

# TNI Board of Directors Meeting Summary

## June 8, 2016

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### 1. Roll Call

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

### 2. Approval of May Minutes

**Motion:** Scott Cocanour  
**Second:** George Detsis  
**Approved:** Unanimous

### 3. Revised Quality Management Plan

The Board reviewed an earlier draft of this plan in July 2014. The significant changes made by the Policy Committee since then include:

- Revising Section 2 on Management
- Revising Section 4.2 on Committee Charters and Annual Reports
- Revising Section 5.5, Vendors, to clarify the difference between a vendor and TNI staff
- Adding a new Section 9.2 on Audits
- Deleting Appendices 1 and 2 (Code of Ethics and Corporate Governance Guidelines) and making these documents separately controlled documents
- Simplifying Appendix 3 (now Appendix 1) to only discuss Administrative committees.

The revised document now has all the normal TNI control document information included. This document was provided separately.

This draft is being provided so you can begin reviewing it and we can approve it at the next meeting.

*Discussion:*

The section on audits – much of it seems to be written like future tense – is that correct? Do audit checklists actually exist yet? No, and you'll see in the program reports that there is some work done on them, but they need to be finalized. The goal is to write an SOP on how to conduct an internal audit. We wanted to have a couple of audits under our belt before we write it.

Would it be appropriate to have a small section to talk about funding sources for the program?

Page 5 – Section 3.1 – talks about BOD. Do we want to make a statement that the Board is made up of the various entities of labs, ABs, federal representatives – make a brief statement about the diversity of the Board?

Sec 3.2 – Responsibilities of the Executive Director. The outreach program is a general outreach effort. Add this in as a responsibility, to expand the program and explain what it is about.

Question about this process – Would you like comments from us via email as we go through this? Or are we hoping that we consider this pretty much a final document? Comments are okay, but we have been working on this for a long time so we are hoping that we can finalize it. Have comments to Alfredo soon, if you have them.

An effort was made not to duplicate information that is in other documents, i.e., Board composition. The intent is to not go into a lot of detail, but just include a general acknowledgement.

Section 4.2 – Implementation – we had a lot of discussion on those two paragraphs. This reflects almost what we are doing now, but with a slight change that we will implement next year. It makes charters more of a permanent document (articles of incorporation, per se) so that they don't have to be updated each year. Reports (work plan) at the annual meeting will be the update of what's been accomplished and what's planned for the next year.

Section 4.2 – Is it your intention then that every committee has a charter? Administrative committees generally don't and subcommittees don't. All administrative committees should have charters. Subcommittees don't need charters, but their reason for being should be provided by the committee that guides them.

Section 4.2 – this is information that doesn't exist anywhere else so we placed it here.

Next steps: Craft general statements to address the comments above. Review and send in comments. Goal is to have document approved at the next Board meeting.

#### **4. 2016 TNI Standard (Attachment 1)**

As shown in the program reports, the 2016 laboratory standard is essentially complete. At a meeting of the Florida Society of Environmental Analysts on May 28, Vanessa Soto announced they were planning to move to implement the 2016 Standard "late this summer." That seems to imply a proposed rulemaking that could go final this year. So while we still have time, we need to discuss what specific items remain to be done to have this standard ready for implementation. See Attachment 1 for a rough draft/outline of discussion points.

#### **5. First Quarter Financial Review**

The first quarter financial review for TNI was completed during this meeting.

## 6. NGAB Working Group Charter (Attachment 2)

At the April Board call, the existing NGAB Working Group was asked to develop a revised charter to consider organizational options for how TNI evaluates and recognizes non-governmental accreditation bodies.

*Change:* Under key milestones, 2<sup>nd</sup> bullet – (Carol) intended to have there the following text: “present final recommendation for organization in January 2017...”

**Motion to Endorse this Charter:** Steve Arms

**Second:** Dave Speis

**Approved:** Unanimous

## 7. Program Reports (Attachment 3)

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**Attachment 1**  
**Implementation Plan for the 2016 Standard**

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**1. Volume 1**

- Consensus Standards Development
  - a. Complete editorial revision of LOD
  - b. Produce final document
  - c. Develop guidance documents
- NELAP Accreditation Council
  - a. Move to adopt standard
  - b. Set effective/implementation date?
- Other
  - a. Revise Quality Manual template
  - b. Revise checklists
  - c. Develop training courses
  - d. ???

**2. Volume 2**

- Consensus Standards Development
  - a. Produce final document
- NELAP Accreditation Council
  - a. Move to adopt standard
  - b. Set effective/implementation date
  - c. Revise SOP 3-102
- Other
  - a. Develop training course for evaluators

**3. Volumes 3 and 4**

- Consensus Standards Development
  - a. Produce final document
- Laboratory Accreditation Management System
  - a. Provide recommendation to NELAP AC
- NELAP Accreditation Council
  - a. Move to adopt standard
- PT Executive Committee
  - a. Move to adopt standard?
  - b. Revise SOP 4-104

**Attachment 2  
NGAB Working Group Charter**

1. <b>Committee Name:</b> NGAB Working Group	2. <b>Version:</b> Rev 1. 0	3. <b>Date:</b> As approved by the Board
<b>4. Mission Statement:</b>  The NGAB Working Group in cooperation with The Non-Governmental Accreditation Body Recognition Committee (TNRC) will develop a plan to combine all of TNI's non-governmental accreditation body recognition activities under one organizational umbrella. The Working group will propose timelines to accomplish this organizational change.		
<b>5. Program Support:</b> <i>Jerry Parr, Carol Batterton, Ilona Taunton</i>		
<b>6. Committee Members:</b> <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		<b>7. Stakeholder Group:</b> <i>(Accrediting organization, accredited laboratory, other)</i>
<b>NGAB Working Group</b>		
Alfredo Sotomayor, Chair	TNI Board member	
Marlene Moore	NEFAP	
Kristin Brown	NELAP AB	
Jim Todaro	Laboratory	
Cheryl Morton	Non-governmental accreditation body	
David Speis	Laboratory, TNI Board member	
Steve Arms	Chair, TNI Advocacy Committee	
PTP EC representative	TBD	
Additional NGABs as requested		
<b>TNRC</b>		
Judy Morgan, Chair	Laboratory, LASEC Chair	
Kim Watson	Accredited FSMO, NEFAP EC	
Daniel Lashbrook	Laboratory	
Yumi Creason	State Accreditation Body	
Marlene Moore	Other, NEFAP Recognition Comm.	
Ilona Taunton	Evaluation Coordinator and Lead Evaluator	
<b>8. Objectives:</b> <i>(insert rows as necessary for additional objectives)</i>		
✓ Develop a plan and organizational structure to place non-governmental accreditation body recognition activities under one organizational umbrella within TNI.		
✓ Establish timelines for developing the plan and implementing this re-organization.		
✓ Develop any SOPs and procedures necessary to implement the new structure and ensure that the TNRC is anchored within the structure.		
✓ Work in cooperation with other TNI accreditation body programs to ensure consistent implementation of the new structure.		
✓		
✓		

<p><b>9. Key Milestones:</b> <i>(significant events and corresponding dates)</i></p> <ul style="list-style-type: none"><li>• Present preliminary recommendations for reorganization at summer meeting in Orange County, CA, 2016</li><li>• Present draft SOPs, SOP revisions, and Policies to TNI Board at January 2017 meeting in Houston, TX 2017</li><li>• Provide progress reports to TNI Board at each monthly meeting</li></ul>
<p><b>10. Considerations:</b> <i>(assumptions/constraints/obstacles/risks)</i></p> <ul style="list-style-type: none"><li>• The working group will consult with the NEFAP and the LASEC during the development of the organizational plan.</li><li>• The working will identify opportunities for improvement of current processes during development of the new organizational plan.</li><li>• The working group will seek to minimize financial impact on TNI in development and implementation of the new structure.</li></ul>
<p><b>11. Available Resources:</b> TNI staff support will be provided.</p>
<p><b>12. Additional Resources Required:</b> .</p>
<p><b>13. Anticipated Meeting Schedule:</b> <i>(specify meeting format and frequency)</i> The working group will meet by conference call at a minimum of once per month, on the 3<sup>rd</sup> Tuesday at 9:00 am Central time. At least one face to face working meeting may be needed.</p>

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### Attachment 3 PROGRAM REPORTS

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#### CONSENSUS STANDARDS DEVELOPMENT

- Formatting and compiling of Volume 1 of the 2016 standard is almost complete pending an editorial change to the definition of Limit of Detection. The term will be expanded to include Method Detection limit. When finalized, the complete volume will be sent to LASEC for its consideration. The only formatting required in Volume 2 will be the PT Module.
- The PT Expert Committee continues to resolve the comments on its Volume 3 (PT Providers) and Volume 4 (PT Provider Accreditors) Interim Standards.
- The Chemistry Committee is making good progress on its 2016 standard guidance document and PowerPoint presentation, and expects to have them complete in time for the Environmental Measurement Symposium in August.
- The Consensus Standards Development Executive Committee has formed workgroup to prepare a Glossary of Terms used in TNI documents. This may be timely, because some inconsistencies have been found between some documents (but not in the standards).
- Progress is being made in gathering members for a proposed Asbestos Testing Expert Committee. There are now four volunteers, with a fifth expected from a major laboratory network.
- The Quality Systems Committee is continuing to work on the Small Laboratory Handbook. The format is being finalized as the committee is beginning review of sections. Paul will summarize the format and send it to each Expert Committee. Shannon Swantek (AB) has stepped down from this committee and Lizbeth Garcia (AB) (also from Oregon) was voted onto the committee.
- The Laboratory Accreditation Body Committee continues working through committee member comments on a draft consolidated module from V2M1 and V2M3, and will soon consider how to incorporate the two SIRs affecting Volume 2. When CSDEC notifies this group that they can formally announce the planned revision for AB operations, this preliminary work should speed up the process considerably. LAB now has four members from the "other" stakeholder category and can bring on additional members from other stakeholder categories! One Associate Member from the "lab" category has been elected to full membership, but additional lab and AB members are still needed.
- The Whole Effluent Toxicity (WET) committee is also gearing up to revise its module (V1M7) of the TNI ELSS as soon as the 2016 standard is completed, with two volunteers already to lead the efforts for particular portions of the module. The planned Assessment Forum session about WET is progressing smoothly, and should be an excellent opportunity for assessors to learn more about WET labs and how to audit them.
- 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 Microbiology Committee has posted their response to comments on the Standard. The committee is continuing to work on the Small Lab Handbook.

## NEFAP Executive Committee

- The strategic planning/marketing subcommittee is continuing to put plans for marketing in place as they start implementing opportunities that arise. The subcommittee is working on the Workshop planned for Orange County and a webinar planned for June 13, 2016. The subcommittee is working through committee organization in Marlene's absence.
- Membership of the Recognition Committee is being reviewed.
- The Mobile Lab Subcommittee has not met since Tulsa. The Scope for this subcommittee will be reviewed in June.
- The committee began its budget review and has sent it off the Strategic/Marketing Subcommittee for input.
- The NEFAP EC will be approaching the BoD for approval of their definition of AB in NEFAP. This request is being sent with the updated Nomination SOP.
- The Nomination SOP has been finalized and the Nomination Committee is beginning work to put a slate of candidates together for a vote in June. The Nomination Committee has been formed. It appears the members scheduled to rotate off would like a second term. We will also be contacting John Philips as a possible addition to the committee.

## Field Activities Expert Committee (FAC)

- The committee did not meet in the month of April.
- Work on the Scope Guidance document begun. The subcommittee has had their first meeting.
- Work on the ANSI application will begin this month with the goal to have it completed this Fall.
- The committee plans to re-establish the FSMO Implementation Tools Subcommittee to begin evaluating development of tools to help FSMOs apply for accreditation. One tool being discussed is a Quality Manual Template.
- Shannon noted there are a number of counties in Oregon interested in requiring NEFAP.

## NELAP

### Accreditation Council

- Only one site visit remains to be completed, Minnesota. Two more evaluations are wrapping up with eleven ABs renewed – two provisional recognitions and nine unqualified recognitions. One of the provisional recognitions has received a positive recommendation for full recognition, with voting underway now, and the other must submit materials verifying that its conditions are met by the end of calendar 2016. Oklahoma has indicated that it may submit its long-awaited application in August.
- The AC is approaching closure on its desired modifications to the NELAP Evaluation SOP 3-102, and hopes to initiate a vote of approval at its June 6 meeting. Our EPA Liaison, Donna Ringel of Region 2, has helped with obtaining feedback from the drinking water program and its possible concerns with the changes proposed thus far.
- Also at the June 6 meeting, AB representatives will be asked to receive the recommendations from LASEC for approval of the remaining 5 standards documents for Volume 1, as well as the PT module from Volume 2, and begin their reviews in light of state regulations and statutes.

## Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC finalized recommendations for all remaining revised standard documents – PT (V1M1 & V2M2), QS, LOD/LOQ, Chemistry and Microbiology. These have been transmitted to the NELAP AC for its review. PT volumes V3 and V4 are not yet final.
- LASEC also finalized revisions to its SOP 3-106, Review of Standards for Suitability, and has resubmitted that document for Policy Committee review.
- The individuals who volunteered to lead the development of policies for the NELAP AC – about the on-site assessment (how to select methods for review) and how to document assessment of prep methods in the accreditation process – have essentially stalled out. New volunteers are being recruited to work with these important but challenging policies.
- Planning for the Assessment Forum and Mentor Session in southern California is underway.

## PROFICIENCY TESTING

- PT Database for FoPT Updates: Two requests for data were reviewed with PT Providers and PTPAs. This data will be collected through a database for the first time and it will move us closer towards finalizing a database for regular updates. There were questions about confidentiality raised and an example confidentiality statement has been distributed for final review.
- The committee has voted to remove 3,3'-Dichlorobenzidine on the NPW FoPT table. The FoPT table will need to be updated by the Chemistry FoPT Subcommittee and submitted to the PTPEC for finalization.
- The PTPEC has finished the review of the DRAFT complaint SOP. Comments were sent back to the subcommittee and the subcommittee has made updates for further review.
- WETT FoPT Subcommittee: We are still running into issues as to whether this subcommittee still exists since the entire membership was transformed into the WET Expert Committee. This new committee would also like to work on FoPT tables, but this is not consistent with the current TNI structure. Maria will get Bob Wyeth involved to resolve this so the WETT FoPT Table can be updated as needed due to an issue recently received.
- FoPT Table Format Subcommittee: The updated tables have been sent to the PTPEC for review and finalization. The subcommittee also commented that there are some issues with naming analytes – the FoPT names are different than LAMS in some cases. This will be taken under further consideration next month.
- Microbiology FoPT Subcommittee: The committee chair met with PT Providers to request the data needed to work on the FoPT table.

## ADMINISTRATION

### Advocacy Committee

- The committee completed its status update of items assigned to Advocacy in the Strategic Plan. This will form the starting point of an eventual full report to the Board on the status of all items, assigned to all committees.
- Two activities emerged from those discussions. First, the decision to initiate formation of a Marketing and Outreach subcommittee, with a few additional “special-recruit” participants from marketing operations of labs or PT vendors or perhaps NGABs. Second, an inquiry to EPA’s Drinking Water

program about how TNI might be able to demonstrate “equivalent effectiveness” led to a broader conversation that will carry through the summer about how the various certification programs recognized by the drinking water office are actually evaluated and how they compare in content and process with the NELAP ABs and the TNI Standard.

- The Newsletter was sent in May.

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

- The NGAB working group and TNRC have developed a new charter for their next phase of work planning the reorganization of TNI’s recognition activities for non-governmental accreditation bodies. The draft charter is ready for Board consideration.
- The final observation has been scheduled for the end of June. This may cause some delays in the announcement of recognized ABs.
- Final reports are continuing to go out and a preliminary report is being prepared for the AB that will be doing the late June observation.
- An appeals process for this accreditation needs to be developed.

### **Policy Committee**

- The QMP review is complete and the approved document is presented to the Board today. Some of the self-audit materials still need to be finalized and circulated to committees for pre-adoption review.
- Re-consideration of a “style guide” developed by CSDEC led to a shift in approach. Rather than guidance, as initially conceived, this document will be reformatted into an SOP to ensure consistent formatting of standards documents, and returned to Policy Committee for approval. There were no adverse comments about the content, which grew out of several years’ work, only the form of presentation.

### **IT Committee**

- The committee reviewed all of the information on the TNI website and is recommending that the only member-only benefits are the member directory, joining a committee, and viewing statistics for the SASS program. Everything else should be readily available to the public.

### **Summer Meeting**

- All abstracts and biographies are now available on the website.
- Conference registration is open.
- The preliminary program has been mailed.
- TNI sessions are being finalized.

### **Membership Report**

- There were 2 new committee applications that have been forwarded to the committee chair and Program Administrator.
- Active Members: 881