

TNI Board of Directors Meeting Summary December 11, 2013

1. Roll Call

Directors	Present
Joe Aiello	
Aaren Alger	X
Steve Arms	X
Judith Duncan	
Zonetta English	X
Jack Farrell	X
Keith Greenaway	
Sharon Mertens	X
Judy Morgan	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	
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
Iona Taunton	X
Janice Wlodarski	X

2. Approval of November 2013 Minutes

Motion to Approve: Steve Arms

Second: Judy Morgan

Approved: Unanimous

3. Finance

The Finance Committee held a meeting last week, discussing whether modifications were needed in light of our total financial picture. There is no formal report to give yet, however, changes to some fees are recommended. Ideally, these changes will go into effect early next year with the Board's approval. The goal is to look at where we might not get any additional grant funding and cover it – a 30% increase across the board we would be fine with a strategic adjustment phased in over the next 2 to 3 years. (The EPA grant is about 30% of TNI funding right now.) An increase in fees would not affect the Louisville or Summer 2014 meeting. This is rainy day planning in case we don't have the grants in the future. Now is the time to start planning and adjusting. Question: what is already underway at EPA or who are our Champions to try to get us more grant money (Scott Siders).

4. Bylaws Revision

At the request of the Board, the Policy Committee has reviewed the bylaws and developed proposed changes in two 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 of 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.

Motion to Approve the Proposed Bylaws: Susan Wyatt

Second: Steve Arms

Approved: Unanimous

Individual Bylaws Votes:

Directors	Bylaws Approval
Joe Aiello	Absent
Aaren Alger	X
Steve Arms	X
Judith Duncan	Absent
Zonetta English	X
Jack Farrell	X
Keith Greenaway	Absent
Sharon Mertens	Present, Not-Voting

Judy Morgan	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	Absent
Susan Wyatt	X

A summary of the changes will be placed on website as well as an article published in the next newsletter. The new Bylaws will go up on the web this week.

5. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Consensus Standards Development Executive Committee considered three Tentative Interim Amendments (TIA) proposed by the Stationary Source Audit Sample Committee. The current standard precludes audit sample providers from sending the same sample twice to the same testing facility or laboratory. However, 71% of audit samples are analyzed by only 2 laboratories and the current requirement places an unreasonable burden on the Audit Sample Providers to continuously manufacture different audit sample lots to prevent one of those laboratories from receiving the same audit sample twice. The proposed 3 changes to the standard would allow providers to send an audit sample twice to a facility or laboratory, but would limit the provider from sending an audit sample from the same manufacturing lot twice to the same facility or laboratory consecutively, more than once in a calendar month, or more than 8 times in a year. A TIA must meet the criteria of urgent and non-controversial. It is considered urgent because without the change the providers would have to raise their costs, and it is likely to be non-controversial because laboratories and ABs have already indicated they are in favor of these changes to the standard. Also, EPA knows of the problem and is expected to approve the standard amendments. The TIAs will be submitted to the TNI website for comment.
- The revised SOP 2-100 (Procedures Governing Standards Development) emphasizes the need of expert committees to actively solicit the membership for input when a new or revised standard is proposed. The Microbiology Committee plans to do this during its Louisville meeting. The Radiochemistry Committee did it via a webinar on November 14, 2013. This was judged to be highly successful with 28 attendees, including at least 10 NELAP and non-NELAP states.
- The Proficiency Testing Committee is continuing to work on Volume 3 (PT Providers), and hopes to present it as a Working Draft Standard (WDS) in Louisville.
- The Chemistry Committee has completed its review of comments on its calibration WDS, and a response-to-comments document is being prepared together with the revised standard that will be presented as an Interim Standard.
- Further progress on the generic application awaits feedback from the IT Committee. LAB has notified Jerry that it will not need the meeting time set aside for it in Louisville.
- The Radiochemistry Committee is continuing to edit the standard. The committee had a Webinar on November 14th to present an outline of changes planned for the standard and to get input from stakeholders. There were about 25 people in attendance. Comments were shared with the rest of the Committee at their November meeting. The committee completed their charter and it has been forwarded.
- 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 would like to take comments at the Kentucky meeting instead of doing a Webinar. They also plan to look at additional means to solicit more comments. The committee charter is just about complete.

NEFAP

- The Nominating SOP has been updated to better define representation groups. It will be finalized at the December meeting so that the charter can also be finalized and submitted to the BOD.

- The Recognition Committee voted in favor of the Recognition Subcommittee's recommendation for A2LA to be fully recognized as a NEFAP AB. Note: Preliminary Recognized ABs are included as recognized ABs.
- 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 is not completed.

Field Activities Expert Committee (FAC)

- The FSMO Tools subcommittee has continued meeting. Progress has been made on their first product – a guide for an FSMO to evaluate what needs to be done to be ready to become an NEFAP FSMO.
- 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. The CSDP extended the review period and the committee has received any response yet.
- The committee has started updating their charter and hopes to finalize it in December. The associate members have been very vocal in recommending additions and deletions to this document.
- Four new members have been added - Tom Martins (NYCEP), Kevin Holbrooks (Jackson Electric Authority), Juan Ramirez (Seminole Electric Cooperative, Inc.) and Angela Zevely (LG&E and KY Energy, LLC).
- Work on recognition by ANSI of the NEFAP standards as American National Standards will begin in January.

NELAP

Accreditation Council

- Three AB evaluations are still in process and the final site visit is tentatively scheduled. These will overlap the next round, which begins this month. The AC has approved the composition of evaluation teams for the upcoming round of evaluations. EPA regional managers have determined that staff from Regions 1, 2, 3, 6 & 9 will participate in evaluations in those regions, and Region 4 has offered to pay travel for an evaluator for Florida, if another region volunteers.
- All proposals received in response to the Third Party Evaluator solicitation have been reviewed, and negotiations with potential awardee(s) are underway. Contract award is expected by mid-December.
- The AC agreed to ask the LAS EC to prepare a draft update of its Standards Review and Acceptance SOP 3-103.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC is updating its Standards Review SOP 3-106 to address how its role will complement the CSD EC role in reviewing new standards based on the PROVISIONAL SOP 2-100, Procedures Governing Standards Development. LAS has accepted the AC's request to include updating SOP 3-103 as part of this overall activity.

- LAS volunteers have begun drafting a set of Frequently Asked Questions to address some SIR issues that are complex but not actual requests for interpretation.
 - Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	In LASEC Review Process	In NELAP AC Voting Process	With Expert Committees
242	194	19	21	8

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. Carl Kircher and Dan Dickinson have made progress in putting together a system to calculate new limits and the committee should be ready to start meeting consistently in January.
- The committee has added two new members: Matt Sica (AB – ACLASS) and Ron Houck (AB – PADEP). Stacie Metzler is stepping down as chair on the committee due to work load issues and candidates are being approached. She will continue on the committee.
- The PTP SOP Subcommittee is continuing work on SOP updates. The subcommittee is working on the SOP regarding PT limit updates.
- The committee received a complaint that the TDS updates were made to the wrong version of the NPW table. This is being corrected. The older version of the table had some updates that were never put forward.
- An application has been received to add analytes to the NPW table, but Carl Kircher pointed out that it is really an application to add analytes already on the table at a low-level concentration:
 - 4570 1,2-Dibromo-3-chloropropane (DBCP)
 - 4585 1,2-Dibromoethane (EDB)
 - 5180 1,2,3-Trichloropropane
- FoPT Table Format Subcommittee: The subcommittee had their first meeting and discussed the charter. They are planning to add CAS number to the tables in addition to adding Technology/method.
- The committee is finalizing their updated charter.
- Jerry provided some additional information about the misnamed analyte - 2,2'-oxybis(1-chloropropane) with Chemical Abstracts Registry Number (CASRN) 108-60-1. This was distributed and impact will be discussed at the December meeting.
- One complaint was received regarding the update of the NPW table when the TDS information was changed. It appears an earlier version of the table was used that included some changes that were never approved. This is being corrected by the PTPEC.

ADMINISTRATION

Advocacy Committee

- The committee is preparing an agenda for the Louisville meeting that includes planning for the outreach efforts on the future of national laboratory accreditation. The majority of the Advocacy meeting in Louisville will be devoted to this discussion.
- 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 has completed the first draft of the Evaluation SOP for NGABs. After additional editing, the complete draft SOP will be posted on the TNI website in early January and will be presented for discussion in Louisville.

IT Committee

- A database development plan for a Generic Application has been completed and forwarded to NELAP.

Policy Committee

- Activities underway are review of the NELAP Evaluation SOP Rev3 3-102 and review of the CSD EC's revised SOP 2-100, Standards Review and Acceptance.
- In Policy Committee meetings, repeated confusion arises about using "EC" to represent both executive committee and expert committee. The PT Executive Committee now uses PT Program EC or PTPEC. Building on this concept, Policy Committee has agreed to use "PEC" to refer to "program executive committees" (CSD PEC, LAS PEC, PT PEC, NEFAPEC) and "TEC" to refer to "technical expert committees" (PT TEC, LAB TEC, QS TEC, Chemistry/Micro/Rad TECs, and so forth.)

Training

- Met with AEX to discuss AEX's training plan for the next 18 months, recommendations for EDS and the update to the Ethics training course.
- Course material for the November 15th and 22nd webinars was reviewed and commented on by Paul Junio (Chair of the QS Expert Committee) and Ilona. A report was submitted to the Trainer for each review.
- The "Implementing the TNI 2009 Standard" course finished on December 6th. The class was well attended (52 individuals and 43 within group settings). On the last day of the class the attendees were split into 9 groups that met before class to discuss an issue of importance that they brought back to discuss at the last class. We learned some techniques to set up these classes differently next time, but the overall effectiveness of splitting into groups worked well.

NEMC

- The abstract submission process is fully functional and abstracts have already been received.
- The abstract database has been updated to make tracking easier for 2014.
- The website has been updated to incorporate comments received last month.

Louisville Forum

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

Committee Applications

- There were 3 new committee applications this month. Requests were for PTP EC, Radiochemistry Expert, Chemistry Expert, QS and LASEC. All information was forwarded to the chairs for the committees. One has been voted in as a member of the PTPEC and the others were invited to be associate members.

Membership Report

Active Members: 870