

# TNI Board of Directors Meeting Summary

## February 10, 2016

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### 1. Roll Call and Approval of January Minutes

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

### 2. Approval of January 2016 Minutes

**Motion to Approve:** Scot Cocanour

**Second:** Aaren Alger

**Approved:** Unanimous

### 3. Report from Tulsa (Attachment 1)

There are no questions or comments. These minutes are provided for information purposes, especially for those that were not able to be at the conference.

### 4. Resignation of Steve Arms

Steve has retired from State of Florida and is no longer representative of the AB Group. Steve has submitted his resignation from the Board as an AB. We have the opportunity to keep him on the Board under the new designation of Other.

With Steve on board as Other, the new balance would be: 3 ABs, 7 Labs, 7 Other. This still meets the definition of "balance".

Motion to respectfully reject Steve Arms resignation and maintain his status on the Board with a change of status to Other:

**Motion:** Jordan Adelson  
**Second:** Myron Gunsalus  
**Approved:** Unanimous

**5. Program Reports (Attachment 2)**

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**Attachment 1**  
**2016 Forum on Environmental Accreditation**  
**January 25-28, 2016**  
**Tulsa, Oklahoma**

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**Chemistry** – Chemistry reviewed progress on development of training on their new standard and received comments. They are soliciting comments for the 2020 standard. The calibration section was voted on favorably by the NELAP AC.

**Quality Systems** –Quality Systems talked through some of the SIRs they had been assigned. Audience participation helped to clarify some responses. They have sent 3 or 4 SIRs back to LASEC. Final voting on their standard will be February 22. Work continues on the small lab handbook.

**Radiochemistry** – The final Radiochemistry standard was approved in October. Their focus now is on training and tools. Three training subcommittees have been formed: ABs and assessors, labs, and assessment checklists.

**WET** – The WET Committee voted not to accept the 2012 standard, but to retain the 2009 until members had adequate opportunity to review 2012. The committee has prepared a white paper with a recommendation to EPA about DMR/QA PTs for WET testing. The committee is planning to do a program for the assessment forum in Orange County as well as have a business meeting.

**PT Expert Committee** – Modules 1 and 2 of their standard have been sent to LASEC. Modules 3 and 4 will be sent by April. They are beginning to work on training.

**Microbiology** –Microbiology is preparing a response to comments on their interim standard. They will finalize at their next conference call. They are also coordinating with Paul Junio on the Small Lab Handbook.

**Laboratory Accreditation Body Committee** – LAB had a live demonstration of the online generic application for laboratories. They will be doing outreach and soliciting comments in preparation for revision to V2.

**CSDEC** – Bob expressed appreciation to the expert committee chairs for their hard work in getting the 2015-2016 standards complete. He announced that an asbestos committee would be formed and possibly meet in Orange County. The CSDEC is considering creating a glossary of terms which will resolve differences in the standard. The CSDEC is working to insure implementation of SOP 2-100 which requires advertising proposed changes and soliciting comments to the standards before they are initiated. Contemplated changes will be posted on the TNI website. Bob also announced that the proposed changes for SSAS had been accepted by EPA.

**Assessment Forum** – Barbara reported that the assessment forum focused on help to Oklahoma labs. Several speakers were from OK labs. There were about 40 in attendance and they received good suggestions for topics for next time.

**LASEC** – LASEC reviewed the requirements for determining standards suitability. They received the modules with LOD/LOQ revisions and will review. Also, they recommended adoption of three modules to the NELAP AC.

**NELAP AC** – The NELAP AC received updates on the status of re-evaluations of ABs. The received an update from EPA on the status of asbestos PTs. They voted to accept the calibration standard and held a joint meeting with the LASEC.

**NGABs** – Alfredo reported that evaluations of three NGABs will occur this quarter. It may be possible to announce recognition of the ABs at the summer meeting. They also discussed the draft white paper recommending organization placement of the TNRC.

**NEFAP EC** – The NEFAP EC established a nominating committee to look for new members since they will soon have three open slots. They heard updates from the mobile lab subcommittee and also received an update on implementation of the new standard. The NEFAP EC also endorsed the strategic marketing and advocacy plan.

**FAC** – FAC discussed the subcommittee that was established to produce a guidance document for scope of accreditation. They reviewed changes to the 2014 standard. They also received an update on the ANSI process.

**PT Executive Committee** – The PTPEC focused on brainstorming efforts to prepare for the next round of FoPT table updates. The chemistry subcommittee met about 1000 times for about 2 hours each time for 7 years to complete the review of the entire chemistry FoPT table. PTPAs provided reports on pass/fail rates of analytes of concern. V1M1 and V2M2 will be completed and final in the next two weeks. The committee has 2 SIRs to address. They have also begun putting together a training presentation on the changes to their standard.

**IT Committee** has three areas of focus: LAMs, website and the online generic application. They received positive feedback on the generic application.

**Advocacy-** Discussed notice of public scoping from Alaska proposing to require NELAP or DoD ELAP approval for labs in their UST program. It was agreed that TNI should respond. Advocacy also discussed the questions posed by Kentucky as they considered becoming a NELAP AB. Advocacy will prepare a response. The committee also reviewed and commented the webinar slides on the TNI standard that Jerry has proposed for California labs.

**Conference Planning** - Jerry reported that for the winter 2017 meeting, the Advocacy committee determined that he should seek bids south of the Mason-Dixon Line and east of Albuquerque, NM.

For the summer 2016 meeting in Orange County, Jerry proposed that the meeting be 4 ½ days, concluding at noon on Friday. There is space for 6 breakout sessions. There will only be 5 sessions on Monday and Tuesday. On Monday and Tuesday, the TNI sessions will be training on the new standards. The WET Committee will have a session in the assessment forum, but will also need a regular meeting. The session for California labs will be on Thursday and Advocacy will meet Friday morning. There will be a training course on Friday taught by Silky Labie called “De-mystifying the TNI standard”. Jerry emphasized that the schedule is still draft and may be adjusted.

## Attachment 2 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The Chemistry committee has completed all of its work on the new Volume 1 Module 4 standard. It is working on training presentations for the new sections on calibration and detection/quantitation.
- The Proficiency Testing Committee has to complete its consideration of just one unresolved comment before publishing its responses to comments on Volume 1 Module 1 and Volume 2 Module 2. Those two modules will then be released as Final Standards. The committee has completed its consideration of comments on its Volume 3 and 4 Voting Draft Standards, and the responses to comments are being prepared for publication. These two volumes will then be presented within the next 2-3 weeks as Interim Standards for voting.
- The Quality Systems Committee has resolved voters' comments on its Voting Draft Standard on support equipment. This required one small change to produce an Interim standard that is now available for voting through February 22.
- A second member application from the "other" stakeholder category awaits consideration in the Laboratory Accreditation Body Committee. This will enable LAB to bring on additional members from other stakeholder categories, as it gears up for revising Volume 2 of the TNI ELSS as soon as the 2016 standard is completed. Dan Hickman provided a demo of current capabilities of the generic application at the committee meeting in Tulsa. At least three states are poised to begin using this as the year 2016 progresses.
- The Whole Effluent Toxicity Committee session in Tulsa was well received and has generated several additional requests for membership. This committee is also gearing up to revise its module (V1M7) of the TNI ELSS as soon as the 2016 standard is completed. The guidelines for WET proficiency testing prepared by the committee were incorporated into the DMRQA Study 36 instructions that went out on February 3.
- The Radiochemistry Committee is continuing to discuss tools such as audit checklists, the small lab handbook and trainings to help with the implementation of the new standard. The committee did a training at the Winter Forum. The committee is also looking at developing technical training that will be given in 2017. The committee is reviewing the Best Lab Practices document Advocacy has been working on. They have concerns that will be expressed to Advocacy.
- The Interim Standard for Microbiology vote closed on December 7 and the committee is addressing comments. There were four similar comments submitted that the committee feels are non-persuasive. Robin is contacting the submitters for clarification and then the committee will prepare a final comment response document and move the Standard on to a final Standard. The committee is continuing to work on the Small Lab Handbook. The committee finished up their review on the Best Lab Practices document prepared by Advocacy. Final comments are being forwarded by Robin.
- The Quality Systems Committee is still working on a number of SIRs and received great feedback during the Tulsa meeting. Paul will be sending the completed responses to the LASEC. The committee finished up its review of the VDS comments and an Interim Standard has been posted for vote. A response to comment on the VDS has also been posted. The vote closes February 22, 2016. The committee will begin work on the Handbook again in Tulsa. The committee is working on final membership to re-balance the committee. They are looking for AB and Other membership.

## NEFAP Executive Committee

- Progress has been made in the NEFAP website updates. The Accreditation Summary and Priority Elements of Management Plan for FSMOs have now been posted. Updates to the roster have also been made. The Strategy Subcommittee will be putting a detailed website update request together to change a few headings and provide space for YouTube video links, a NELAP/NEFAP webcast Marlene recently provided and a page for tracking previous and upcoming NEFAP related presentations at conferences.
- The strategic planning/marketing subcommittee provided an update to the NEFAP EC in Tulsa. The committee gave a vote of confidence in the direction the subcommittee is going and requested a little more detail before the plan could be finalized.
- Membership of the Recognition Committee is being reviewed. One member resigned and a new member needs to be added.
- The Mobile Lab Subcommittee has finished its survey and results were presented in Tulsa. The committee will review the work of this subcommittee and update its scope during the February meeting.
- Implementation timing issues for the new Standard were discussed in Tulsa. The committee will consider delaying the implementation date at its next meeting after the issues could be a little further researched.
- The committee is still updating flow charts for ABs.
- Cheryl Morton was chosen as the Chair of the Nominating Subcommittee and a slate of candidates will be prepared for the March 2016 election.

## Field Activities Expert Committee (FAC)

- The committee decided to form a subcommittee to work on the Scope Guidance document. The membership was presented and concerns were raised that there was not enough diversity on the subcommittee. Additional membership will be solicited outside of the air community. The subcommittee plans to have a DRAFT document for review at the August face-to-face meeting.
- Ilona provided a brief presentation in Tulsa to review the process to receive ANSI approval of the Standard. Progress has been made on the ANSI application. There were no comments to the proposal sent to ANSI, so Ilona and Ken will begin work to collect the required information and send a data package to ANSI for finalization.
- Justin provided an overview of the changes between the old and new Field Standard.

## NELAP

### Accreditation Council

- Nine evaluations are complete with renewals approved. Four evaluations are in various stages of the process – one approaching completion, two site visits scheduled, and one application was received at the end of January. We still expect to receive Oklahoma's application sometime in early 2016. The Council continues discussing and considering changes to the evaluation process for the next cycle that begins in December 2016.

- The AC has received a total of four recommendations from LASEC about adopting completed portions or modules of the revised standard. The AC is currently in process of voting on whether to accept the recommendation of LASEC to adopt the Calibration Standard. LASEC has presented its recommendations for other modules (to adopt V1M3/asbestos and V1M6/radiochemistry and to retain the 2009 version of V1M7/toxicity/aquatic tox [WET].) The AC will review each of these in accordance with the NELAP Standards Acceptance SOP 3-103, along with LASEC’s future recommendations as additional portions of the standard are completed. Each document will be reviewed individually, but the final adoption of a new standard will only occur after the complete standard “package” is provided to the LASEC and the AC for final review and consideration.
- EPA’s Office of Water advised the AC that PTs for asbestos in drinking water will be provided by RTI, probably by fall 2016. RTI is not yet a TNI-approved PTP, but is accredited to ISO 17043.
- A table showing the current status of implementation of the 2009 TNI Standard follows.

<b>AB</b>	<b>Standard in Effect Now</b>	<b>Status/Progress</b>
FL	2003 NELAC	Accepts 2009 TNI ELSS. FL is preparing a new regulation, and discussing whether to adopt the 2009 or the 2016 TNI standard
IL	2009 TNI ELSS	
KS	2003 NELAC	Regulation development initiated
LA DEQ	2009 TNI ELSS	
LA DHH	2009 TNI ELSS	
MN	2003 NELAC	Accepts either standard
NH	2003 NELAC	Accepts either standard
NJ	2009 TNI ELSS	
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	
PA	2009 TNI	
TX	2009 TNI	
UT	2009 TNI	
VA	2009 TNI ELSS	
Oklahoma intends use 2009 TNI ELSS at time application is submitted		

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

- LASEC presented three additional recommendations concerning adoption of revised standard documents or modules to the NELAP AC. Additional documents and modules await thorough review. In particular, V1M4 (Chemistry) needs review with the inclusion of both the Calibration and Detection & Quantitation portions.
- The Assessment Forum and Mentor Sessions at the winter meeting in Tulsa were well received, and planning for sessions in southern California are already underway. The WET Expert Committee is particularly interested in using a portion of the Assessment Forum to improve the understanding and assessment of WET laboratories.

- LASEC continues its review and development of two policies -- an expanded draft policy for how methods are to be selected and assessed during reassessment site visits and "prep method" policy addressing how ABs will document that prep methods have been assessed, since not all ABs formally accredit the "prep methods" separate from analytical methods. Once final, these two policies will be forwarded to the AC for its consideration.
- In 2015, 13 SIRs were submitted, and this was a substantial reduction over previous years (e.g., there were 36 in 2014).
- LASEC has recommended to CSDEC the formation of an Asbestos Expert Committee, so that future revision of V1M3 can encompass more than asbestos in drinking water.

## **PROFICIENCY TESTING**

- PT Database for FoPT Updates: William made a presentation in Tulsa to show the fields that will be collected and the fields that will be made available to the FoPT subcommittees to prepare PT table updates. There were a few additional fields included for the subcommittees that need to be removed (confidentiality issues) and this information has been provided to William. The PT Providers in attendance in Tulsa were still agreement with the fields and William will continue final development.
- A2LA and ANAB provided informative updates to the PTPEC in Tulsa. It is clear that failure rates are greatly affected by smaller studies and this should be considered when reviewing failure rates.
- The committee has begun collecting information and ideas to re-evaluate how FoPT tables have been updated in the past. It is currently a very time consuming and costly process. There may be more effective ways to target problem or potentially problematic analytes and concentrate on these during updates. There have been concerns expressed about whether prep methods should be considered in PT limits. Most feel is not required, so it would be difficult to collect the information. This will be re-evaluated at a future date.
- In Progress: The NELAP AC has approved the Analyte Request submitted by Carl Kircher to add cis-1,3-Dichloropropene and trans-1,3-Dichloropropene to the SCM FoPT Table at the low-level and medium-level concentration ranges. A request for data is being prepared for the PT Providers and the ARA has been forwarded to the Chemistry FoPT Subcommittee for evaluation.
- The SOP Subcommittee is still working on addressing Policy Committee comments to SOPs. They have also started working on the evaluation checklist for the next round of PTPA evaluations. Ilona will work on a DRAFT evaluation procedure with the goal to combine the evaluation with a NELAP Evaluation. This DRAFT will be worked on in March and April.
- The WETT FoPT Subcommittee approached Brian with DMR to find out if the instructions in question can be added to the DMR instructions. The FoPT Table Format Subcommittee. The subcommittee will begin adding CAS numbers in January.
- The Microbiology FoPT Subcommittee Scope has been updated and this committee will begin meeting again after Tulsa.
- The Chemistry FoPT Subcommittee finished review of SCM data and has sent a cover letter and updated SCM FoPT table to the PTPEC for approval. An update has been provided to give the committee more information about new analytes added to the table.
- A Charter update was prepared and will be finalized by email.



## ADMINISTRATION

### Advocacy Committee

- The Advocacy Committee submitted comments on behalf of TNI to the Alaska DEC in response to a Notice of Public Scoping. The DEC is considering requiring NELAP or DoD ELAP approval for laboratories in their Underground Storage Tank program. TNI provided comments related to the benefits of NELAP accreditation and the resources that TNI can provide to assist labs in obtaining accreditation.
- The Advocacy Committee is assisting in the preparation of a response to the State of Kentucky regarding their questions about becoming a NELAP accreditation body. The questions were submitted by Kentucky staff to Zonetta English who serves as the TNI Ambassador to the State of Kentucky.
- The Advocacy Committee discussed the solicitation for members of the California Environmental Laboratory Technical Advisory Committee and determined that it would be advantageous to have a TNI representative on the committee. A letter was prepared nominating Jerry Parr.
- Target date for publication of the next newsletter is April 1. Stacie Metzler is the editor.

### Non-Governmental Accreditation Bodies

- Processing is continuing on recognition applications from three NGABs, and evaluation teams have been formed. Evaluations will begin later this month.
- The NGAB working group will finalize their paper recommending an organizational home for the NGAB activities and submit their recommendation before the March Board meeting.

### Finance Committee

- The committee met on January 24 to start work on the 2016 budget. The committee is also planning meeting with NELAP AC representatives to discuss the NELAP budget and potential fee increases.

### NEMC

- The Abstract submission process is now open on the NEMC website. There have been 144 completed abstracts submitted. There are some still in progress where the author made an initial submission with missing information they are collecting. There are also a few that represent a panel type session where separate abstracts still need to be received from the actual panel participants. There were 138 submitted for oral presentation and 6 for posters. This is a record number of abstracts for submission this early in the process.
- All abstracts through February 2<sup>nd</sup> have been cleaned up and requests for additional information have been prepared as needed.
- Potential Plenary and keynote speakers are being finalized for the conference.

## Policy Committee

- Policy Committee has continued its review of documents and processes for internal audits that will be included in, or accompany, the draft TNI Quality Management Plan. A few sections of the draft QMP itself will require updating to reflect current status (NGABs, internal audits) and by spring, a final draft will be available for Board consideration.

## Training

- The Radiochemistry Expert Committee presented a Webinar training in Tulsa. There were approximately 25 participants and a group participant. The webinar needs to be reviewed for some portions that need to be cut out and then it will be uploaded to the TNI training site. A survey summary and quiz results will be provided this week.
- The NGAB Evaluator training webcast is now available and has been sent to everyone required to take the class or who started the webinar and needed to finish using the webcast. Quizzes continue to be graded and certificates are being prepared as needed.
- A new training proposal has been submitted: How to Select Laboratory Instruments for Environmental Testing. It is being proposed as a 1 hour webinar. The trainer is evaluating dates for the training and then this will be set-up.
- NEFAP will be submitting a proposed webcast based on the Workshop they will be doing in Orange County. This webinar will be provided in Orange County.
- Ilona discussed options to provide additional radiochemistry training that EPA has been requesting from Bob Shannon. Bob and Ilona will work on a proposal to do this in the upcoming months. They will be webcasts or webinars made available later as webcasts.

## Membership Report

- There were 4 new committee applications that have been forwarded to the committee chair and program administrator.
- The Corporate Member category was discussed with some of the exhibitors in Tulsa and received very favorable responses. Four organizations have already signed up. There are some web actions needed before we begin to market this to others, plus with Pittcon coming up, we should wait until mid-March.
- You will see an inordinate number of new members. This is because as we suspected last month, we discovered a bug in our automated membership renewal process that affected all membership renewals between July 6 and December 14. I sent an email to all these individuals informing them of the issue and renewed their membership through March 30, to give them some time to renew and many of them are doing so.
- Active Members: 926