

TNI Board of Directors Meeting Summary

March 13, 2013

1. Roll Call

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

2. Approval of February Minutes

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

3. Board Election

Elections for the 2013 Board of Directors will begin on March 18.

4. A2LA Continued PTPA Recognition

On the February 14, 2013 conference call of the PTP Executive Committee conference call Stacie Metzler vote to approve A2LA's continued recognition as a PTPA based the on-site assessment that completed in December of 2012. The Board endorsed this recommendation.

5. ELAB MDL LOQ Request for Action

This was briefly discussed last month and the Board decided no action was needed, but now a request was sent by the Chemistry Committee chair to take action.

EPA has responded to ELAB re: this letter. The ELAB Board has not yet met to discuss the response. This discussion will be tabled until the next BOD meeting after ELAB has had a chance to review the EPA response.

6. New Business

Registration for August Meeting: Suggested that due to governmental planning for budgets, etc., to activate the registration on the website earlier so people can start registering.

TNI member Gary Decant passed away on March 9. There will be a write-up in this month's newsletter.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing Expert Committee has almost completed its preparation of a Modified Working Draft Standard of the PT modules in the Laboratory and Accreditation Body Modules of the standard (V1M2 and V2M2). Also in preparation are Working Draft Standards for the PT Provider and PT Provider Accreditor volumes (V3 and V4).
- The Chemistry Expert Committee has prepared a Voting Draft standard on calibration. It is proposed to post this on the website shortly for voting in the spring. Work is continuing on the modification of the EPA document "Appendix B to part 136 – Definition and Procedure for the Determination of MDL".
- The Microbiology and Radiochemistry Expert Committees are currently reviewing their respective modules of the quality systems standard, and they will shortly be publishing Notification of Proposed Standards Activity, as required in SOP 2-100 (Procedures Governing Standards development).

The Board discussed the need to coordinate the implementation of the standards to ensure they are not being implemented piecemeal and requested the CSDP Executive Committee develop a proposed plan for this activity. The Board also discussed the need to get the revised SOP for standards development in place soon.

NEFAP

- A DRAFT contract has been prepared to recognize PJLA as a NEFAP AB. It is being reviewed and should be finalized this week. A certificate will also need to be issued.
- Continued follow-up on training needs for Recognition Subcommittee.
- In Progress: Justin and JoAnn finalized a listing of upcoming meetings/conferences where NEFAP has an opportunity to present. Ilona and William worked in Denver on a format to provide this information on the NEFAP site so speakers can be found and people will know where they can go to get more information about NEFAP. Documents are now being collected to put up on the site and a number are ready for posting after William makes the changes.
- The vote for new NEFAP EC membership will be finalized this week. The voting process needs to be evaluated by the EC for improvement before next year's election.
- Scott Evans is working on a DRAFT to a training SOP for review at the next NEFAP EC meeting. Drafts have been getting reviewed by e-mail.
- Marlene Moore joined the Advocacy Committee to represent NEFAP interests.

Field Activities Expert Committee (FAC)

- The committee has finished reviewing comments and is now working on changes to the standard. The modified standard will be posted on the website along with the comments, resolution and response to the comments. Committee members will vote on the standard within 15 days of this posting.
- The committee will begin work with the NEFAP EC on mobile lab issues. John Moorman will be FAC representative on this committee and others are being encouraged to volunteer.

- The committee started the formation of a subcommittee to work on FSMO tools. They will begin work on a Quality Manual guidance document or template in early April.
- The committee will begin work to update the NEFAP brochure. They will work with the NEFAP EC to do this.

NELAP

Accreditation Council

- The AC approved the Non-Potable Water Field of Proficiency Testing (FoPT) table prepared by the Chemistry Subcommittee of the PT Executive Committee. Some of the ranges for PTs were adjusted, and this prompted a specific request for the future that developers of the FoPT table ensure that care is taken in raising the lower limits of the range, since the adjustments have already moved a few PT ranges outside of the testing ranges required for some wastewater permits in at least one state.
- The AC has been steadily working on the backlog of Standards Interpretation Requests (SIRs) for more than half a year now. A package of the AC's suggestions and recommendations about the oldest SIRs was returned to the LAS EC in January, with some identified as "never should have been accepted," some as "request now obsolete," and some with request and suggestion to make the existing draft interpretation usable in a regulatory or enforcement environment. In February, the AC met with Jerry and the chairs of both LAS EC and Quality Systems Expert Committee to begin working through the remaining SIRs, and to discuss ways to streamline the overall process.
- By the end of our discussion, LAS EC agreed to accept return of all unapproved SIRs (identified as "needs discussion" or with more than 1/3 "not approved" votes from the AC), along with the non-attributable comments from the NELAP ABs. The LAS EC will review these returns and decide on a case-by-case basis how to address the stated concerns of the ABs. This will likely involve additional consultation with the Expert Committees in reviewing and possibly modifying the initial interpretation so that it will be readable and enforceable. We hope this process will resolve outstanding concerns about the ABs interfering with the consensus process for the standards interpretations.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC's new Chair Judy Morgan convened a meeting with members of both the LAS EC and the Technical Assistance Committee to discuss merging the two groups and how to revise the charter to encompass all activities of both. Everyone has been asked to specify a preference about remaining involved and what activities appeal most to them; a few members were already expecting their terms to expire but all are invited to remain with the merged group. Some may need to become Associate Members involved only with particular activity-focused subcommittees or "ad hoc" groups working on standards or SOP reviews (such as the NELAP Evaluation SOP) or development of particular documents such as policies or SOPs. Staggered terms will be negotiated as the preferences sort out, and the merged committee may be ready to resume working on the various projects after its next meeting at the end of March.

PROFICIENCY TESTING

PT Program Executive Committee (PTP EC)

- The Chemistry FoPT Subcommittee did not meet in February. Work on the SCW table will resume when some of the data is summarized for review. The PTP EC will discuss ideas at their next meeting to help the Chemistry FoPT subcommittee get the data they need to begin work on the SCW table.

- The NPW FoPT table was approved by the NELAP AC and has been posted on the TNI website with an effective date of July 1, 2013. This is the first time that both a current and updated table are posted at the same time.
- The chair is working on a letter to request data from the PTPAs so the Evaluation Subcommittee can determine how the data should be collected and evaluated to assess the effectiveness of the PT Program. This will be completed in March after the PTPA evaluations are complete.
- The office visits and observations are complete for both A2LA and ACLASS. A copy of the PTP EC approval for A2LA has been forwarded to the TNI Board. The final report for ACLASS has been finalized and forwarded to the PTP EC for approval.
- The SOP Subcommittee did not meet in February. They will resume meeting in March and April.
- The committee charter is being finalized and will be forwarded to the TNI Board.
- Jennifer Loudon has been added to the committee. She is currently the laboratory manager of Raritan Township Municipal Utilities Authority in Flemington, NJ.

ADMINISTRATION

Advocacy Committee

- The next newsletter is still on target for publication on March 15. Michael Wichman is the editor.
- The Advocacy Committee has developed an outline for a letter to the EPA FEM summarizing TNI's accomplishments over the past several years. Advocacy hopes to have the letter ready for TNI Board approval by the next Board meeting.

Non-Governmental Accreditation Body (NGAB) Working Group

- The first meeting of the NGAB working group will be held on March 25. Final group members include: Alfredo Sotomayor, chair, Marlene Moore, Jim Todaro, Cheryl Morton, Kristin Brown, and Jerry Parr and Carol Batterton, TNI staff.

Policy Committee

- The need for a comprehensive SOP detailing procedures and rules for travel re-imbusement has been identified. Consequently, the draft SOP "TNI Travel Procedures" has been submitted to the Policy Committee. A travel approval request form has also been prepared. It is planned to have these documents in place for the August San Antonio meeting.
- Significant revisions to SOP 1-101, Operation of TNI Committees, have been approved by the committee. The SOP is being provided to TNI committee chairs for their review and acceptance. This SOP will be on the Board agenda for April.
- The committee has started review of SOP 3-108, Issuance of Provisional Recognition of Accreditation Bodies According to the TNI Standard.

Training

- The seventh Brown Bag Webinar occurred March 1st. The webcast will be available within 2 weeks. We continue to get positive feedback on these webinars and course attendance continues to be good. Survey results were in the 4-5 range. The next webinar will be in April.
- We have been receiving questions about the Ethics related webcasts and whether watching these webcasts fulfills the training requirements in the standard. Ilona is preparing a document for NELAP

AC review and posting on the TNI Training website that will summarize the standard requirements and where/how the training lines up with the requirements.

2013 Environmental Measurement Symposium – San Antonio, Texas

- 159 abstracts have been received and are being placed into sessions for the NEMC portion of the meeting with a few more expected to still come in.
- The mentor session will likely focus on new methods for cyanide.
- Conference registration should open at the end of April.

Committee Applicants

First Name	Last Name	Organization	Stakeholder interest:	Committee(s) Applied to
Brian	Miller	ERA	Other	Radiochemistry
Mandi	Edwards		Laboratory	Any committee

Membership Report (February 2013)

- Active Members: 896