being prepared, following input received in Bellevue. The WDS will provide two versions of PT reporting; i.e., to the PTRL and to the LOQ. During the discussion in Bellevue, the committee received a sense from the audience which would be the preferred option. However, few ABs were present to express their views, and the Committee wants the members to decide which version to use when they vote on the WDS.
- The Stationary Source Audit Sample Committee has completed the amended SSAS table and it has been approved by EPA. It will become effective in March 2012 when both providers and accreditors will be ready. They are now working on the audit concentration tool. Method 25 is not yet done, but EPA says the program can move forward without it. EPA does not have to review the table. It will be posted on the TNI website so that providers and accreditors can use it to get the process moving. There is no checklist yet from ACLASS, and it will be needed before they can be an accreditor.
- The Consensus Standards Development Executive Committee has approved the merger of the Accreditation Body and On-Site Assessment committees. The resulting new Laboratory Accreditation Body Committee is working on a draft charter. The committee is gathering information for a generic application document, which will include the needs of the national database. They are also working on the use of 3rd party assessors, as requested by the AB Task Force. Specifically, a subcommittee is considering the process for qualification/registration. The required qualifications are already in the standard, but more difficult is deciding how TNI can sanction the group. The Committee is also looking at surveillance assessments, and deciding if it is something ABs want to use.
- The Field Activities Committee is currently reviewing the documents for training and education to be sure they are consistent with each other. Potential abstracts for presentations are being worked on.
- The committees currently preparing a WDS will post the summary of the changes on the TNI website. The PT and QS committees will also send the summaries to Lynn Bradley, requesting consideration of the changes by the AB Council.
- The Consensus Standards Development Executive Committee has established a working group to develop a Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

NEFAP Executive Committee

- An announcement of preliminary AB acceptance has been posted on the TNI website.
- The committee is continuing work on the update of a number of SOPs: Evaluation, Voting, Nomination and SIRs.
- An FAQ is being developed to help ABs work through SOP 5-105 (Evaluations). It should be complete by the end of the month.
- Advocacy continues to be busy. Presentations are being given by different members of the FAC and NEFAP Executive Committee.

Field Activities Expert Committee (FAC)

- Justin Brown will be stepping in as the committee Chair. Marlene's work with this committee has been greatly appreciated and she will continue as the Chair for the NEFAP EC.
- Suggestions are being received for consideration in the update of the 2007 Standard. Bob is continuing to populate a database to keep track of these suggestions and they will be considered when committee members begin to update the standard. Some comments are now being discussed by the committee.
- A subcommittee has been developed to look at the best way to accredit mobile labs and stand alone analytical instruments used in the field. Overlap with NELAP will be considered.
- 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 SOP is now being reviewed by FAC and NEFAP EC.
- A TNI agreement with the NEFAP ABs is being worked on.

NELAP

Accreditation Council

- Nine AB evaluations are underway. The AC approved a motion to extend the time period of recognition under the existing Certificates of Recognition for KS, NH, LA DHH, UT, PA and NY, as provided in section 6.15 of SOP 3-102 Rev. 3 (pending approval by the Policy Committee.) The delays in these evaluations have all occurred due to workload issues with the state AB staff who are Lead Evaluators (including the MN shutdown,) and in no way reflect shortcomings of the individual ABs. No AB's recognition has lapsed. Per the SOP, when evaluations are completed, the renewal certificates will reflect the expiration date of the prior certificate, regardless of temporary extensions.
- The AC adopted Field of Proficiency Testing tables for Drinking Water and Solid & Chemical Materials, as recommended by the PT Executive Committee.
- The AC was asked to consider Whole Effluent Toxicity (WET) PTs once again, but postponed action until a PT representative could be present to provide rationale and background information. This issue was elevated to Board level by PT Expert Committee members, due to the urgent need to resolve the fact that WET PTs are unique and only available once per year, for the Discharge Monitoring Report QA (DMRQA) study, and probably should never have been included with the PT Standard since they are unlike other PTs in many ways.
- The AC discussed the draft Laboratory Bill of Rights that was presented by the Consistency Improvement Task Force in Bellevue; one AB member provided informal comments to the CITF chair, Alfredo Sotomayor.

Laboratory Accreditation System Executive Committee

- Standards Interpretation Request (SIR) process:
 - 7 requests were received in September. 2 of the 7 were not SIRs.
- Kirstin McCracken will be the new chair of the LAS EC. She will begin as chair in October. June Flowers was thanked for the tremendous job she has done as chair these last few years.
- Work continues on the AB Task Force action items (#6 and #7). Subcommittees have been meeting and reports were included in the September minutes. LASEC will seek NELAP AC review of their final DRAFTs. They will then produce a final report back to the AB Task Force.

Technical Assistance Committee

- The Handbook has been sent to Jan for final changes and should be complete within the week.
- A subcommittee has been formed to work on the AB Task Force item. It is being chaired by Charles Morrow and will be meeting next Monday to begin work. The basic outline for their work is:
 1. Identify the training that is needed to address the task force assignments. The survey developed for the Savannah meeting (and posted on the website) will be used to help identify training needs. TNI committees will also be contacted.
 2. Determine the key curriculum elements, duration and expertise needed to develop and conduct the training
 3. Identify the delivery mechanisms suggested i.e. assessment forum, mentoring session, vendor developed training, TNI developed training by a committee, etc.
 4. Identify priority for development and implementation as well as target audience. This does not exclude any individual or target group, but focuses training on specific target audiences, i.e. labs, AB, assessors, evaluators, etc.
 5. Identify the suggested delivery format...classroom, webinar, webcast, presentation...etc.
 6. Then turn implementation over to Ilona and Jerry with assistance for implementation.

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes.
- A subcommittee has been formed to develop the PT oversight database plan.

“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.”

Concerns were expressed by a PTPA in how the conclusion to the database issue was reached. They would have preferred more communication from the PT EC and TNI Board. The subcommittee will consider the need for any changes to the plan when considering implementation and the PTPA's have been invited to be a part of the subcommittee.

- The PT EC charter is being reviewed and updated.
- Work is continuing on the FoPT Table Management SOP. Comments from the NELAP AC have been received and an update is being prepared.
- Committee membership is being reviewed to fill some open spots.

ADMINISTRATION

Advocacy Committee

- Michelle Wade of KS requested assistance from the Advocacy Committee in preparing a presentation for her management explaining the benefits of state participation as a NELAP AB. Jerry drafted a preliminary outline for discussion by the Advocacy Committee. After discussion with the committee and Michelle, Jerry further developed a briefing packet that any AB can use for management briefings.
- The draft position papers will be forwarded to the appropriate program areas for review and further development.
- Publication date for the next newsletter is Nov. 1. Gary Ward is editor.
- Advocacy Committee members will be working on the following articles for submission to WEF Lab Solutions
 - Intro to TNI (what's going on)
 - SLAG activities and quality manual template
 - Small lab handbook

Policy Committee

- No meeting in September.

IT Committee

Website

- Working on adding complaint procedure form.

LAMS

- All duplicate labs have been deleted and TNI Lab Codes corrected in the ABs database.
- 4 new labs have been entered into LAMS bringing the total to 1609.
- 2 labs were updated in August by 2 different ABs, so some demographic updates are happening.
- FL, MN, TX and OR have started entering FOAs – 5646 records to date.
- William is reworking the upload routine to eliminate use of Excel as that seems to present the biggest problem in the procedure. We will be using .CSV files. It sounds like that will eliminate our problem.
- William completed the construction of the new LAMS home page to include user access to all the code tables, ABs, and allow search for labs.
- Last data uploads were FOAs from OR on 10/06/11.
- Dan is working with LADHH to see how we can help enter their data.

Environmental Measurement Symposium – Washington, DC, August 2012

- The website is undergoing a change in format to make suggested improvements from last years'. William is taking on the responsibility for development of this site. John Applewhite's work for the last years on the website has been greatly appreciated.
- The Session Chair surveys have been summarized and distributed.
- Work on the vendor Prospectus has been started.

Forum on Laboratory Accreditation – Sarasota, FL, February 2012

- Marketing of exhibit program initiated.
- RFP for training courses issued.
- Registration to open by November 1.
- Brochure to be mailed in October.

Educational Delivery System

- 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 needs to begin this month. The team that will be doing the training has been formed. Ilona is completing some summaries to help the presenters.
- Information from the TAC and NEFAP training subcommittees will be used to develop RFPs for training in Sarasota.

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 finalized subcommittees and leaders for Recommendation 8. Reports from the subcommittees and on all other recommendations are due to the ABTF by December 31. A status report on all recommendations is planned for Sarasota.

Membership Report

- Active Members: 821