

# TNI Board of Directors Meeting Summary

## May 14, 2014

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### 1. Roll Call and Welcome Scot and Lara

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

### 2. Appointment of Lara Phelps to the TNI Board

With the resignation of the EPA appointed Ex Officio Board Member, Brenda Bettencourt, prior to the Board election, and the subsequent appointment of a new EPA Ex Officio Board Member, Lara Phelps, just shortly after the Board election concluded, the Board asked the Policy Committee about how best to handle the affirmation of the EPA designee.

Participants considered the following factors:

- The former EPA person was never ratified by the membership,
- Conducting a “special election” for the purpose of ratifying this one new appointee would use excessive resources of the organization, given that the Board election was just completed, and
- The Bylaws permit the Board to appoint someone to fill a vacancy until the next election cycle.

The Policy Committee believes it appropriate to accept EPA’s appointment of Lara to replace Brenda in the same fashion that the Board would accept its own appointment of a new person to fill an unexpected vacancy. Lara should be welcomed to the Board and have the same privileges as other

Ex Officio members, until such time as her appointment can be ratified in the next election cycle, during the first three months of calendar 2015.

**Motion to welcome Lara to fill position until the next election:** Judy Duncan

**Second:** Elizabeth Turner

**Approved:** Unanimous

### 3. Approval of April 2014 Minutes

**Change:** In the Officer Election section - "acclamation" is spelled incorrectly; Remove Steve.

**Motion:** Jack Farrell

**Second:** Dave Speis

**Approved:** Unanimous

### 4. First Quarter Financial Report

First Quarter financials were reviewed in detail.

### 5. Nominating Committee for TNRC

The Non-Governmental Accreditation Body (NGAB) Working Group is close to finalizing the SOP for evaluating NGABs and believes it is now time to begin work to appoint a TNI NGAB Recognition Committee, so this committee can be formed before the summer meeting. As stated in the draft SOP, this would be a group of 5 individuals appointed by the Board that would grant recognition to NGABs. The NGAB Working Group is close to finalizing a Nominating Committee SOP, but is currently revising the SOP based on comments from the Policy Committee.

Although neither SOP has been presented to the Board for review, the NGAB Working Group is requesting the Board approve the posting of an announcement seeking volunteers to serve on the TNRC. This would initiate a 30-day period where TNI members could apply to be on the committee later this month. The Board will be able to review the Nominating Committee SOP in the June call, before the committee is formed.

Goal today is to approve the formation of this group, so they can begin seeking potential candidates.

**Motion to approve the posting of an announcement for a solicitation for volunteers for the**

**TNRC:** Jack Farrell

**Second:** Judy Morgan

**Approved:** Unanimous

**Motion for Approval to Form the Recognition Nominating Committee, headed by Steve Arms (they will take no action until the SOP is approved in June):** Jack Farrell

**Second:** Judy Morgan

**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 with the week of October 6 as a date. It turns out there is a citywide event in Milwaukee that week and a hotel may be hard to come by. Once more details about the ACIL meeting in Chicago are known, this topic will be revisited.

ACIL Meeting: Sunday, October 5 – October 8. We are looking at 10/7 (full day) – 10/8 (half day) for the meeting. Jerry will look for these dates.

## 7. Program Reports

See Attachment 2.

## 8. Management Plan for TNI

As stated in the April minutes:

*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.*

Jerry did compare the plan to a checklist for ISO 9001 and found this not valuable due to the product focus of 9001.

*Discussion:*

Primary difference between the two versions is that this new version does not have the QA function in it.

FoPT tables, SIRs, need QA. It is not clear whether or not the entire organization needs QA, but part of the organization may and certain functions should be encouraged to put QA in place.

Do the SOPs include any QA sections? Should they? How do we have a QMP without a QA function/requirement?

It is important that the Programs have QA function.

An overall function that makes sure committees are doing what they need to be doing. But not every committee needs a detailed QA function – only some. We occasionally check to make sure those committees are doing what they need to be doing.

Execution needs to be program-specific. We need an overarching statement of intent/philosophy that gets carried out by specific people, audit, whatever is most appropriate.

We do have a lot in place, but need to articulate it somehow, somewhere. Identify critical elements that need attention.

Tie this into the committee charters. We need to go back and look at it again and try to build in some appropriate level of QA function. Jerry will strive for revision for June meeting or to have a good draft prior to the fall so we can look at and work on it in a face-to-face meeting.

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## Attachment 1 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing Expert Committee is making excellent progress on its proposed 2015 standard. A webinar was held on May 6, 2014 to present and solicit comments on its Working Draft Standard (WDS) for PT Providers (ELV3). Attendance was high, and only a few questions/concerns were raised. The committee must now allow 30 days after the webinar for comments to be submitted in writing. They will then decide if changes will be so few they can move straight to a Voting Draft Standard (VDS) without having to prepare a Modified WDS. Voting Draft Standards for the laboratory volume (Volume 1 Module 1) and the AB volume (Volume 2 Module 2) have been submitted to the TNI webmaster for initiating the voting process. During its conference call on May 9, 2014 the committee voted to release the remaining standard (PTPA – Volume 4) as a WDS. This will be published shortly and a webinar will be organized for its presentation.
- The Chemistry Expert Committee will publish in May 2014 its Calibration Interim Standard. Its purpose is to show changes that were made to the VDS as a result of persuasive comments from the voters. A webinar had been scheduled for its presentation and discussion on June 4, 2014, to give stakeholders the opportunity to consider and comment further on the changes that were made on the VDS. Meanwhile, the committee is working on the quantitation limit section of Volume 1 Module 4.
- The Stationary Source Audit Sample Committee has published a WDS for the providers (Volume 1 Module 1), and plans to hold a webinar in the near future. The participants' standard (Volume 1 Module 3) will soon be ready as WDS. The committee is waiting to finalize its accreditors' standard (Volume 1 Module 2) as a WDS until it has seen the new PT Volume 4 that might impact the SSAS standard.
- The Quality Systems Committee recently dealt with several Standards Interpretation Requests (SIRs). They believe these SIRs reflect ambiguous or unclear language in the 2009 standard, and this has prompted them to bookmark looking at the standard language on support equipment and labeling requirements
- The Radiochemistry committee continues to work on the standard. They are planning a Webinar to present the WDS the first week of July. The committee is continuing to meet twice a month to meet this target.
- The Microbiology committee is continuing to work on the Working DRAFT Standard. The committee will begin meeting at least twice a month to speed up the process to have a WDS ready in June or July.
- The Laboratory Accreditation Body Expert Committee is working 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. One new member application, to replace Brenda Bettencourt, and one SIR will need to be addressed later this month.

### NEFAP

- The Evaluation SOP continues to be updated. There was continued discussion regarding the need for onsite for ABs that are already IAAC/APLAC/ILAC accredited. This SOP will undergo another Final DRAFT and be discussed for vote in May.
- The new Standard was accepted for use and a two year implementation was agreed to.

- Mobile Lab Subcommittee: The subcommittee has continued to meet. They have contacted the NELAP AC to see if there are representatives willing to work with this subcommittee to formulate common terminology and to understand issues. They would also like to add a NELAP AB to the subcommittee membership.
- The Nomination Committee has met and is proposing 3 candidates. Biographies have now been collected and this will be sent to William for posting this week.
- Comments on the Nomination SOP were received from the Policy Committee through John Moorman. Issues on stakeholder categories will be discussed next month.

#### Field Activities Expert Committee (FAC)

- The FSMO tools subcommittee just about completed the priority checklist. It will begin looking at preparing a written summary of the accreditation process.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- The committee prepared a document containing recommendations for the next standard update: process recommendations, issues for consideration, etc. This will be discussed the following month.

### NELAP

#### Accreditation Council

- Only one hold-over AB evaluation remains, with corrective action plans in review. Six new evaluations are underway, with two site visits completed already.
- The AC held another Assessor Call for its May 5 meeting.
- A schedule change for AC meetings is now in effect. The second meeting of each month will only occur if needed to address problematic SIRs or to handle “needs discussion” requests from an AC member. All meetings on the first Monday of each month will continue to take place.

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

- LAS EC has approved the revised Standards Review SOP 3-106. 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 one more Expert Committee returning its interpretations. The SIR subcommittee will meet monthly as long as needed.
- Planning for the Assessment Forum and the Mentor Session in August is underway.

Total	Closed Out	At LASEC Review	At NELAP AC	At Committee
251	219	9	5	18

- 5 SIRs were finalized and posted on the website.

### PROFICIENCY TESTING

- The DW FoPT table is being updated and will be sent to the NELAP AC in the next 2 weeks. The analyte code for Cyanide is being corrected to 1635.
- The Chemistry FoPT Subcommittee has sent a recommendation to the PTPEC to support the analyte addition to the NPW table:

- 4570 1,2-Dibromo-3-chloropropane (DBCP)
  - 4585 1,2-Dibromoethane (EDB)
  - 5180 1,2,3-Trichloropropane
- The Microbiology FoPT Subcommittee submitted their final report to the PTPEC and this committee's work has been completed. The subcommittee will not be recommending specific preparation ranges on the DW FoPT table for qualitative microbiological PT samples.
  - The WET FoPT Subcommittee sent recommendations to the PTPEC that were reviewed at the last meeting. They would like PT Providers to include additional instructions with PTs. Concerns were expressed and these instructions are being reviewed for possible inclusion on the FoPT table instead.
  - The PTP SOP Subcommittee's expanded scope to write SOPs to replace many items now listed in the Volume 4 of the standard has been approved.

## **ADMINISTRATION**

### **Advocacy Committee**

- The Advocacy Committee completed 21 telephone interviews with non-NELAP states seeking input on the future of national accreditation. After the information from the non-NELAP state interviews is compiled, webinars with other stakeholders will be scheduled in June and/or July. This input will be factored in to a face to face workshop at the summer meeting.
- Volunteers have completed reviewing chapters of the 1979 EPA QC manual for updating. The next step is to complete chapter outlines by June 3. This revised handbook has been re-titled Handbook for Good Analytical Practices in Environmental Laboratories.
- Target publication date for the next newsletter is July 5. Lynn Bradley is the editor.

### **Non-Governmental Accreditation Body Workgroup**

- The NGAB working group has completed incorporating all comments into the draft evaluation SOP. They are completing final work on appendices and supporting SOPs. The NGAB working group will request that the TNI Board take steps to begin the appointment of the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) so that the TNRC will have input into operations of the NGAB recognition process.

### **Policy Committee**

- Policy Committee has determined that a minor editorial revision will be made to the Committee Operations SOP 1-101, to permit the election of a replacement Committee Chair when that individual has not served the previously required year as a committee member. This was needed to comply with actual practice, where it is sometimes not possible to find a suitable volunteer from within the existing committee.

### **Training**

- Discussions have started with Scott Siders and the LASEC for a possible training webinar.
- 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.

- The PT Expert Committee did a Webinar to present their WDS. The Radiochemistry Expert Committee will be doing the same in July.

### **Summer Meeting**

- 169 Abstracts (142 Oral, 27 Poster) were accepted for the NEMC part of the meeting.
- The technical program has been posted on the NEMC website with copies of all abstracts and biographies. All missing information has been requested and most of the information has been received and updates were made.
- Registration has opened and detailed information is posted on both the TNI and NEMC websites.
- A workshop on Scientific Integrity is being added for Friday.
- Exhibit program is at 80% of budget.

### **Complaints**

- One complaint was received and resolved.

### **Membership Report**

- There were five new committee applications this month. Applications were for the NEFAP EC Nomination Committee, IT Committee, LAB Committee, and one with multiple committee interest. All applicants were contacted and either added as associate members or they are in the process of being added to the committees.

**Active Members:** 879