

# TNI Board of Directors Meeting Summary November 13, 2013

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## 1. Roll Call

Directors	Present
Joe Aiello	X
Aaren Alger	X
Steve Arms	X
Judith Duncan	
Zonetta English	
Jack Farrell	
Keith Greenaway	
Sharon Mertens	X
Judy Morgan	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Susan Wyatt	
Ex-Officio Directors	
Brenda Bettencourt	
Brooke Connor	X
George Detsis	
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 October 2013 Minutes

**Motion to Approve:** Elizabeth Turner

**Second:** Scott Siders

**Abstentions:** Dave Speis

**Approved:** Unanimous

## 3. Bylaws Revision

At the request of the Board, the Policy Committee has reviewed the bylaws and developed proposed changes in 2 specific areas, ex-officio Directors and stakeholder representation. In performing this review, the Committee noticed a number of other areas for improvement. The proposed changes include:

- Article VIII, Business Meetings, and been renamed and renumbered to become Article IV, Membership Meetings, and the new article requires an annual meeting. This will require a slight shift in how we conduct the Monday morning session at the winter conference.
- Ex-officio Directors may now vote, but their participation on the Board is subject to a ratification of the membership, and a new section in Article V is proposed. This ratification would be held at the same time as the Board election in March of each year, and thus the implementation of this provision would not occur until April 2014.
- The composition of the nominating committee had been moved from Article V, Board of Directors to Article VIII, Committees, and the section has been revised to have a provision if a Past Chair is not able to serve as chair of this committee.
- The section on electronic voting from the Board has been removed. Electronic voting on any particular motion could be allowed under our SO" P on voting rules when needed.
- The section discussing the Executive Director is moved from Article XI, General Provisions to Article VI, Officers and Executive Director.
- Section 1 of Article VII on Core Programs has been modified slightly to be more general for the PT program.
- Article VIII on Committees and Councils has been modified to allow the Chair of an Executive Committee to make appointments to committees within that program.
- The role of the Finance Committee in Article VIII has been expanded.
- Section 4 in Article XI on balanced representation includes new language to allow different stakeholder groups with the approval of the Board.
- There are many other editorial and minor clarifications.

The proposed changes were provided as a separate file in redline/strikeout mode with comments. According to the Bylaws, the Board can take no action on these proposed changes until the December meeting. The Board may, however, discuss any of the proposed changes for clarification.

If anyone has further comments, send to Alfredo or hold them for review at the next BOD meeting.

Ilona and Ken will send to EC for comments.

#### **4. Proposal for a Workshop on the Future of Laboratory Accreditation (Attachment 1)**

At the August Board meeting, the Board asked the Advocacy Committee to review the letter EPA sent ELAB where TNI was mentioned and develop recommendations for any specific actions TNI should take relative to this letter. In response, the Advocacy committee has developed a proposal to conduct a special meeting on laboratory accreditation to be held on August 9, in Washington, DC. This effort will likely require a significant reallocation of grant funds, which could affect other efforts.

We will have a workshop at the summer meeting to discuss; the meeting schedule will be re-arranged to accommodate this session. We do not yet have a good sense on the financial impact of this workshop yet, but it under review.

The use of a webinar(s) was suggested as a good way to accommodate different schedules, tight budgets, and to manage and discuss preliminary information collection, analysis, and direction before meeting in Washington, DC. By the time we get to the summer conference, the workshop should be focused on solutions, not rehashing information.

These meetings are meant to be open, not closed. We will work on a communication so it is clear as to who is invited.

Specific feedback:

- Verbiage change: Use the phrase “improved data usability” instead of “data quality” (for the position statement).
- Scope of the endeavor should be broader. Also suggesting a planning session in Louisville.

Advocacy Committee should move forward with this.

#### **5. Third Quarter Financial Statements**

The Statement of Activities and Financial Position were provided as a separate file. In September, the Finance Committee started requesting a new monthly report on projected cash flow, and the October report is also provided. These reports were reviewed and discussed during this meeting.

#### **6. Position Statement on Quality Systems (Attachment 2)**

In July, the Board reviewed a draft Position Statement on Quality Systems. Based on the extensive comments from the Board, the Policy Committee has revised this statement.

Revisions: Change “data quality” to “data usability”.

**Motion to Endorse with above reference change:** Steve Arms

**Second:** Dave Speis

**Approved:** Unanimous

#### **7. Program Reports (Attachment 3)**

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## Attachment 1

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### **Proposal for Outreach to States and EPA Regional Offices to Explore Future Growth towards a True National Environmental Laboratory Accreditation System**

#### Background:

On November 2, 2012, the Environmental Laboratory Advisory Board (ELAB) sent a letter to EPA's Forum on Environmental Measurements (FEM) with a recommendation stating that *EPA should create a vehicle that enables the Agency to team with state programs that have limited resources to develop rules that establish NELAP as the laboratory accreditation standard in their states.* In their response to ELAB, the FEM stated that *the FEM has provided funding through a cooperative agreement for the development of standards, guidance, training, and tools to benefit state, tribal, and local agencies in addition to the public and private sectors for several years. This vehicle is currently under award to The NELAC Institute (TNI). We will convey the additional need for state, tribal, and local agency support to set-up regulatory programs for accreditation or certification programs within their purview; however, it is ultimately TN I's decision on how to prioritize and address this request based on the resources they have available from the Agency.* The FEM's response clearly indicates that they are looking to TNI to review this issue and if appropriate, make a recommendation to re-prioritize cooperative agreement funds to address this concern. At the summer meeting, the TNI Board of Directors charged the Advocacy Committee to determine a course of action in response to the FEM's letter.

#### Discussion:

The first group of NELAP accreditation bodies (ABs) received recognition in 1999. Since that time, only three additional ABs, TX, VA, and MN, have applied for and been recognized as NELAP ABs. While many other states utilize all or part of the NELAC or TNI standards in their accreditation programs, attempts to expand the program by recognizing additional ABs have not been widely successful. Reasons for reluctance on the states' part include a perception that implementing a NELAP recognized accreditation program is resource intensive, a lack of state statutory authority, and a reluctance of state governments to institute new programs and new fees. Other reasons could include differences between NELAP and state programs on such issues as frequency of proficiency testing or qualifications for a technical director.

Over the course of the twenty years since the national accreditation program was conceived, the state and federal regulatory landscape has shifted dramatically. It is time for TNI to re-evaluate our approach to expanding national accreditation and chart a new course. Rather than trying to recruit more states as NELAP ABs, we may need to shift our focus to asking more states to accept NELAP accreditation as equivalent to their programs. Additionally, with TNI's recent steps toward approving non-governmental accreditation bodies (NGABs) to grant laboratory accreditations, there may be opportunities for states that were not available previously. We need to find out what is working and will work for states, EPA, and laboratories and as well as what is not working, in order to chart a path forward.

#### Proposal:

Using funding from TNI's cooperative agreement with EPA, TNI will hold a workshop with state and EPA Regional laboratory accreditation staff. The purpose of the workshop will be to get input on the state of national accreditation and learn what is and is not working for these regulators in the current program. Additionally, we will ask participants to identify barriers to state and federal participation in the current program in order to determine how to best move national accreditation forward. These workshops may be full or half-day sessions, depending on the topics included in the final agenda.

The goals of the workshop will be to:

- Review the current status of the NELAP
- Review TNI's plans to recognize NGABs
- Solicit input on successes of the current program
- Identify areas for improvement of the current program
- Identify barriers to state and EPA acceptance of NELAP accreditation
- Identify barriers to state participation
- Review the importance of reciprocity/recognition in interstate commerce
- Identify ways to help states overcome these barriers
- Identify alternatives for moving forward

After discussing the advantages and disadvantages of holding multiple regional workshops or one national workshop, the Advocacy Committee recommends a compromise approach that begins with one national workshop initially. We propose holding the workshop on Friday of the summer 2014 meeting in Washington, D.C. We anticipate the workshop lasting 5-6 hours.

Following this national workshop and taking into consideration the input we receive, we will determine the best way to follow up. Options include webinars or special presentations at selected regional meetings of laboratory associations.

#### Budget:

The Advocacy Committee recommends re-prioritization of activities in the cooperative agreement with EPA to cover the costs of this event. Anyone registered for the summer meeting may attend at no cost. TNI should waive registration fees for state or EPA Regional staff that travel to Washington, D.C. to attend only this Friday meeting. Travel costs for state employees coming in only for Thursday and Friday may be covered by the cooperative agreement, as funds are available. Regional follow-up meetings can be done at low to no cost by using webinars and tagging on to regional laboratory association meetings.

If the Board concurs with this proposal, the Advocacy Committee will begin reaching out to state and Regional staff to solicit input on additional topics for discussion. Potential groups for outreach include the state assessor group, state contacts identified for the NELAP Accreditation Council's outreach call, NELAP evaluators and other EPA staff, the Association of State Drinking Water Administrators (ASDWA), the Environmental Council of States (ECOS), and the Association of Public Health Laboratories (APHL). This will allow us to develop a final agenda and timeframe for the workshop. Once these details have been set, we can develop a detailed budget.



## Attachment 2

### The NELAC Institute (TNI) Position Statement SMALL LABORATORY QUALITY SYSTEMS

Every environmental laboratory, regardless of its size, should operate with an effective quality system. The TNI Standard, which is based on the ISO/IEC (International Organization for Standardization) 17011 and 17025 Standards, sets forth the principles and practices of a laboratory quality system applicable to both large and small laboratories. Implementation of the TNI Laboratory Standard benefits small laboratories by increasing confidence in their data, improving the quality of their overall analytical processes, and improving defensibility of their data.

#### BACKGROUND

The TNI Standard is a consensus-based laboratory standard, developed by a group of environmental laboratory community stakeholders. This Standard describes a well-documented quality system for the management of environmental analytical laboratories and is currently the Standard followed in 14 states. In addition, nearly every other state has adopted sections of the TNI Standard into their laboratory regulations, grants reciprocity, or recognizes the standards in other ways. The 2009 TNI Standard was recognized by the American National Standards Institute (ANSI) in 2012 as an American National Standard for the environmental laboratory sector. As a result, the 4 volumes of the TNI Standard are designated as accepted practice and are made available to any accredited or non-accredited laboratory.

Small laboratories with a limited number of employees and where an employee often fills the roles of both the analyst and Quality Control Officer/Technical Manager often do not seek implementation of a comprehensive quality system, such as that described by the TNI Standard, unless required to do so by their State regulations. TNI Standard implementation has been made easier, though, by several new TNI resources:

- Quality Manual Template;
- Standard Operating Procedure (SOP) Templates;
- Small Laboratory Guidance Manual;
- Small Laboratory Advocate Group (SLAG) – provides a forum for small laboratories to discuss and exchange ideas and as a result to create tools that assist labs in understanding and implementing the TNI Standard;
- Training Courses and Webinars; and
- Annual Mentor Sessions and Technical Assistance at TNI Forums.

Laboratories performing Safe Drinking Water Act analyses are required to be certified. EPA's *Manual for the Certification of Laboratories Analyzing Drinking Water* is the guidance document for drinking water testing certification, but does not include as comprehensive a quality system as the TNI Standard. However, EPA recognizes and accepts accreditation to the TNI Standard as equivalent to their certification.

## **BENEFITS OF A QUALITY SYSTEM**

The TNI Standard is a recognized national standard for laboratory testing that is achievable and attainable by any small laboratory. A good quality system does not have to be expensive or require the time of a large number of employees. In the long run, having such a system will reduce errors that can jeopardize compliance and often require expensive retesting. The result of adopting the principles and practices in the TNI Standard is improved data quality with increased confidence in the safeguarding of public health and the environment.

Over 2,000 laboratories have implemented the TNI Standard, many of them small laboratories with one or two analysts. Proved benefits to these laboratories from use of the TNI Standard include:

- Improved data **usability**;
- Easier analyst training using a well-documented standard;
- Uniformity of laboratory documentation and processes;
- Improved analytical processes through established documentation and review processes;
- Easier problem identification due to more complete documentation procedures;
- Improved data defensibility and customer confidence; and
- Improved customer confidence in safeguarding the public health and the environment.

## **BENEFITS OF ACCREDITATION**

Once a laboratory implements a quality system, it is then a fairly easy step to become accredited to the TNI Standard. Taking this next step will provide the following benefits to laboratories:

- Formally recognized testing competence from an authoritative independent body;
- National recognition for data produced of a known and documented quality;
- External assessment of the health of the lab's implemented quality system and its continued compliance with requirements; and
- For commercial laboratories, a marketing advantage.

## **RECOMMENDATIONS**

Specific Actions to be taken by TNI:

- Continue support for the Small Laboratory Advocate
- Continue to create tools to facilitate documentation and implementation of quality systems in small laboratories
- Create a document based on the Small Laboratory Handbook that emphasizes quality systems, but without references to the TNI Standard or TNI laboratory accreditation.

## **ACKNOWLEDGEMENTS**

2012 Small Laboratory Advocacy Group

Keith Chapman, City of Salem and TNI Small Laboratory Advocate, 2009 -2013

Elizabeth Turner, REM, Laboratory Manager, North Texas Municipal Water District and TNI Small Laboratory Advocate, 2013

## **REFERENCES**

The Benefits of Laboratory Accreditation, Judy Morgan, Environmental Science Corporation, January, 2009; Presented to the Forum on Laboratory Accreditation in Miami, FL

How NELAC Accreditation Improves Laboratory Operations, Nan Thomey, Presented at the TCEQ Trade Fair, May 2010

TNI ELV1, Management and Technical Requirements for Laboratories Performing Environmental Analysis, September 8, 2009

TNI Quality Manual Template, February 23, 2011

TNI Guidance for Small Labs, August 1, 2011

EPA Manual for the Certification of Laboratories Analyzing Drinking Water, 5th Edition

ISO 17025 Standard: General Requirements for the Competence of Testing and Calibration Laboratories

<b>Position Statement Number:</b>	<b>1204</b>	<b>REVISION NO:</b>	<b>0</b>
<b>Advocacy Committee Approval Date:</b>	<b>4-2-13</b>	<b>Policy Committee Review Date:</b>	<b>6-21-13</b>
<b>TNI Board of Directors Endorsed Date:</b>		<b>Effective Date:</b>	

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### Attachment 3 PROGRAM REPORTS

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#### CONSENSUS STANDARDS DEVELOPMENT

- As indicated in last month's report, the proposed revised SOP 2-100 (Procedures Governing Standards Development) was completed and submitted to the Policy Committee. In support of these new procedures, TNI staff members are developing improved standards tracking procedures and creating revised uniform forms. These will include a form for submittal of comments on Working Draft Standards, with a section to describe the committee's deliberation and action on the comment. This will facilitate the committee's deliberations the next time the standard is reviewed to avoid "re-inventing the wheel". A form for provision of comments during electronic voting on Voting Draft Standards will avoid the current difficulties of transcribing comments that are submitted as attachments of the standard with sections flagged. This will also facilitate preparation of a standardized Response-to-Comments document that Expert Committees publish after deliberating the votes. All of the completed forms will be archived, including a list of any tentative interim amendments and voters' comments that were placed on hold until the next revision of the standard.
- The CSDEC is seeking to improve the flow of Standards Interpretation Requests (SIR). Expert Committees are asking for controlled access to the Accreditation Council's SIR database, which was put in place for ABs to communicate and vote outside their meetings to speed up the process. This would allow the committees to check where the SIR is in the process, and to go back and see why a SIR might have been rejected by the AC.
- The Chemistry Expert Committee is in communication with the EPAOW on the committee's proposed modification of the MDL procedure (Appendix B to Part 136). EPA officials have indicated the document will need to be finalized by next March if it is to be published in the Federal Register for adoption.
- To date, four listings have been submitted and posted to the Contract NELAP Assessor web page under the Technical and Professional Resources button on the TNI home page. Further progress on the generic application awaits feedback from the IT Committee. LAB Expert Committee is prepared to work with LAS EC in drafting documents to support the AC as it finalizes transition away from the NELAC standard.
- The Radiochemistry Expert Committee will hold a webinar on November 14, 2013 to outline its proposed changes to Volume 1, Module 6 of the Environmental Sector standard, and most importantly to solicit input from the membership for proposed changes. This improved communication is consistent with the revised Procedures Governing standards Development. There have been some questions about a fee for non-TNI members that the Advocacy committee has just addressed. Non-TNI members can join TNI or pay a fee to participate in this webinar. The committee started work on their charter update and plans to vote on it in November.
- The Microbiology Committee has started work on the Working DRAFT Standard. They will address the controversial issues first, incorporate them in the DRAFT and then begin an overall review and update. The committee will evaluate a time do a stakeholder Webinar to get input on changes needed in the current standard. It will likely be early December or after the first of the year. The committee started work on their charter update and plans to vote on it in November.

#### NEFAP

- The Mobile Lab Subcommittee will send out a copy of their survey to one more mailing list before they begin work on their task.
- The committee reviewed their charter and a final update will be voted on in November.
- The Recognition Committee has received a response from the evaluation team. One response was unclear and Ilona is following up on it. The committee hopes to have a recommendation to present to

the NEFAP EC next week. Ilona prepared DRAFT copies of the Recommendation and a report to the NEFAP EC on process recommendations.

- The NEFAP brochure was updated.
- The Nomination SOP is being updated to address the concerns about committee balance and how ABs and Others are defined.
- The Evaluation SOP update is still being worked on.
- Ilona followed-up on training needs for the 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. This item should be taken care of next week.

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

- The FSMO Tools subcommittee has started meeting again. Progress was made on the priority checklist and the subcommittee will be meeting this week to finalize a DRAFT of this first document for FAC and NEFAP EC review and comment. This document is the starting point for an FSMO who is planning to submit an application for accreditation. The next tools that will be worked on are SOP and Policy templates for key areas.
- Ilona has begun the update of the assessment checklist based on the new standard. This will be used by the FSMO Tools subcommittee and will be made available to FSMOs that own a copy of ISO 17025.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- The standard has been submitted to the CSDP for finalization. They should receive any concerns this week. Justin hopes to have the standard final by the Kentucky meeting.
- The NEFAP brochure has been completed.
- The committee has started updating their charter and hopes to finalize it in November.
- New membership should be voted on in November. There were a number of Other and FSMO applicants. The committee needs one more AB member.
- The NEFAP Advocacy summary has been updated and included in the meeting minutes.
- Work on ANSI accreditation will begin this month. Ken will help get the application started and Justin and Ilona will begin pulling the needed information together. There are a number of people that have been involved in FAC from the beginning and they have volunteered to help with this effort.

## **NELAP**

#### **Accreditation Council**

- Three AB evaluations are still in process and the final site visit is tentatively scheduled.
- A number of proposals were received in response to the Third Party Evaluator solicitation and are undergoing review. Contract award is expected no later than mid-December.
- The AC considered a request from the PT Expert Committee for feedback about certain items, as a revision to V3 of the standard is being drafted. Also, PT Executive Committee requested additional AB representatives to apply for committee membership, but it's uncertain whether this will occur.
- The quarterly assessor calls have worked out to be about three per year instead of four, since conference and Monday holidays tend to interfere with the original schedule. The most recent was on November 4, led by LA DEQ, and addressed assessing Whole Effluent Toxicity Testing (WETT.) Future calls, with presenters identified, are scheduled for February 3, May 5 and October 6, 2014.
- Earlier this year, Susan Wyatt was asked by Policy Committee to review the AC's documentation and the standard, with a goal of identifying additional policies and procedures that need to be developed

to sustain the practices that have been carried over from the NELAC standard. One discussion was held with the full AC, and the NELAC 101 Handbook was rediscovered; Susan’s work continues and will be vetted by the AC prior to delivery to the Policy Committee.

**Laboratory Accreditation System Executive Committee (LAS EC)**

- LAS EC is discussing with CSD EC its role in reviewing new standards based on the PROVISIONAL SOP 2-100, Procedures Governing Standards Development.
- Management and oversight of SIRs continues as new SIRs arrive. The Chair seeks to find an improved means of tracking SIRs through the process, since the current system is fragmented and unwieldy. Virtually all backlogged SIRs have now either been revised and re-posted to the AC’s voting webpage or are being transmitted to the appropriate expert committee for reconsideration. Volunteers have begun drafting a set of Frequently Asked Questions to address some of the thornier issues, even though they may not have been actual requests for interpretation.
- Both the Assessment Forum and the Mentor Session subcommittees have settled on topics for Louisville, and are lining up presenters. Expect to learn a lot!
- LAS EC awaits the results of the review of AC documentation, and stands ready to work with the LAB Expert Committee to prepare draft documents as needed, for the AC’s consideration.

- Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	LASEC Review	NELAP AC Voting Process	with Expert Committees
241	192	18	23	8

- SIRs with were receiving more than 5 “Against” votes are now being reviewed by the LASEC and have been removed from the voting table.
- SIRs were reviewed and it was found that:
  - SIR 67 is missing from the voting table. William will be re-posting it. SIR 203 is being removed from the voting table while the LASEC has it on hold.
  - On the Voting Table:
    - ✓ 0 SIRs currently have enough negative votes that it is clear they are not going to be approved.
    - ✓ There are no veto votes that need to be resolved.
    - ✓ There are 8 SIRs that have received a vote for discussion
  - No SIRs are being sent out this month to the NELAP AC for a final opportunity to vote before they are finalized.
  - SIR 215 received final voting approval from the NELAP AC. A letter is being prepared to the inquirer and it will be posted on the TNI website and removed from the voting site.
  - There is one SIR (#216) that has 2/3 vote for approval, but it has a request for discussion before it can be finalized.
- There was 1 new SIRs submitted. It was not considered to be a SIR and a response was sent to the inquirer.
- A status update was sent to expert committee chairs with outstanding SIRs.

**PROFICIENCY TESTING**

- A subcommittee has been formed to look at adding method/technology to the FoPT tables. This is in response to a discussion that started as a result of a NELAP AC complaint that the FoPT tables were not in compliance with the standard. This committee will have its first meeting in November.
- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. Carl Kircher and Dan Dickinson are learning to put the calculation/summary PDF's together with Jeff Lowry's help. This will help the subcommittee get PTs to review sooner.
- The committee is actively looking for AB members.
- The PTP SOP Subcommittee is continuing work on SOP updates. The subcommittee is working on the SOP regarding PT limit updates.
- The Cryptosporidium FoPT table has been requested to be posted on the website.
- The committee is finalizing their updated charter.
- A complaint was received about the use of Provisional/Interim SOPs that do not have effective dates. Ilona will discuss this with Jerry and the Policy Committee.

## **ADMINISTRATION**

### **Advocacy Committee**

- The committee has reviewed the EPA response to ELAB and has provided the TNI Board with a proposal for a new outreach effort to chart the future of national accreditation. This proposal is on today's Board agenda.
- The Advocacy Committee will begin reviewing a draft position paper on the PT program received from the PT Executive Committee.

### **Non-Governmental Accreditation Bodies**

- The NGAB working group is continuing to draft the Evaluation SOP for NGABs. They are currently working on Section 6.0 Procedures. The complete draft SOP will be posted on the TNI website in early January and will be presented for discussion in Louisville.

### **Policy Committee**

- The Board will receive today the draft revisions to the TNI Bylaws that will allow Ex Officio members to vote and also permit individual committees to expand their stakeholder categories, with Board approval, when the committee's activities require additional or different perspectives. A few other minor changes to update the document are also being recommended.
- A revised SOP 2-100, Standards Review and Acceptance, was developed by CSD EC and submitted for Policy Committee review. LAS EC has begun discussing with CSD EC what its appropriate role in the review process should be, as noted above. As roles for LAS EC and other executive committees are being clarified, to ensure that they mesh with the new development procedures, the Policy Committee will remain fully engaged to ensure that the adopted procedures will support approval of implementable and enforceable standards suitable for adoption by TNI's accreditation programs.

### **Training**

- Course material for the Nov 8<sup>th</sup> webinar was reviewed and commented on by Paul Junio (Chair of the QS Expert Committee) and Ilona. A report was submitted to the Trainer.
- There was very good response to the "Implementing the TNI 2009 Standard" course. The first class was last Friday and was well attended. It is still possible for someone to add to the class this week if they can watch the webcast of the first class before Friday. Ilona traveled down to Tallahassee to assist the trainers with their first Webinar class.

- The review of the ethics training has been expanded to add information about a 5 minute portion of the training where the microphone was not working. Language has been agreed on to provide information about using the Ethics training for annual and refresher training. Jack has decided to prepare a 5 minute webcast that will be added to the training. Update: Jack and Ilona will work on this when they meet in late November.

### **NEMC**

- The website has been revised to provide preliminary information about the 2013 conference.
- The Call for Abstracts will go out next week.

### **Louisville Forum**

- Registration is now open.
- The conference brochure will be mailed this week.

### **Committee Applications**

- There were 5 new committee applications this month. Requests were for FAC, PTP EC, QS and LASEC. All information was forwarded to the chairs for the committees. 3 were for FAC and are being voted on this month. 1 was for PTP EC and it is being voted on this month. The last was for QS and LASEC, but there are no opening on this committee and the applicant was invited to be an associate or to consider membership on LAB (they need a lab person).

### **Membership Report**

- **Active Members:** 870