

TNI Board of Directors Meeting Summary March 12, 2014

1. Roll Call

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

2. Approval of February Minutes

Change: Board Election: April 8th should be April 9th.

Motion to Approve: Judy Morgan

Second: Elizabeth Turner

Abstentions: Dave Speis

Approved: Unanimous

Brenda Bettencourt has received a promotion to Acting Deputy Administrator and will be resigning from the Board. This position will be vacant until the end of April. There will be a special ratification for the EPA representative when the position is filled. Contact Lara with good suggestions for the position.

3. US EPA WLA: Stakeholder Feedback Report

Jerry just received notice and information on this topic. The call will be on Friday morning, from 10:30 – 11:30am EST. Does anyone from BOD want to participate on the call? Elizabeth does, Aaren too. Judy Morgan's lab is a member of the WLA. Yes, you have to be certified or accredited to be in the WLA. TNI could give them a wealth of information about what we do and what we do well, it might be a good partnership. If anyone has input, let Jerry know before the meeting.

3. 2013 Financial Report

The 2013 Financial Report was reviewed in detail.

4. 2014 Budget

The proposed TNI 2014 Budget was reviewed in detail.

Motion to Approve 2014 Budget: Jack Farrell
Second: Patsy Root
Approved: Unanimous
Abstentions: None

5. SOP 2-100

This SOP has been extensively revised based on the recommendations from the Corrective Action Task Force and was due to be presented to the Board this week for approval. However, after the call between Ken and Jerry and ANSI this week, it appears further changes will need to be made after the ANSI audit, so the SOP will remain in provisional status for now.

6. Board Election

The process for election of the 2014 of Directors has begun with this schedule:

- **March 14, 2014** Based upon a review of applications, the Nominating Committee developed a slate of candidates.
- **March 24, 2014** The 2014 slate was officially announced on the TNI website.
- **April 1, 2014** Deadline for election.
- **April 9, 2014** Newly elected Directors assume office.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- Jerry and Ken participated in a preliminary conference call with the ANSI auditors. The audit will be limited to Volume 4 of the 2009 Environmental Standard (General Requirements for an Accreditor of Environmental Proficiency Test Providers), but since this volume did not have any tentative interim amendments, they also want to see one from one of the other volumes. Required documentation was discussed and this will be provided electronically on an FTP site no later than April 14. The auditors indicated there are several places in SOP 2-100 (Procedures Governing Standards Development) where they may require small changes to be made; e.g., although SOP 2-100 was approved by ANSI, these auditors want more steps to be added for ruling voters' comments "non-persuasive". It is clear, therefore, that the proposed revision of SOP 2-100 should not be submitted for ANSI approval until this audit process has been completed.
- The Chemistry Committee, having completed the calibration standard for V1M4, has started its Working Draft Standard on detection limit and quantitation.
- The Proficiency Test Committee is preparing a Working Draft Standard for Volume 4 (General Requirements for an Accreditor of Environmental Proficiency Test Providers). This will require the accreditors (A2LA and ACLASS) to be conformant with ISO 17011. The current volume includes requirements for TNI (mostly the PT Program Executive Committee), and discussions during the Louisville meeting convinced the committee those requirements should be removed and contained in a separate SOP. The committee has almost finalized Volume 1 Module 1 and Volume 2 Module 2 for their presentation as Voting Draft Standards. Volume 3 is about to be posted as a Working Draft Standard. Therefore, the committee remains on track for producing a 2015 standard.
- The Stationary Source Audit Sample Committee is preparing a Working Draft Standard for Volume 1 Module 3 (Requirements for Participation in the TNI Stationary Source Audit Sample program). The Radiochemistry Committee reviewed updated sections and the standard will now be considered as a whole as it is reviewed and finalized. The committee is hoping to have a Working Draft Standard in Spring.
- The Microbiology Committee completed a Draft response for the SIRs and that will be finalized on 3/11/14. The committee is continuing to work on the Working Draft Standard.
- TNI's Database Administrator briefed the laboratory accreditation committee on the draft Database Development Plan for the generic application during February, since only two committee members were available at conference. All agreed that the Plan is in good shape, but formal approval awaits the March meeting where a full quorum will be present to accomplish that final step. Since the actual database development is being done by staff, formal Board approval will not be needed (despite last month's statement that it would be.)

NEFAP

- The Evaluation SOP update is being worked on. A draft is expected to be reviewed at the March meeting.
- The committee has decided to complete a guidance document application to provide a document to help in the development of Accreditation Scopes.
- Mobile Lab Subcommittee: The subcommittee will begin meeting once a month. The chair of the committee is Paul Bergeron.

Field Activities Expert Committee (FAC)

- The Field Standards were sent to the NEFAP EC for vote and prepared to post on the TNI website.
- The FSMO and AB Evaluation Checklists have been updated. A change will be made this week to the AB Evaluation Checklist to make it consistent in format with the FSMO checklist. These will be available in the next week for distribution.
- The committee is continuing to work with the NEFAP EC on mobile lab issues. Paul Bergeron will be chairing this subcommittee.
- The committee has voted in two new members. Information will be distributed to the Chair of the BoD for approval this week.
- Work on FSMO implementation tools will continue this month.

NELAP

Accreditation Council

- Two AB evaluations are still in process with site reports for both ABs in process or completed. These should wrap up within 2-3 months, possibly sooner. Six new evaluations are underway, with the first site visit scheduled in mid-April.
- The AC has begun discussing and documenting state-by-state processes for addressing mobile lab accreditations, preparatory to future discussions with NEFAP and the mobile lab community to address verbal complaints that arose at conference in Louisville. The AC is also in process of documenting, for its own use, the varying requirements (per statute and regulation) for accepting transfers of primary accreditations from a different NELAP AB and also how transfer of primary accreditation to a new AB is handled, with respect to secondary accreditations in each state.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC will complete its draft Standards Review SOP 3-106 during March and begin revisions to the AC's Standards Review and Acceptance SOP 3-103.
- The Chair will check with Policy Committee, using the first two committee-approved Frequently Asked Questions, to ensure that these will not be considered "guidance" in accordance with the policy and SOP governing guidance. This issue arose at conference and had not been previously considered.
- Standards Interpretation Request (SIR) update:

Total	Closed Out	At LASEC Review	At NELAP AC	At Committee
246	210	6	10	20

- 6 SIRs were finalized through the final voting process and will be posted on the

PROFICIENCY TESTING

- Maria Friedman will be replacing Stacie Metzler as chair of the committee in March.
- The DW FoPT table needs to be updated. The analyte code for Cyanide is being updated. The correct code is 1635. This update will be sent to the NELAP AC for vote since it impacts PT Provider and AB databases.

- 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 has finalized their charter and has begun work.
- 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. This subcommittee will also be taking on the question of how to evaluate the program as an SOP effort.
- The language on the PTPEC website has been updated and sent to William for posting.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee has sent letters to non-NELAP states seeking input on the future of national accreditation. Telephone interviews will be conducted with states during April, followed by webinars for other laboratory stakeholders in June and July. A face to face session is planned for the summer meeting.
- The committee has assigned chapters of the EPA QC manual (1979) to members for updating. The committee welcomes volunteers to assist in this effort!
- The newsletter is on schedule to be published by March 15.

Non-Governmental Accreditation Body Workgroup

- The NGAB working group is reviewing and incorporating comments received in Louisville on the draft SOP. Once the comments are reviewed and the SOP finalized, it will be forwarded to the Policy Committee, and then to the Board for review and approval. Other remaining tasks include development of a budget by the Finance Committee and appointment of the TNRC by the Board.

Policy Committee

- The CSD EC's revised SOP 2-100 Rev 1.1, Procedures Governing Standards Development, was approved by the Committee.
- Review of the NELAP Evaluation SOP Rev3 3-102 is complete and Policy Committee comments will be returned to the NELAP AC shortly.
- The Committee has examined SOPs and Policies associated with the TNI Bylaws to determine whether they require updates to be consistent with revisions to the TNI Bylaws, and established that no revisions are needed at this time.

Training

- A newsletter article was prepared to let membership know about available webcasts and how they work.
- 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.
- Following up with trainers who have expressed interest in using the webinars for some new training has been continued.
- WebEx is being used by some committees for meetings and webinars. These were scheduled, invitations were sent out and assistance was provided for the meeting start.

NEMC

- 154 Abstracts have been received. There are still a few more expected. Many of the sessions are filled and details are being worked through for the remaining sessions.
- The glitch for tracking multiple speakers is being worked on. All additional speakers had addresses added and William believes he can now automate a correction to list speakers and addresses correctly.
- The Session Chair database is working well and session chairs are able to work with their speakers directly.
- At least 80% of the abstracts have been reviewed and corrected for formatting and missing information.
- EPA Administrator Gina McCarthy is confirmed for the plenary session.
- The TNI sessions are all set with a special session being planned on the 2015 standard.

Membership Report

- There were five new committee applications this month. Applications were for PTPEC, FAC, Quality Systems, Microbiology, Chemistry and LAB. Committee application status is still needed from Quality Systems and LASEC.
- Active Members: 858