

TNI Board of Directors Meeting Summary April 9, 2014

1. Roll Call and Welcome New Directors

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

2. 2014 Officer Election

The Officers shall be a Chair, Past-Chair, Vice-Chair, Secretary and Treasurer. Other Officers may be established by the Board of Directors. The Officers, with exception of the Past-Chair, shall be elected annually at the first meeting of the newly elected Board of Directors, from among its members.

Election by acclamation:

Nominated	Position	Motion to Approve	Second	Approved
Sharon Mertens	Chair	Judy Morgan	Jack Farrell	Unanimous
Aaren Alger	Vice-Chair			
Alfredo Sotomayor	Secretary			
Dave Speis	Treasurer			
Steve Arms	Past-Chair			

3. Approval of March 2014 Minutes

Note the financial data that was presented to the Board is not included in the minutes for posting on the web.

Motion to Approve: Judy Morgan
Second: Steve Arms
Abstentions: Justin Brown
Approved: Pass

4. 2014 Board Election Results and Discussion

There were 15 votes total. 10 voted yes to the slate, 13 voted yes to ratifying the federal directors. Need more visibility regarding the Board election. Suggestion: Move the vote up a few weeks so it coincides with the winter meeting. Have it open the week of the conference and the week after. This would mean moving the nomination schedule into December. Great idea. This new timeframe also works with the Bylaws as well.

5. Policy 1-123, Literature at TNI Meetings (Attachment 1)

This Policy was drafted several years ago by the conference planning committee, but never put forward. Based on inquiries from exhibitors this year, it is clear this needs to get finalized.

Motion to Endorse Policy 1-123: Jack Farrell
Second: Dave Speis
Approved: Unanimous

6. Strategic Planning for 2015-2020

This year's budget includes funds to support a strategic planning session this fall. Milwaukee has tentatively been selected as the location since it is a reasonable distance for several directors. In looking at a September-October time frame, these are dates that will not work well:

- September 15 – 17 (DOE-CAP)
- October 5 – 8 (ACIL – in Chicago)
- October 22 – 24 (FSEA)
- October 31 (Halloween at Jerry's)

Tentative dates: The week of October 6. Pencil in dates on your calendars until the ACIL schedule comes out. The entire Board, Staff, and Program Chairs from each of our executive committees. Jerry will let everyone know about the tentative dates for the Planning meeting.

7. Quality Management Plan for TNI

In 2010, TNI starting work on a Quality Management Plan and a final draft was produced in 2011. This document was never implemented, primarily because of a belief among some that the QA structure proposed would be difficult to implement and manage. The document does contain valuable information and is frequently cited as a key document for Directors to read and understand. A new draft, removing the focus on QA has been prepared. The rationale for this is that TNI does not generate environmental monitoring data. Both documents have been provided separately and the Board needs to decide which of these two versions should move forward.

Table for next meeting so everyone can review the documents.

Should we self-certify? Is there a checklist that we could use to evaluate this document against ISO 9001? Jerry will research checklists and information for the next meeting.

8. Program Reports (Attachment 2)

Attachment 1
Policy 1-123 Literature at TNI Meetings

Policy Title:	Literature at TNI Meetings
Policy No.:	1-123
Revision No.:	0
Program	Administrative and Guidance Procedures

Conference Planning Committee Approved Date:	2-5-11
Policy Committee Reviewed Date:	3-21-14
TNI Board of Directors Endorsed Date:	
SOP Effective Date:	2-5-11

I. PURPOSE AND APPLICABILITY

This policy relates to information provided in printed materials, CD-ROM, or other means, provided at the Information Desk, or other related locations, at TNI meetings, including the Forum on Laboratory Accreditation and the National Environmental Monitoring Conference.

II. RULES FOR USE

Acceptable Materials:

- Informational literature from government agencies or major co-sponsors of meetings. Co-sponsors are organizations such as the Florida Society of Environmental Analysts and not vendors that help sponsor a particular meeting.
- Informational literature from trade associations that have a direct interaction with environmental testing such as ACIL, WEF, and AWWA.
- Information about TNI supported training courses.

Unacceptable Materials:

- Information from any laboratory, vendor or consultant to the environmental testing industry. (This would include universities and non-profits like Battelle or SWRI.)

III. EXCEPTIONS

This policy does not apply to literature provided in an exhibit area by a registered exhibitor. For any materials not covered above, the Conference Chair and the TNI Executive Director have the authority to act on behalf of TNI.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- All requested documentation for the upcoming audit has been made available to the ANSI auditors. Included are: Volume 4 of the 2009 Environmental Standard (General Requirements for an Accreditor of Environmental Proficiency Test Providers); the Response-to-Comments document; PT Expert Committee minutes to describe the deliberations and votes on the standard; ANSI forms submitted for approval as an American National Standard; CSD policies and procedures; applications to serve on expert committees; etc.
- The Chemistry Expert Committee has published its Response-to-Comments document following the membership vote on its Calibration Voting Draft Standard (VDS), together with the standard modified as a result of persuasive comments. All commenters have also been individually notified of the disposition of their comments. A 15 day publication is required to allow any Committee Member to change his/her vote. The modified VDS will then be re-titled as the Interim Standard (IS), which will be posted and circulated to interest groups for further comment. If any comments are received that are substantive enough to require modification of the IS, a further membership vote will be required.
- The Proficiency Testing Expert Committee, on March 30, posted on the website a Working Draft Standard (WDS) for Volume 3 of the Environmental Sector Standard (PT Provider requirements). Following a requisite 30 day publication period, the WDS will be presented publicly for discussion and input by webinar on May 6.
- The Proficiency Testing Expert Committee will shortly publish a VDS for Volume 1 Module 1 (PT requirements for laboratories) and Volume 2 Module 2 (PT requirements for Accreditation Bodies) for voting this spring. A WDS for Volume 4 (PT Provider Accreditor requirements) is also near completion and will soon be posted.
- The Quality Systems Expert Committee is continuing to work through the small laboratory handbook.
- The Radiochemistry committee continues to work on the standard. They are hoping to do a Webinar to present the WDS the first week of July. This will mean the standard needs to be posted early June. The committee has started meeting twice a month to meet these deadlines.
- The Microbiology committee is continuing to work on the Working DRAFT Standard. Responses to the SIRs have been finalized and forwarded to the LASEC.
- The Laboratory Accreditation Body committee has formally approved the Database Development Plan for the generic application, as prepared by Dan Hickman, TNI's Database Administrator and approved by the IT Committee. The database will be developed by our Webmaster, William Daystrom, with at least example screen shots being available for presentation at conference in DC during August. The committee will next undertake to develop a process for verifying credentials of third party (contract) assessors, as part of its 2013 proposal to the Board. This process will be brought to the Board for approval once complete.

NEFAP

- The Evaluation SOP was updated and discussed at the last meeting. Recommendations were made and this SOP should be ready for a final vote in April.
- The committee started the voting process to accept the new Standard and use a 1 year implementation date. Voting will be complete by the end of this week.

- Mobile Lab Subcommittee: Provided a scope to the NEFAP EC to ensure they are working on the correct task. This subcommittee will continue to meet in April.
- The Nomination Committee has started meeting and should be ready for a vote in mid April. There is one position open on the EC.

Field Activities Expert Committee (FAC)

- The FSMO tools subcommittee has started meeting again. They are working on a priority checklist and a written summary of the accreditation process.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- The committee has not met since the last TNI Board Meeting.

NELAP

Accreditation Council

- Two AB evaluations are still in process with site reports for both ABs completed and corrective action plans either in review or under development. These should wrap up within 2 months or less. Six new evaluations are underway, with the first site visit ending April 9.
- The AC is preparing to discuss state-by-state processes for addressing mobile lab accreditations with the NEFAP EC subcommittee assigned to this area, in hopes of addressing complaints by the mobile lab community as expressed at conference in Louisville.
- The second meeting of each month continues to be devoted to addressing problematic SIRs and those where discussion has been requested by an AC member.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC's workgroup has completed its draft Standards Review SOP 3-106 revision and will offer the document for full committee approval at the April meeting. Revisions to the AC's Standards Review and Acceptance SOP 3-103 (a companion document) are underway
- Review of new and revised SIRs continues with the SIR subcommittee meeting at least monthly and more often when needed. A number of expert committees have returned revisions to interpretations based on problems identified by the AC and the SIR subcommittee; these are being reviewed by the subcommittee prior to being posted for vote by the AC.
- Standards Interpretation Request (SIR) update:

Total	Closed Out	At LASEC Review	At NELAP AC	At Committee
246	215	3	7	15

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

PROFICIENCY TESTING

- The DW FoPT table needs to be updated. The analyte code for Cyanide is being updated. The correct code is 1635. This update has been sent to the Chem FoPT Subcommittee and it will then be sent to the NELAP AC.

- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. The subcommittee is also reviewing the data to support 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 is working on a final report to the PTPEC.
- The WET FoPT Subcommittee sent recommendations to the PTPEC that are being reviewed.
- The PTP SOP Subcommittee is continuing work on the PT Limit Update SOP. The subcommittee is expanding its scope and will be writing procedures for the PTPEC so they may be taken out of the standard.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee has sent letters to non-NELAP states seeking input on the future of national accreditation. Ten telephone interviews have been conducted with states during March and April. An additional six are scheduled.
- The committee has assigned chapters of the EPA QC manual (1979) to members for updating. This revised handbook has been re-titled Handbook for Good Analytical Practices in Environmental Laboratories. We have had a good volunteer response from the Newsletter request for volunteers. Chapter editors will report on progress at the next meeting.

Non-Governmental Accreditation Body Workgroup

- The NGAB working group has completed reviewing comments received in Louisville on the draft SOP. Comments need to be incorporated and the SOP finalized with all Appendices and supporting SOPs. Then, 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

- TNI POL 1-123, Literature at TNI Meetings, will be offered to the Board for final approval at today's meeting. Multiple SOP reviews are approaching completion with transmittal documents back to the originating committees being prepared.

Training

- A Webex webinar was done for TNI Board Members.
- Ilona set up an appointment with Jennifer Loudon to see if the new analyst training program she is developing in NJ may have some overlap or opportunities to work together.
- 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.
- 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.

- A Webinar has been set-up for the PT Expert Committee to present their WDS.

NEMC

- 167 Abstracts were received. All abstracts have been placed into final sessions and this list is being reviewed by Jerry before all final notices are sent out. 10 Sessions have already been notified of final participation. Speakers were also sent information about the speaking process and presentation development.
- The “two slides to a page handouts” have been created for Janice. There are a few missing and the speaker has been notified. Final versions will be posted to Dropbox this week for her use.
- 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.
- All abstracts have been reviewed and corrected for formatting and missing information. Most information has been received and corrected, but a few still need information.

Membership Report

- There were two new committee applications this month. Applications were for the NEFAP EC Nomination Committee. Committee application status is still needed from Quality Systems and LASEC.
- Active Members: 865