

TNI Board of Directors Meeting Summary February 12, 2014

1. Roll Call

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

2. Approval of January Minutes

January 8, 2014 Board Meeting

Motion: Judy Morgan
Second: Steve Arms
Approved: Unanimous

January 28, 2014 Board and Chairs

Motion: Judy Morgan
Second: Elizabeth Turner
Approved: Unanimous

3. California Update

Additional information regarding the California Department of Public Health (CDPH) withdrawal from NELAP was posted on the website. As of February 1, 2014, CDPH does not hold a valid Certificate of Recognition as a NELAP Accreditation Body (AB) and is no longer able to issue NELAP accreditation

certificates. Also, as of February 1, 2014, all California labs that intended to continue their NELAP accreditation have been granted new NELAP certificates from NELAP-recognized Accreditation Bodies. <http://www.nelac-institute.org/cms/posts/1391479613.php>

We think we've done what has needed to be done. All labs have been transitioned, seemed to work pretty smoothly. From TNI's perspective there is nothing more that needs to be done at the moment.

Should we add letters to and from California to the article/response on the website so people can see what the correspondence was? Except that the letter from the state was inaccurate; if they don't read it all, people may get confused. Post the email with the details, and the official letter accepting their withdrawal. Aaren will send to Jerry.

4. Request to Form a TNI Electronic Data Informatics Committee

APHL's Environmental Laboratory Science Committee, and Jack Krueger, formerly with the Maine DEP, has requested TNI consider forming the above named committee.

How important is this particular issue? Is this an expert committee or what kind of committee?

Draft charter has been reviewed. Intentions around the charter and what they want the committee to accomplish need to be a little more focused. Until they can provide more specific information on intentions and direction, we cannot commit resources.

Suggestion: Invite them to the IT Committee for discussion about what the intention of the group is, and whether or not their intention is consistent with our overall charter and the things that we need to focus our resources on.

5. TNI Representative to ELAB

As mentioned in the January 28, 2014 minutes, Jack Farrell's term on ELAB will expire this year and TNI should begin to process to select another individual.

For questions about the responsibilities or more details, contact Jack, Judy Morgan, Dave, or Laura – they have all been on ELAB.

6. Board Election

As briefly mentioned in Louisville, the process for election of the 2014 of Directors has begun with this schedule:

- o **February 28, 2014** Deadline for submission of application by potential candidates.
- o **March 14, 2014** Based upon a review of applications, the Nominating Committee develops a slate of candidates.
- o **March 24, 2014** The 2014 slate is officially announced on the TNI website.
- o **April 1, 2014** Deadline for election.
- o **April 9, 2014** Newly elected Directors assume office.

Those current Directors with terms expiring in March 2014 are Aaren Alger, Keith Greenaway and Patsy Root. The TNI Bylaws allow Directors to serve additional terms. In addition, the current Board has 15 elected Directors with openings for up to 3 more. The current balance is 6-AB, 5-Lab, 4-Other, and 4-Ex-Officio.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The ANSI auditors have received our completed checklist, and have scheduled a pre-Audit conference call early in March.
- The Chemistry Committee has amended its draft revision of the MDL procedure as a result of comments received from ELAB and EPAOW. The procedure had now been offered to EPA for its consideration as an update of the Part 136 Appendix B procedure.
- The Chemistry Committee has completed its response-to-comments document and has appropriately revised its Calibration Voting Draft Standard. This will be posted on the TNI website shortly as an Interim Standard, when comments will be solicited from stakeholder groups including the NELAP Accreditation Council and LASEC.
- The Proficiency Test Committee is finalizing Volume 1 Module 1 and Volume 2 Module 2 for their presentation as Voting Draft Standards. Volume 3 is almost ready to be posted as a Working Draft Standard, and good progress has been made on the Volume 4 Working Draft Standard.
- The Radiochemistry Committee is now starting to review the standard from start to finish with all the changes that have been inserted over the last year. They are looking for consistency and areas that need additional clarification. The committee charter has been updated and sent to CSDP.
- The Microbiology Committee is working on three older SIRs they received from LASEC. A response will be completed this week and sent to the LASEC. The committee is continuing to 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. All completed SIRs were reviewed for impact on the microbiology portion of the Standard. The committee charter has been updated and sent to CSDP.
- TNI's Database Administrator briefed the Laboratory Accreditation Body Committee at conference, as well as the AC and the LAS EC on the draft Database Development Plan for the generic application, developed by the IT Committee. All parties agreed that the Plan is in good shape, and some individual ABs are beginning to recognize and appreciate that they will be able to obtain reports from the database that will be actual usable applications for accreditation. LAB will meet with the Database Administrator at its February meeting and once the plan is finalized, the partners in developing this AB Task Force activity will return to the Board with a request for authorization to proceed with the actual development.

NEFAP

- The Evaluation SOP update is still being worked on. The Recognition Committee comments were reviewed to help with this update and past meeting notes were reviewed for any additional comments that need to be addressed. The committee will be working on this SOP during the February meeting and it is hoped it can be finalized by March.
- The Nomination Committee has been formed and is being led by Cheryl Morton.
- Mobile Lab Subcommittee: A meeting has been set-up this week to review the mobile lab issue and develop an action plan. At this time the subcommittee is hoping to be prepared to meet with the NELAP AC and DoD to discuss this very important issue in DC. The committee has finalized an update to the mobile lab survey and is determining the method they want to use to distribute the

survey. It was suggested that ABs be contacted directly to get information about their programs relative to mobile labs.

Field Activities Expert Committee (FAC)

- The Field Standards were finalized in Kentucky. The standard is being reviewed by Ken Jackson to confirm there are no other formatting issues and will then be sent to the NEFAP EC for vote and prepared to post on the TNI website.
- The FSMO assessment checklist based on the new standard has been completed. This will be used by the FSMO Tools subcommittee and will be made available to FSMOs that own a copy of ISO 17025. Ilona is now completing the AB evaluation checklist based on the finalized standard.
- The committee is continuing to work with the NEFAP EC on mobile lab issues. This subcommittee will meet next Friday to assess the issue and plan next steps.
- The committee has finalized the charter, but there are two committee applications the chair would like to consider before the charter is sent to the CSDP.
- Work on approval by ANSI as American National Standards will begin.

NELAP

Accreditation Council

- Two AB evaluations are still in process with final visits to both ABs completed. These should wrap up within 3-4 months, possibly sooner. Six renewal letters have been sent for the next round (2014-2016,)
- Much of the AC's meeting time in January was consumed by planning follow-up actions to CA's withdrawal. All CA NELAP-accredited labs wishing to remain in the program now have new primary certificates of accreditation. OR accepted and reviewed applications from most CA labs, with UT receiving one, and all needed site visits should be completed before summer.
- The following table provides the semi-annual update on the status of implementing the 2009 TNI Environmental Laboratory Sector Standard, as requested by the Board several years ago.

AB	Standard in Effect Now	Status/Progress
FL	2003 NELAC	Officially adhering to 2003 NELAC, but in practice, allows either standard. Is discussing awaiting the 2015 TNI standard revisions to revise its regulations
IL	2003 NELAC	Officially requires 2003 NELAC but accepts 2009 TNI. Is in early stages of rulemaking to transition to TNI ELSS
KS	2003 NELAC	Regulation still requires 2003 NELAC but accepts 2009 TNI. Is discussing with counsel possible ways to avoid the need for rulemaking with future standard changes
LA DEQ	2009 TNI ELSS	Transitioned to 2009 TNI effective June 10, 2013
LA DHH	2009 TNI ELSS	Transitioned to 2009 TNI in December 2012
MN	2003 NELAC	Accepts either standard. Intends to change to 2009 TNI ELSS once its evaluation is completed
NH	2003 NELAC	Accepts 2009 TNI ELSS
NJ	Assessing to 2009 standard; each non-conformance has a citation for both the TNI and NELAC Standards	
NY	2003 NELAC	Will transition to 2015 TNI standard once adopted,

		skipping 2009 TNI ELSS, but assessment citations reference for both the 2009 and 2003
OR	2009 TNI	Transition effective in 2011
PA	2009 TNI	Transition accomplished fall of 2011
TX	2009 TNI	Transition effective July 2011
UT	2009 TNI	Completed transition in October 2011
VA	2003 NELAC	Regulations to adopt the 2009 standard are in development
Oklahoma intends to apply for recognition in late 2014 and will be using 2009 TNI ELSS at that time		

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC reviewed its draft Standards Review SOP 3-106 at conference. This SOP is being updated to address how the LAS' role will complement the CSD EC role in reviewing new standards based on the Standards Development SOP 2-100. LAS will also update the AC's Standards Review and Acceptance SOP 3-103 as part of this activity.
- The Frequently Asked Questions, addressing some SIR issues, are in review and new ones are being added as needed.
- Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	In LASEC Review Process	In NELAP AC Voting Process	With Expert Committees
246	200	6	20	20

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. The subcommittee has also begun to work on the analyte addition application for the NPW table:
 - 4570 1,2-Dibromo-3-chloropropane (DBCP)
 - 4585 1,2-Dibromoethane (EDB)
 - 5180 1,2,3-Trichloropropane
- The Microbiology FoPT Subcommittee presented questions to the PTP EC to determine next steps. The committee will be looking at the costs of setting ranges and maximum levels for Microbiology PTs and will be contacting ABs find out the effects of setting these ranges or levels on their programs.
- The FoPT Table Subcommittee is finalizing their charter and will begin work in February.
- The PTP SOP Subcommittee is continuing work on SOP updates. The subcommittee is working on the SOP regarding PT limit updates. A member of the Chemistry FoPT Subcommittee is helping with this effort.
- The committee received a complaint that the TDS updates were made to the wrong version of the NPW table or that additional updates were made. This complaint has been responded to and is now closed out.
- A candidate to replace Stacie as chair of the committee has been found. Details for addition are being worked on and a new chair should be in place by the end of February.

- The committee continues to wrestle with how to assess the PT Program. Ideas were presented in Kentucky that will be taken into consideration.

ADMINISTRATION

Advocacy Committee

- At its scheduled January meeting, the Advocacy Committee reviewed a plan and tentative schedule for activities leading up to a forum on the future of national accreditation at conference in Washington, DC, in August. This plan was further expanded during a session in Louisville. Calls to non-NELAP state certification bodies will take place in March, to assess current status and possible interest in participating in some broader effort. Then a series of webinars will be held in June, focusing on laboratories but also including other stakeholders. The outcomes of these discussions and webinars will be presented to the actual forum as the foundation for breakout sessions to gather new ideas about how the future of national environmental accreditation might look, and how to move forward. Breakout reports will be discussed and a rough plan formulated by the end of that forum in DC.
- The Committee also spent considerable time in each of its meetings during the month, discussing aspects of the withdrawal of California from the NELAP program. It was important to be prepared for questions in Louisville and also to determine what information to include in an updated "press release" to the initial announcement on the TNI web site. It's unclear what impact, if any, that CA's withdrawal will have on the planning for the future of a national program.
- The next "Institute Review" is underway, with planned publication in mid-March.

Finance Committee

- The committee has reviewed preliminary 2013 financial data and begun preparing a 2014 budget. This will be presented to the Board in March. The Finance Committee will be budgeting for a strategic planning session for this fall, likely in Milwaukee.

Policy Committee

- Working from the Committee Operations SOPs 1-101 and 2-101 and also the TNI Code of Conduct, the Board Chair and the Policy Committee Chair developed and presented a webinar for committee members and chairs during the conference. This webinar will be available and encouraged, if not required, of all committee members and chairs in the future.
- Other activities underway are review of the NELAP Evaluation SOP Rev3 3-102.
- The CSD EC's revised SOP 2-100 Rev 1.1, Procedures Governing Standards Development, was approved by the Committee and will be presented to the Board at today's meeting.
- The Committee is examining SOPs and Policies associated with the TNI Bylaws to determine whether they require updates to be consistent with revisions to the TNI Bylaws.

Training

- The chair training session in Louisville, KY was recorded as a webcast. The recording has been sent to William to convert and prepare for posting to the TNI training website. The recording will be reviewed before posting to ensure the quality of the webcast. Notification will go out to all chairs when this training becomes available. This training will be required of all chairs.
- The General Meeting or Opening Session at Louisville, KY was recorded as a webcast. The recording has been sent to William to convert and prepare for posting to the TNI website. The recording will be

reviewed for quality before it is posted. This posting will provide all with a summary of TNI's past year and goals for 2014.

- In Progress: 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. Sent a message to Jack for a status update to see when this can be completed.
- Working on an email and postcard to let people know about available Webcasts.
- Following up with trainers who have expressed interest in using the webinars for some new training.

NEMC

- 68 Abstracts were received as of noon on Monday.
- The NEMC database for tracking abstracts is operational. There are a couple of tweaks being requested to make tracking presentations a little easier this year.
- The Session Chair database is operational and gives chairs an easy way to see what has been submitted to their sessions.
- Abstracts are due this week. Review of information and clean-up on submitted abstracts will begin this week.
- Exhibit program is filling up well, with exhibit registrations at 25% of budget.

Louisville Forum

- We ended up at 196 attendees, not counting 2 cancellations due to weather. The contract room block was met and revenue and income are at, or better, than projected. We will know better when the final bill from the hotel is received.

Membership Report

- There were two new committee applications this month. One application was for FAC and the other for SSAS. Committee application status is still needed from Quality Systems and LASEC.
- Active Members: 847