

TNI Board of Directors Meeting Agenda

June 12, 2013

1. Roll Call

Directors	Present
Joe Aiello	X
Aaren Alger	
Steve Arms	X
Judith Duncan	
Zonetta English	X
Jack Farrell	X
Keith Greenaway	X
Sharon Mertens	X
Judy Morgan	X
Patsy Root	
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Susan Wyatt	X
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	
Jordan Adelson	X
Staff	
Lynn Bradley	
Carol Batterton	
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of May 2013 Minutes

Motion to Approve: Judy Morgan
Second: Elizabeth Turner
Approved: Unanimous

3. 2012 Financial Report and 2013 Budget

The 2012 Financial Statements, 2013 Budget, and 1st quarter 2013 status were reviewed and discussed.

4. Policy 1-122, Determining Stakeholder Category of Committee Members

SOPs 1-101 (for all TNI committees) and 2-101 (for Expert Committees) both have sections that deal with stakeholder composition. Both SOPs allow a committee member to self-declare their representation, and this is then reviewed by the TNI Executive Director. This self-declaration became a little issue this year on 2 committees, and after review, the Policy Committee decided an underlying policy on this subject was warranted. That Policy has been developed and approved by the Policy Committee and is being presented to the Board for endorsement.

Motion to Approve: Jack Farrell
Second: Dave Speis
Approved: Unanimous

There may be a disconnect in Section 2, the part about categories of stakeholders, identified in the Bylaws. But the Procedures Governing Standards Development were modified to allow Expert Committees to change those categories. This was done specifically for the SASS committee and the Field Activities committee because their activities don't really fit into the standard TNI-laboratory mold. It was felt that the Bylaws identify three stakeholder categories, but does not say that only those three categories can be used. We may want to amend the Bylaws to make it clear that this can be done.

The Procedures Governing Standards Development SOP was reviewed when SOP 1-101 was being reviewed and the conundrum that we faced was that we weren't sure that the change that went into that SOP was meant to be kept for that program only or if any program could declare their own stakeholder categories. Also, we thought there was a dual issue that either we needed more categories, or that the type of categories we had available were not fitting the individual programs.

Concerns heard today will go back to Policy and they will look more comprehensively at the Bylaws for any changes or clarifications that need to be made.

5. Ex-Officio Members of the Board

George Detsis requested TNI staff investigate the role of Federal officials as Ex-Officio Directors. This practice was started in 2007, shortly after the formation of TNI, based on the opinion of one EPA official serving on the Board. Research at that time suggested this was not an issue, since many Federal officials serve on the Boards of many non-profits, as long as they are not involved in fiduciary activities. Further, a memo existed that encouraged Federal employees to participate on the boards of standard setting organizations. Nonetheless, the TNI Board respected the opinion of the EPA individual and extended this opinion to all Federal officials serving on the Board.

Additional research was performed and a March 6, 2013 Federal Rule was found that provides an exemption for federal employees to serve on the boards of non-profits, especially those involved in scientific issues. An accompanying memo from the Office of Government Ethics provides more information.

The two memos mentioned above and the FR notice were provided as separate documents.

Any changes to the current process would require a change to the Bylaws.

It is not clear that federal officials can serve as more than x-officio members or not. It talks about the obvious roles. It appears that the global restrictions are lifted, but there could be agency specific restrictions depending on what you are doing. It seems that this information paves way for x-officio members to become full board members, and where their vote would constitute a conflict of interest, they would abstain from the vote.

Suggestion: Asking Federal x-officios to query their individual agencies as to what, if anything is needed on this, and reporting back. If we then need to make a change to the Bylaws, we can do that.

6. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Consensus Standards Development Executive Committee (CSDEC) will meet on June 13, when it will consider a revised draft of SOP 2-100 (Procedures Governing Standards Development) that will incorporate the recommendations of the Corrective Action *ad hoc* committee.
- Two ISO documents addressing the manufacture and provision of proficiency test samples are ISO 17043 (Conformity assessment — General requirements for proficiency testing), and ISO Guide 34 (General requirements for the competence of reference material providers). Volume 3 of the Laboratory Proficiency Testing Committee WDS (General Requirements for Environmental Proficiency Test Providers) will include many of the requirements of these ISO documents, and the PT Expert Committee is considering three possible structures. The first would be similar to the current V3 which does not directly incorporate any parts of the ISO standard or guidance document. A difficulty would be to include similar requirements to ISO 17043 and Guide 34 without infringing on ISO copyright. The second option would include all of ISO 17043 and Guide 34 with additional TNI requirements as extra clauses. This would be analogous to the Quality Systems General Requirements in V1, but more complicated with two ISO documents plus additional requirements. The third option would require all PT Providers to be separately accredited to ISO 17043 and Guide 34 (as they are now). Then V3 would incorporate only the additional TNI requirements, and would be a much shorter document.
- Voting on the Chemistry Expert Committee's Calibration VDS resulted in 47 affirmative votes, 1 affirmative vote with comments, 21 negative votes with comments, and 2 abstentions. The committee will present the voters' comments for discussion in San Antonio.
- The Laboratory Accreditation Body Expert Committee has provided materials to the TNI Webmaster for creating the list of Third Party Assessors. Once the explanatory paragraph with disclaimer plus templates for individual and organizational use in consistently displaying qualifications are on the web page, the Chair will send an invitation to all identified candidates, including all of the non-governmental accreditation bodies, to visit the web page and submit their information for inclusion. This committee is also reviewing the streamlining revisions to the Compliance Checklist (aka, Technical Review) for NELAP evaluations. This review will verify the NELAP evaluators' decisions about duplicate items (being eliminated) and items requiring formal documentation (as opposed to observation of practice.)
- The Radiochemistry committee is continuing to edit the standard. They are doing quite a bit of work to ensure definitions are relevant and accurate. The committee was able to use Webex this month to edit the standard on-line – screen sharing.
- The Microbiology committee is completing their review of the Small Lab Handbook. The committee will begin working on a standards update in July.

NEFAP

- AB Accreditation: The observation portion of the evaluation planned last month has taken place. The Evaluation Team is completing their final report. Ilona has pulled all parts of the application and supporting documents that the Recognition Subcommittee needs to complete the accreditation process. She will add the final Evaluation report when she receives it and the subcommittee will then begin their work.
- The Evaluation SOP update is being worked on and should be ready for review at the next NEFAP EC meeting.

- Doug Leonard presented a flow chart to compare the NEFAP and NELAP process that will be reviewed at the next meeting.
- Continued follow-up on training needs for Recognition Subcommittee. One member still needs to complete the quiz for the webcast, but all subcommittee members have reviewed the webcast or participated in the original Webinar.
- The EC will review and discuss the Nomination SOP at the next meeting. This SOP is being reviewed by the Policy Committee and they have questions.
- Scott Evans distributed a final DRAFT to the subcommittee working on the NEFAP training SOP. The subcommittee has not been able to meet to finalize the DRAFT. A new target deadline of San Antonio can be expected.

Field Activities Expert Committee (FAC)

- The modified standard has been posted on the website and committee members will have until June 20th to change their vote. The standards will then be sent to the NEFAP EC for a 30 day review period. The next step will be the CSDP review.
- The committee has started working with the NEFAP EC on mobile lab issues. John is the FAC representative on this committee.
 - The committee has formulated a subcommittee to work on FSMO tools. The Subcommittee has started meeting and has decided to use a ground up approach. They will begin by providing FSMO's with a tool that will allow them to determine their gaps. They will then provide SOP and Policy templates that can be used to help eliminate gaps. The final step will be to provide a Quality Manual template or guidance tool. They will be able to reference the work they have done to prepare the manual.
- The committee will begin work to update the NEFAP brochure. They will work with the NEFAP EC and Advocacy to do this.
- Some advocacy concerns were expressed again during the last teleconference. Completing the work on the NEFAP website will help. A new Advocacy summary has been added as a permanent addition to the minutes each month until the website is ready.

NELAP

Accreditation Council

- The AC had a successful meeting with Charles Feldmann and managers of EPA's OGWDW Technical Support Center to discuss the issuance of new EPA Laboratory Identification Numbers. Dan Hickman, TNI's Database Administrator as well as a representative of one of the PT Providers joined the call and provided helpful perspective.
- The AC will meet with Carrie Miller of EPA OGWDW later in June concerning the EPA's expectations that states will assume responsibility for accrediting laboratories for analysis of *Cryptosporidium*. EPA regional Drinking Water Certification Officers have asked to be included in this conversation, also.
- The AC continues to contemplating how to accommodate the withdrawal of roughly half of the EPA regional offices from participation in the AB evaluation process. (Those regions will perform independent visits to determine whether the AB meets state primacy requirements.) The main focus of this effort is determining how best to utilize contracted or third-party evaluators. This conversation was interrupted by planned or essential sessions with regulators and assessors, but will resume in July with a return to "ordinary" business meetings of the AC. The AC seeks to have its revised evaluation process reviewed and approved by the Policy Committee and Board in advance of beginning the next round of AB evaluations in December 2013.

- Several ABs have notified the AC of changes to their operations. We await learning what Florida will announce. Minnesota's legislature mandated a change to using third party assessors that will be contracted directly by laboratories, as soon as procedures can be put in place; an oversight committee is guiding its development. This comes in the middle of MN's evaluation, and the evaluation team is recommending a delay in the site visit until new processes and procedures are in place, and the AC will be asked to temporarily extend MN's Certificate of Recognition until the evaluation can be completed, as has been done for other ABs when evaluations were delayed.
- Aside from MN's evaluation (noted above), three other evaluations remain to be completed – CA, IL, and LA DEQ.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC is making great strides under the new leadership of Judy Morgan. Three subcommittees and multiple "ad hoc" workgroups have thus far reviewed all of the backlogged SIRs – some for revision, some for return as outdated and also SIRs that were actually "how-to" rather than interpretation requests – plus developing and approving a policy requested by the NELAP AC concerning notification of changes to Accreditation Body operations -- what information is required and whether additional review is warranted. This policy will be forwarded to the AC for consideration shortly. Both the Assessor Forum and the Mentor Session for San Antonio are ready to go. The SOP for managing SIRs is undergoing significant revisions and the NELAP SOP for Evaluation of ABs is being reviewed prior to recommending its adoption by the AC for the next round of evaluations beginning December 2013.
- Standards Interpretation Request (SIR) update:

Total Number of SIRs	SIRs Closed Out	SIRs in NELAP AC	SIRs To Be Responded To: Quality Systems Expert	SIRs Being Redirected
229	154	5	15	2

PROFICIENCY TESTING

PT Program Executive Committee (PTP EC)

- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. They have gone through the low level volatiles and are waiting for new results to review. They will begin meeting again late June.
- Stacie and Ilona met with each of the PTPAs to discuss ideas and options for evaluating the PT Program. These calls were very helpful and a meeting has been planned for the PT Program Evaluation Subcommittee to discuss the calls and prepare a recommendation at the June PTP EC meeting.
- The PTP SOP Subcommittee is working on the comments received from the Policy Committee on SOP 4-107: FoPT Table Management SOP. The subcommittee is reformatting the SOP to make it flow better and will be finalizing a DRAFT this week for the June PTP EC meeting.
- The position paper will be finalized by a newly formed subcommittee. The paper describes TNI's philosophy behind PTs and it will be submitted to Advocacy. A DRAFT will be reviewed at the meeting later this month.
- The charter was reviewed. The budget needs to be finalized, but everything else is completed.
- The committee is looking for a new AB member.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee has received commitments from all speakers for the half day session in San Antonio tentatively titled: The Benefits of Accreditation in the Environmental Measurement and Monitoring Community. A planning call with speakers is scheduled for July 22.
- The next newsletter is on track to be published on July 1. Steve Arms is the editor.

Non-Governmental Accreditation Bodies

- The NGAB working group will meet on Friday, June 14. They have completed side by side comparison of the NELAP and NEFAP Evaluation SOPs and are preparing draft language for discussion in San Antonio.

Information Technology Committee

- The committee has begun work on the methods compendium effort outline in the EPA cooperative agreement and is updating their charter.

Policy Committee

- Reviewed "Field of Proficiency Testing Table Management," SOP 4-107, and returned it to the PT Executive Committee for a few revisions.
- Followed up on the Board's discussion of committee member stakeholder categories with development of Policy 1-122, "Determining Stakeholder Category of Committee Members," which is offered for Board endorsement at this meeting.
- Is discussing how to approach establishment of guidance (whether formal or informal) for conduct of TNI members in committee interactions especially, as a result of recent conversations that left some members feeling unduly pressured in the decision-making processes of several committees. The import of this guidance will be incorporated into the training on the Committee Operations SOP 1-101, as discussed when that SOP was approved in April. A "beta version" of this training will be offered in San Antonio with a webinar produced later in the year.

Training

- We had a great response to the last Brown Bag training (Document and Document Control). The next training is planned for July 12th. Training certificates will be going out this week.
- A new certificate procedure has been developed: Certificate of Completion for courses awarding CEUs and Certificate of Attendance for all other training.
- Certificates were distributed for the first CEU course – Fundamentals of Ion Chromatography. Unfortunately the recording failed in this presentation, so much of the automated collection of information from WebEx was lost. The information was compiled manually.
- Progress was made on preparing the documentation for distributing CEUs. Jerry and Ilona spent time reviewing priorities and developing a database to collect the information needed. Ilona is working on an application update and a document to help people determine Learning Outcomes.
- Training certificates for completed webcasts were prepared and distributed.
- The second technical Webinar will occur this Thursday.

2013 Environmental Measurement Symposium – San Antonio, Texas

- All documents for posting are finalized and with William.
- A review was done of the NEMC website and updates were requested for the next phase of the process – collection of papers and presentations.
- All speakers were notified of acceptance and information was provided on their responsibilities. There have been some speaker substitutions made.
- Keynote abstracts and bios are ready for posting. Two more photographs are needed.
- Plenary abstracts and bios are just about ready to post. Final information has been requested.
- William has completed the first DRAFT of the technical program for posting on the website. This posting will include all abstracts and biographies. This should be ready to go live before Wednesday.

Membership Report

- There were 2 new committee applications this month. One was for PTP EC and the applicant will become an associate member. The other was for Chemistry and the status has been requested. The summary has been updated.
- Active Members: 872