

## TNI Board of Directors Meeting Summary September 9, 2015

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### 1. Roll Call and Approval of May - August Minutes

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

### 2. Approval of Meeting Minutes

**Changes:** August Program reports – 1<sup>st</sup> paragraph: Only 1 LASEC member has voted after all. (Ken Jackson)

**Notes:** Lara is abstaining from approval of August minutes.

**Approval of May through August minutes with the August amendment:**

**Motion to Approve:** Steve Arms

**Second:** Scott Siders

**Approved:** Unanimous

**Abstentions:** Lara Phelps, from the August 2015 minutes

**Additional items:**

The November BOD meeting falls on Veterans Day, November 11. This is a recognized holiday for some. Should we move it to November 4<sup>th</sup>? Yes.

It has been almost one year since our last Strategic Planning Session. Should we have a status update in October? Maybe staff can work on ahead of time so we can do this during the regular call. We'll shoot for the October call to do the review.

**3. Timeline for 2016 Board election**

As discussed earlier this year, we want to move the election cycle up a bit so the election can occur during the winter meeting. See the proposed schedule below:

**2016 Election Timeline**

**December 1, 2015** Call for election posted.

**December 31, 2015** Deadline for submission of application by potential candidates.

**January 11, 2015** Based upon a review of applications, the Nominating Committee develops a slate of candidates

**January 18, 2016** The 2016 slate is officially announced on the TNI website.

**February 15, 2016** Deadline for election.

**March 9, 2016** Newly elected Directors assume office.

Idea: We could have a voting booth at the conference to encourage on-the-spot voting. Add photos and bios of nominees for the conference program.

**3. Program Reports (Attachment 1)**

**4. Next Meeting: October 14, 2015**

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**Attachment 1  
PROGRAM REPORTS**

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**CONSENSUS STANDARDS DEVELOPMENT**

- The Chemistry Committee Voting Draft Standard on detection and quantitation (ELV1 Sections 1.5.1 and 1.5.2) has been modified to resolve persuasive voters' comments. It has now been published as a Modified Voting Draft Standard to allow any Chemistry Committee Member to change his/her vote in accordance with the Procedures Governing Standards Development (SOP 2-100). If the vote tally remains at least two-thirds affirmative by September 14, this modified standard will then be presented for voting as an Interim Standard.
- Voting is complete on the Proficiency Testing Interim Standard on V1M1 and V2M2. The vote tally on V1M2 was 25 Affirmative; 2 Affirmative with Comment; and 4 Negative with Comment. On V2M2, the vote tally was 24 Affirmative; 4 Affirmative with Comment; 1 Negative with Comment; and 2 Abstentions. The committee will now consider the comments received.
- The Proficiency Testing Committee continues to consider the comments received on its Voting Draft Standards for Volumes 3 and 4.
- The Laboratory Accreditation Body Committee did not meet in August. LAB looks forward to receiving the completed generic application from the IT Committee, per the Database Development Plan, so that beta-testing and working with the various ABs to determine the format for each state's application can begin.
- WET did not meet in August. This new expert committee continues to work diligently to establish its goals and priorities for activities. Recommendations to the EPA DMRQA program were approved and provided to the Agency, concerning PT test endpoints and ways to improve comparability of PT data by standardizing the parameters under which PT studies are conducted (see <http://nelac-institute.org/committee/wett>, under Documents and Presentations.)
- The Radiochemistry committee did not meeting in August. The Interim Standard is posted on the website for vote. The committee has started discussing tools to help with the implementation of the new standard. The committee will plan to do a training at the Winter Forum and a subcommittee has been formed to work on the Small Lab Handbook.
- The Microbiology Committee plans to post the Interim Standard in September. The committee has responded to VDS comments and letters will go out this week. The committee began work on the Small Lab Handbook.
- The Quality Systems Committee is continuing work on the Handbook using Webex to make drafting language easier. Assignments for preparation of specific sections have been made. The committee is making updates to the Standard to deal with support equipment calibration checks and defining "lot". Email votes are finishing up and the committee will need next Monday to prepare for finalization of the VDS for posting.

**NEFAP Executive Committee**

- Paul gave a very informative update on mobile laboratory issues based on a presentation he did where he discussed accreditation of mobile labs through NELAP. There were many questions and suggestions given. This information will be used by the Mobile Lab Subcommittee.

- The committee still needs updates to be made by William to the web pages.
- The charter will be completed in September and available for BoD review in October.
- Prepared an update for NEFAP to a letter Advocacy is sending to the FEM updating on them on TNI activities for the past two years.
- The strategic planning/marketing subcommittee will have its first meeting at noon on 9/9/15.
- Marlene Moore prepared a short Webcast to let people know about TNI's various programs including NEFAP. The recording will need a little clean-up and will be posted in the next week.

### **Field Activities Expert Committee (FAC)**

- Three FSMO tools were sent to William for posting on the NEFAP EC website, but they have not yet been posted. Another request was sent.
- The Container Subcommittee: One container manufacturer has expressed interest in working with this subcommittee. Kevin and Justin will be pulling information together and planning a first meeting.
- John Moorman is putting together a workshop for FSEA. It will be a forum with NEFAP ABs to discuss why accreditation is needed – even though it is not required. There will also be speakers from the FSMO perspective.
- Shannon gave a very informative update on marijuana testing and accreditation requirements. Oregon initially planned to require NEFAP accreditation in their regulations, but concerns were raised about confusion on whether both NELAP and NEFAP were required. This is being worked out and the next version of the requirements is expected to require NEFAP.
- The committee is continuing to work on the Scope Guidance document. The committee was not able to work on this document in August, but work will continue in September. Justin reminded everyone that the document needs to reflect the Standard and cannot change the language of the Standard. The committee will begin using Webex to develop this document. This document will be helpful for both ABs and FSMOs.
- The committee is still looking for a Vice-Chair.
- Progress has been made on ANSI approval. Ken sent off the information the committee prepared and ANSI has posted it on their website.

### **NELAP**

#### **Accreditation Council**

- Six evaluations are complete with renewals approved. An additional seven are in various stages of the process, with two site visits not yet scheduled, but the other five are completed and four of the site reports completed. The ABs with completed site reports are between dealing with corrective actions, their review, and the final recommendation to the AC.
- Two ABs have been approved for temporary extensions of recognition, due to unavoidable delays in their evaluation process; these extensions are in place until such time as the AC votes on the evaluation team's recommendation for each of the ABs.

- One remaining evaluation will begin later this year and we anticipate an application from Oklahoma before the end of the year, as well. The Council continues discussing and considering changes to the evaluation process for the next cycle (beginning in December 2016.)
- At its most recent meeting, the Council approved updated Field of Proficiency Testing (FoPT) tables for Non-potable Water and Solid & Chemical Materials, as recommended by the PT Program Executive Committee, and reached consensus agreement on several advisory issues posed by the PTPEC.
- Standards Interpretation Request (SIR) Update:

| <b>Total Number</b> | <b>Closed Out</b> | <b>At LASEC</b> | <b>At NELAP AC</b> | <b>At Expert Committees</b> |
|---------------------|-------------------|-----------------|--------------------|-----------------------------|
| 281                 | 251               | 6               | 9                  | 15                          |

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

- LASEC members are reviewing the Calibration Standard (Section 1.7 of V1M4) for the purpose of formulating an interim recommendation to this module as revised. Recommendations for the PT Standards and the Radiochemistry Standard are pending final versions of those documents.
- LASEC has received Policy Committee's review comments on its revised Standards Review for Suitability SOP 3-106, as well as comments from the CSDEC Program Administrator. The role of LASEC in the standards development process is being clarified with the Consensus Standards Development Executive Committee Chair, and, once that is accomplished, LASEC will review the NELAP Standards Acceptance SOP 3-103, to affirm that no additional changes are needed there.
- Planning for the Assessment Forum and Mentor Session at the winter meeting in Tulsa will begin shortly.
- LASEC continues its efforts to develop two draft policies requested by the NELAP AC, concerning how ABs may document their assessments of prep methods and how methods are to be assessed during reassessment site visits (this latter drafted by the LAB Expert Committee.) Once final, these two policies will be forwarded to the AC for its consideration.

### **PROFICIENCY TESTING**

- The committee is continuing to work on the addition of analytes to the FoPT tables (Analyte Addition Requests):
  - (Carl Kircher – FL) SCM FoPT Table: Arochlor 1221, Arochlor 1232 and Arochlor 1248 to PCBs in Oil.
  - (Jeff Lowry) SCM FoPT Table: DBCP, EDB and 1,2,3-Trichloropropane.
  - (Jennifer Best - EPA) DW FoPT Table: Subdivision of current codes to: MPN – Multiple Tube and MPN – Multiple Well. The code for MPN encompasses different methods that have different sample volumes analyzed – therefore different reported values. This is a PT problem.

The first two are now in the Chemistry FoPT Subcommittee to prepare the data for evaluation and decision making. The third is awaiting feedback from the NELAP AC to make sure this is something they want before more time is invested.

- Still in progress: The committee has started work on two old SIRs that were returned. They center around asking labs to run PTs for methods that they were not designed for. Usually a concentration issue. This was tabled for a few months, but the committee will get started on this again in Fall.
- The SOP Subcommittee has started meeting again and has elected a new chair – Gil Dichter. This subcommittee will begin work on updating SOPs such as the PTPA Evaluation process. They will also continue work on the FoPT table update procedures. There is a request to re-evaluate how often these tables are updated and whether an emphasis should be placed on updating analytes where there are higher failure rates first. The PTPEC has a lot of work to do before this can be addressed – determine what is considered a high failure rate, how do you collect the information, etc ...
- William has updated the analyte request form for adding/deleting FoPT analytes. It is now more user-friendly and allows people to electronically complete the request. The website will be updated with more instructions on how this process works.
- Committee members discussed the Interim Standard for V1M1 and V2M2 and prepared to vote by 8/21/15.
- The WETT FoPT Subcommittee has approached Brian with DMR to find out if the instructions in question could be added to the DMR instructions.
- The FoPT Table Format Subcommittee is on hold until they receive input from the NELAP AC.
- The Chemistry FoPT Subcommittee is continuing the review of SCM data.
- The committee will complete its Charter update in September.
- Prepared an update for PTP to a letter Advocacy is sending to the FEM updating on them on TNI activities for the past two years.

## **ADMINISTRATION**

### **Advocacy Committee**

- The Advocacy Committee has prepared a draft letter for transmission to EPA as part of their response to high priority items in the strategic plan. The goal is to have the letter to EPA in time for the FEM to review it at their next meeting on October 28. The letter will provide a status report on each of TNI's major programs/activities.
- TNI ambassadors for pilot non-NELAP states have been confirmed. Pilot states include AR, GA, KY, NV, SC, TN, WA, and WI. Letters of introduction to the non-NELAP states are being prepared.
- The next newsletter will be published around October 16. Deadline for articles is Oct. 2. Stacie Metzler is the editor.
- The Advocacy Committee is considering sponsoring an event for young professionals (and new attendees) at the Tulsa meeting.

### **Non-Governmental Accreditation Bodies**

- The TNRC began accepting applications from NGABs for recognition on August 1. The application deadline for being in the first round of recognized ABs is Sept. 15. At least two NGABs are pursuing an application but some logistical issues need to be resolved.
- The TNRC will ask the TNI Board to appoint a replacement member for Joe Aiello who has resigned because of a change in job duties.
- NGAB Evaluator training was completed on August 31<sup>st</sup> and September 3<sup>rd</sup>. A webcast has been recorded and will need some technical work to cut portions of the recording to make it work as a webcast. Seven people completed the training. A few were only able to attend the first class and will complete the second class and test by webcast.

### **NEMC**

- The grant for the 2016-2021 conference has been awarded.
- The Call for Abstracts for 2016 should go up this week.

### **Policy Committee**

- Policy Committee is presently focusing its review activities on the draft TNI Quality Management Plan and the associated internal audits. Brief interruptions in this review have occurred to review requests to develop guidance. Current plans are that the internal audit process will be thoroughly described with a 5-year schedule and checklists for the various committees and functions within TNI before the QMP can be considered ready for implementation.

### **Complaints**

- The complaint about the operation of NGAB has been assigned to a team being led by Silky Labie for investigation. The other two members on the team are Steve Arms and Maria Friedman.

### **Membership Report**

- There were 4 new committee applications that have been forwarded to committee chairs and program administrators. The summary document will be updated this week and sent to all committee chairs for use and to provide updates on new committee membership.
- **Active Members:** 916