

TNI Board of Directors Meeting Summary January 11, 2017

1. Roll Call

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

2. Approval of December 2016 Minutes

Motion to Approve: Judy Morgan
Second: Dave Speis
Approved: Unanimous

3. New DOE Ex-Officio Director

December 29, 2016

Jerry –

I am pleased to inform you that the Department of Energy's (DOE) Office of Environmental Protection and ES&H Reporting would like to identify me as the next DOE Ex-Officio Representative to The NELAC Institute (TNI) Board of Directors. As an Ex-Officio Representative to the NELAC Institute, I understand that it is an expectation to actively participate on a couple TNI committees, attend both semi-annual meetings of the Forum on Laboratory Accreditation, and participate in Board teleconferences.

If you have any questions, concerns, or would like a letter other than this e-mail to confirm our selection, please do not hesitate to write or call me. DOE is extremely grateful to George Detsis for his service in this capacity over the last several years.

Thank you,

*Debbie Rosano, Acting Director Office of Sustainable Environmental Stewardship (AU-21)
US Department of Energy
Office of Environment, Health, Safety and Security (AU)
Debbie.Rosano@hq.doe.gov*

Motion to accept Debbie Rosano as the DOE representative to the TNI BOD:

Motion to Approve: Judy Morgan

Second: Patsy Root

Discussion: Sharon Mertens, Head of Nominating Committee. She would like an email with a short bio to include on the election plate. Jerry has this and will forward it to Sharon.

Approved: Unanimous

4. Board Election

Five nominations were received by the nominating committee and the committee decided to place all five names on the ballot. The nominees (and their organization and stakeholder group) are:

Aaren Alger, Pennsylvania DEP, NELAP AB
Chris Gunning, A2LA, NGAB
Justin Brown, Environmental Monitoring and Technology, Laboratory
Cheryl Nolan, Louisiana DEQ, NELAP AB
Patsy Root, IDEXX Laboratories, Other
Debbie Rosano, US DOE, Other

The Board election will begin on January 16 and will be open until February 13. The newly elected Directors will begin their terms on March 13. The Board terms for Scot Cocanour and Keith Greenaway will end on February 8. If elected, the 2017 Board will have 13 elected directors and 3 ex-officio. The balance will be 4 AB, 6 Lab and 6 Other.

There will be a voting booth at the conference.

5. Committee Charter Template (Attachment 1)

The Policy Committee has been working to revise the committee charter format to make it better align with the Quality Management Plan. An example of a new charter is in Attachment 1. The proposed changes in the committee charters are:

1. Make them more permanent.
2. Revise if the strategic plan changes or other significant changes.
3. Add general language about composition of the committee and balance; committee roster would be on the Work Plan and website.
4. Move annual tasks and goals to the Work Plan (a separate document).
5. Remove Key Milestones and have as a separate document to document record of achievements, not annual tasks.
6. Tie Success Measures to Objectives. These can be used in a self-assessment audit or an internal audit.
7. Add default Decision Making rule for committee.

There is a suggested Excel Work Plan template that could be used to help track a committee's tasks and outcomes. However, a committee may already have a tracking mechanism/document, which is acceptable. A summary of past year accomplishments and future year tasks can be copied from the Work Plan (tracking document) and presented at the annual meeting for Board review/approval.

The plan is that all committees would move toward this if approved. We'll be talking more about this in Houston. Jerry will send everyone the Work Plan document so everyone can see it now. Question for later: Should we allow everyone use their own format or provide a standard format? We can look at the formats at the end of the year and perhaps pull together the best of each version for a new standard format.

Next Step: Notify all committee chairs of this direction, provide information, and ask for feedback. Also, have a short call with the committee chairs regarding the charter.

Timeline has not yet been discussed. It would be part of the current committee charters to be approved in the first 3 months of this year.

Policy Committee Charter attached is ready for approval as a template

Motion to Approve the Charter in Format and Template Elements Attached:

Motion to Approve: Judy Morgan
Second: Daniel Lashbrook
Approved: Unanimous

Motion to Approve the Policy Committee Charter for 2017:

Motion to Approve: Patsy Root
Second: Steve Arms
Approved: Unanimous

6. Financial Reports

Financial statements for 3rd quarter 2016, projected year-end report, and January 2017 cash flow spreadsheet were reviewed during this Board meeting.

7. Program Reports (Attachment 2)

Attachment 1

Policy Committee Charter

(Revised: 01-06-2017)

Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:

1. Develop policies and procedures that address multiple TNI programs, which are then adopted by the TNI Board.
2. Review new, existing and revised policies and procedures for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. Accept and resolve issues regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, consensus standard activities covered under SOP 2-100 or standard interpretation requests.

Composition of the Committee

1. The Policy Committee Chair is the Secretary of the TNI Board of Directors.
2. Committee members represent each core TNI program; terms to coincide with the committee they represent.
3. There is no requirement for balance of membership.
4. May include at-large members with unlimited terms.
5. Ex Officio members may participate as they choose or as requested per the TNI Bylaws.
6. The nature of the committee's operations makes it inappropriate to allow associate members.

Objectives

1. Develop general Policies and Procedures for the operation of TNI.
 - **Success Measure:**
 - The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.
2. Review new existing and revised policies and procedures developed by TNI program components; ensure policies and procedures are consistent with stated TNI purposes and positions. Ensure policies and procedures are stored and maintained.
 - **Success Measures:**
 - Committee has procedure(s) to review TNI program policies, SOPs, TNI Bylaws and other documents
 - Develop Guidance, upon request.
 - Maintain a "Master List" of all SOPs, Policies, and other key documents through a self-audit.
 - Review committee drafts within three months of receipt, and respond within one month of completion of review.

3. Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership.
 - **Success Measure:**
 - TNI Board endorses the Policy committee procedures, guides and policies that it has reviewed.
 - Policy committee procedures, guides and policies to be provided to the TNI webmaster for posting to the TNI website.
4. Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.
 - **Success Measure:**
 - Issues receive prompt investigation and the committee provides recommended resolutions.
5. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
 - **Success Measure**
 - Work plans are presented to the TNI Board for review on at least an annual basis.

Decision Making (*specify default option from Decision Making SOP 1-102*)

- Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Secretary of the Board of Directors
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing (PT) Expert Committee has made editorial changes to all volumes and modules of the 2016 standard following discussions with LASEC, the Accreditation Council (AC), and the Proficiency Testing Program Executive Committee (PTPEC). The edited V1M1 has been returned to LASEC for its consideration, and the others (V2M2, V3, and V4) will be considered by the CSDEC to confirm the changes are editorial and not substantive. Then V2M2 will be sent to LASEC, and V3 and V4 will be sent to the PTPEC for consideration. If all are acceptable for implementation, this will complete the 2016 PT standards.
- The Chemistry Expert Committee is contacting each NELAP AB separately, requesting details of any objection to the 2016 Chemistry module (V1M4), and asking for replacement language that will satisfy the objections. It needs to be determined what items can be fixed editorially in the 2016 standard, and what items will require the Chemistry Committee to embark on a revised (2017?) standard.
- In conformance with SOP 2-100 and ANSI requirements, a Notice of Proposed Standards Activity was posted on the TNI website on December 16. This concerns the Laboratory Accreditation Body's proposed merger of Modules 1 and 3 in Volume 2. The deadline for any objections is January 15. Also, a Project Initiation Notification (PINS) was sent to ANSI for publication in *Standards Action*. This will be published for 45 days to allow for objections. Notifications are also being prepared for the Toxicity Module (V1M7).
- The Radiochemistry committee is continuing to look at examples for the Small Laboratory Handbook. The Handbook is going through its last review and should be ready for handoff after the Houston meeting. The 2016 Assessor Checklist could not be worked on at the last meeting, but will be continued in Houston. The committee is recruiting new members. Three members rotated off the committee after completion of two terms: Carolyn Wong, Nile Ludtke and Richard Sheibley.
- The Microbiology committee is continuing work on the Small Lab Handbook. They still hope to have it complete after the Houston meeting. The committee has three members rotating off at the end of the month. The committee has already approved two new memberships and has forwarded them to Bob Wyeth for approval: Vanessa Soto Contreras (AB – Florida) and Kasey Raley (Lab – Eurofins). The committee will be meeting this week to finalize their Houston presentation and will send it to Bob Wyeth.
- The Quality Systems committee is continuing work on the Small Laboratory Handbook. The committee is continuing to review membership and at this point it looks like the 4 members who have completed their term are eligible for another term. Three members have asked for a second term and the fourth will have a decision this week.
- The Laboratory Accreditation Body Committee (LAB) has published its notification to begin revision of Modules 1 and 3 of Volume 2 of the TNI Standard, and has completed its review of a draft combined module. After the Chair prepared a merged module with numbering aligned with the ISO numbering, this review was conducted to ensure that all requirements from both modules were retained. The combination draft will form the starting point for the upcoming revision. This revision will be the primary topic at the LAB Expert Committee session in Houston. Committee membership stands at ten members, with several associate members not interested in becoming full members. Additional volunteers would be welcome, up to a full roster of fifteen individuals.

- The Whole Effluent Toxicity (WET) committee is preparing its notification to the TNI membership, to begin revision of Module 7 of the TNI ELSS. Preliminary discussions have sporadically taken place, with two workgroups forming to tackle the two particular issues within the module. It is unclear who will be available to lead the WET Expert Committee session in Houston, but we hope to have lively discussion about revisions to the module.

NEFAP Executive Committee

- No update was available from Kim and Justin regarding the PowerPoint template for presentations on NEFAP. This template can be used as a stand-alone or parts can be added to other presentations.
- Discussion is continuing on the idea of highlighting more matrices that can use the NEFAP Standard.
- Ilona will be pulling together a subcommittee to work with the PTP Executive Committee on procedures to combine the evaluation of NGABs.
- The committee is continuing to review its membership to prepare for membership voting in March. Kim Watson (2 terms) and Troy Burrows (1 term) will be rotating off the committee. Kim will continue working with the committee as an associate member and Troy will be working on the new Standard as part of the FAC. The Nominating Committee will be looking for candidates to fill these two spots.
- Ilona sent a request to PTPEC and NEFAP EC members for volunteers to work on combining the NGAB evaluations that are due this year. The committee will be formed this week with a goal to have procedures in place early spring. There has been a lot of interest expressed in helping with this process.
- The TNI Board has requested more specific information about the recommended "Task Force" or special committee to continue work on the TNI Strategic Initiative to develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP. The subcommittee has met and now has the Board's discussion notes on this topic. The subcommittee plans to have its request to the Board before their January meeting. Update 1/6/17: The subcommittee was not able to complete the task and will make this available for the Board's February meeting.
- The Strategic/Marketing Subcommittee met this month and started working on evaluating and providing input to the NEFAP EC on expansion of NEFAP to non-traditional environmental areas. One of the NEFAP ABs received inquiries from the food industry and medical marijuana industry with interest in using the NEFAP standard for sampling. The subcommittee is getting more detail on the original requests and looking at feasibility and impact. In the case of cannabis, people are looking for each state agency to come up with their own guidance and everyone is doing something different. In the food industry, guidance documents are old and there aren't any standards.
- SOP updates are being completed and the committee will begin reviewing these updates this month.

Field Activities Expert Committee (FAC)

- The committee continued to discuss membership by email. Maggie Cangro and Craig Forbes will be rotating off the committee the end of January after serving two terms. They both recommended new members to replace them. There also 3 additional candidates (2 ABs and 1 Other) that have been recommended for addition to the committee. A vote by email is open and will close this week.
- The committee will work on pulling information together for ANSI and TNI notifications in Houston.
- Work will begin on additional FSMO tools in February. The committee is looking at preparing a Quality Manual Template and example SOPs/Policies.

NELAP

Accreditation Council

- One final evaluation of the 2014-2016 round will remain to have all corrective actions addressed, once the AC votes on restoration of full recognition to New Jersey at its January 9 meeting.
- Renewal letters for five ABs have been issued. Most requested time extensions for submission of the renewal applications but one application was received.
- Evaluator training is scheduled immediately after conference in Houston, with a webinar to follow for those evaluators who cannot travel to Houston. This webinar will be recorded for use by future new evaluators, as well.
- At its January 9 meeting, the AC will consider a recommendation from LASEC to accept the PT module (V1M1) with specific technical clarifications, as agreed upon previously. It will also consider two updated Field of Proficiency Testing tables, for Non-potable Water and Solid & Chemical Materials.
- From a December meeting, the AC and the Chemistry Chair and Past Chair agreed that two items will need to be addressed with a revision to the 2016 module. These two items are to provide for some form of quantitative criteria for the ongoing verification of LOQ and to somehow modify the language of the LOQ=3XDL section to accommodate drinking water methods where that requirement would require an unattainably low detection limit to meet the method-required LOQ or reporting limit.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC approved a recommendation to the NELAP AC to accept the PT module of Volume 1 of the 2016 standard with technical clarifications. This was an email vote, as the committee did not meet in December.

PROFICIENCY TESTING

- There will be no PTPA reports at the Houston meeting because the committee would like to establish a reporting format to make the information in the presentations consistent between the PTPAs. The next PTPA report will be at the summer meeting in Washington, DC.
- The committee is working on new committee membership. Joe Pardue, Andy Valkenburg and Justin Brown will be rotating off the committee at the end of the month after serving 2 terms.
- The PTPA agreements with TNI were updated and signed by each PTPA.
- The committee has now completed its review of Volume 4 and Nicole (Chair PT Expert) is taking one more editorial item back to the PT Expert Committee for update. The editorial change is: The term "requirements document" is being replaced with "Standard Operating Procedures". The review of Volume 3 and 4 is now complete and the committee will wait to receive the updated Standards from Nicole and will then vote and determine an implementation date.
- An Analyte Request Application (ARA) was received from Rachel Ellis of NJ. She is requesting the following be added to the NPW and SCM tables – Qualitative PCB Analysis (in addition to quantitative). The committee has reviewed the request and Maria is sending a copy to the NELAP AC to confirm they would support this addition.

- A request for Radiochemistry data was distributed for the next FoPT table update. Maria will follow-up with providers that have not sent data so the Chemistry FoPT Table Subcommittee can get started with their work. The Microbiology FoPT Subcommittee is also waiting for data so they can begin their table update.
- The analyte code for TPH on the FoPT table has been corrected to 1853 in the NPW FoPT Table and the updated table has been sent to the NELAP AC for approval. Addition 1/6/17: Approval has not yet been received.
- Work on the PTPA checklists will resume after the new Standard Volumes are approved.
- The updated footnotes on the NPW and SCM FoPT tables have been sent to the NELAP AC for approval.
- The committee began its review of the DRAFT TNI Internal Audit Checklist. This review will continue in January. The committee is updating a number of SOPs, so there are significant updates needed to the checklist and an extension may be requested.
- Ilona sent a request to PTPEC and NEFAP EC members for volunteers to work on combining the NGAB evaluations that are due this year. The committee will be formed this week with a goal to have procedures in place early spring. There has been a lot of interest expressed in helping with this process.
- No progress was made this month on developing new methods to update FoPT tables. Ilona reminded the committee of this task as it may relate to the Radiochemistry and Microbiology updates expected to start soon, but Maria thinks the bigger impact of this work is on the next Chemistry update.

ADMINISTRATION

Non-Governmental Accreditation Bodies

- The NGAB working group presented their proposal for an organizational structure to consolidate TNI's recognition programs to the NELAP AC. The working group is now planning to present their proposal to the public at the Houston meeting and then a final recommendation at the February Board meeting.
- All three recommendations for recognition of NGABs have been compiled and sent to the TNRC for evaluation and recommendation. The TNRC will meet on January 18 to discuss the recommendations. A DRAFT agreement/contract was prepared and comments are being incorporated into the final version. A DRAFT certificate has been prepared and reviewed by the committee. It is ready for finalization. Ilona has worked with Dan Hickman to set-up LAMS training for the NGABs. Two will be able to work with him in Houston and the third will receive training with the use of Webex.

Advocacy Committee

- The Advocacy Committee met on January 5, and planned its agenda for the session in Houston. A major topic will be follow-up discussion from the Mentor Session, about whether any of the items from the 2016 standard that California ELAP plans to modify should be considered as potential future revisions to the standard for use by TNI's NELAP. The other major topic will be to consider how best to notify the environmental testing community that the 2016 standard will not soon be adopted by NELAP.
- Advocacy also plans a follow-up meeting with the EPA drinking water program, to continue considering how best to accommodate the drinking water certification requirements within the TNI standard.

Policy Committee

- Policy Committee has also revised the Charter template, per the QMP, to become a long-term document. This is presented to the Board at its January 11 meeting for review and acceptance as the template for all committees. Once approved, the Policy Chair will transmit the template to all Committee Chairs, along with a request that committee activities be tracked in some fashion. A template for tracking will be offered, but committees are free to continue with existing tracking mechanisms for the coming year, in accordance with the annual workplans presented at the TNI Annual Meeting in Houston and then available for approval by TNI's Board of Directors. Upon reviewing the various tracking mechanisms after the 2018 annual meeting, Policy Committee will consider whether to recommend a standardized format for tracking committee activities.

Houston

- We are at 85% of room block and early registration closes on January 9. Attendance is around 200.
- Several committees (e.g., Radiochemistry, Microbiology, WET) have 3 or fewer members registered.

Training

- A Method Update Rule (MUR) webinar has been planned for 1/18/17 – Jerry Parr, Catalyst. As of 1/6/17, 57 individuals and 23 groups have registered.
- An Assessor Refresher course is being planned for 3/6/17 – Marlene Moore, ASI. Registration should open within the next two weeks.
- The Evaluators Training is ready for January 25-26, 2017.

Membership Report

- There were 4 new committee applications that have been forwarded to the committee chair and Program Administrator.
- Active Members: 942