

TNI Board of Directors Meeting Summary

February 8, 2017

1. Roll Call

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

2. Approval of January 2017 Minutes

Motion to Approve: Myron Gunsalus

Second: Scott Cocanour

Approved: Unanimous

3. Offer of Resignation from David Speis

David retired from Eurofins QC in January 2017. Thus, his stakeholder category changed from Laboratory to Other. In accordance with the TNI bylaws, David has offered his resignation. The Board may choose to reject the offer. If David is not on the Board, the balance will be 4 AB, 6 Lab and 3 Other (excluding ex-officio Directors). If the Board reject this offer, the balance will be 4 AB, 5 Lab and 4 Other.

Motion to Refuse David Speis' Resignation: Jack Farrell

Second: Patsy Root

Approved: Unanimous

4. Proposal for TNI Reorganization (Attachment 1)

Last year, the Board asked the Non-Governmental Accreditation Body (NGAB) Working Group to investigate options for how TNI recognizes NGABs across TNI programs and where the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) should reside within TNI. The Working Group has completed this effort and has a proposed change to the TNI organizational structure.

Motion to Accept the Proposal Being Brought to the Board by the NGAB and TNRC:

Motion to Accept the Proposal: Steve Arms
Second: Scott Cocanour
Abstentions: Jack Farrell
Approved: Approved

Next Steps:

- Timeline for implementation – by the Working Group
- Amendment to TNI bylaws – Policy Committee
- Re-evaluation of charters – Each committee re-evaluates their charters themselves with guidance from the working group.
- Communication – More thought is needed on this. We will wait to see what the next meeting of the combined group comes up with.
- SOPs (3) – Plan for revision: NEFAP and PT will have theirs combined this year. PT and TNI Standard programs revise their SOP(s) in 2018.
- We also need to address the Appeals SOP.
- We should start communication of the change to the membership quickly. Alfredo's description of the changes (the organization chart) would be great for a webinar/webcast/video link that can be sent out to everyone.
- Clean up the organization chart – Make it prettier, show all committees; assign to Jerry and Jan to work on.

5. California Update

- The California accreditation program convened a meeting of their Expert Panel (Lara Phelps, Jordan Adelson, Steve Arms, and David Speis) from January 31 – February 2, 2017. The panel heard presentations from the California program, from various stakeholders, and from the public. As part of the open session, TNI presented a report to the panel on 58 proposed changes to the TNI standard that California was considering. That report was the result of a mentor session held in Houston on January 23, 2017. The report was revised by the Advocacy committee on January 25. This report was provided as a separate document to this agenda.
- The presentations from the California session can be found at: <http://www.sccwrp.org/ELAP/>.
- The Panel reported back on February 2 and, among other items, recommended that California minimize changes to the standard and instead clarify the requirements and develop a comprehensive implementation plan. TNI's Executive Director is working on a detailed response to all 58 recommended changes to the standard and will have that document to the Expert Panel for their final report by February 10.

6. EPA NEMC Conference Grant

Lara has given us a heads-up that the grant that TNI has that provides funding for the NEMC conference has been chosen for an advanced monitoring review this year. This just means that records and files, etc., will be looked at to ensure that we are staying in good graces, that everyone's staying in compliance with the grant, and that annual reports are being provided on how things are going. The EPA is excited that the meeting will be in DC this August and will probably see if we can block out some time to sit down and have a discussion.

This should only be taken as a positive thing. The fact that the grant has been a successful, long-standing arrangement and that Lara has never brought forth any concerns about anything makes this an ideally perfect candidate for review and allows EPA to basically check a box.

7. Program Reports (Attachment 2)

Attachment 1

Reorganization of TNI Accreditation Body Recognition Activities

Mission:

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.

Objectives:

- 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.

Reorganization Proposal:

- NGABs will apply to core programs for recognition. For recognition for accreditations under the environmental laboratory standard, NGABs will apply to the LASEC.
- The TNRC would make recommendations on recognition for applicant non-governmental accreditation bodies (NGABs) for all programs. The recommendation will go to each program's executive committee to grant recognition.
- The TNRC reports to the TNI Board and the Board appoints its members. Composition of the current TNRC may need to change to include a representative from the PT and SSAS stakeholder community.
- The title of the core program will need to change from NELAP to "TNI Environmental Laboratory Accreditation Program" (TELAP). The perception is that NELAP means only state ABs.
- The Environmental Laboratory sector will include all ABs that have been determined to be competent to accredit to the TNI Environmental Laboratory Standard.
- It will be up to the individual states to decide if they can accept an NGAB environmental laboratory accreditation or not.

Next Steps:

If this concept is endorsed by the TNI Board, the following additional actions need to be considered:

- Determine a reasonable timeline for implementation.
- Amend TNI Bylaws.
- Re-evaluate charters and composition of TNRC and LASEC to reflect the new scope.
- Establish/facilitate communication between TNRC, NELAP AC, NEFAP, PT, and SSAS.
- Develop SOPs for the revised procedures.

See proposed Organizational Charts as a separate file.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing (PT) Expert Committee continues to finalize editorial changes to the 2016 standard. V1M1 has been approved by the NELAP Accreditation Council. The committee has made small editorial changes to V2M2, to reflect the changes made in V1M1. These changes will be sent to the Consensus Standards Development Executive Committee (CSDEC) to verify they are editorial and then to LASEC for making a recommendation to the Accreditation Council. Editorial changes to V3 and V4 have been accepted by CSDEC and the Proficiency Testing Executive Committee. These two volumes are now being subjected to final formatting.
- The Chemistry Expert Committee had a productive session in Houston, allowing it to finalize editorial changes to V1M4 that will hopefully be acceptable to the ABs. At least one substantive change will still be required to meet the objections of ABs, so a new standard will have to be prepared.
- In conformance with SOP 2-100 and ANSI requirements, a Notice of Proposed Standards Activity was posted on the TNI website on January 17. This concerns the Whole Effluent Toxicity Committee's proposed update of V1M7. The deadline for any objections is February 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.
- The Radiochemistry committee is fine tuning examples for the Small Laboratory Handbook (SLHB) and will then perform one last critical review to ensure that there are no additional requirements being added to the SLHB. Its completion and handoff to the Quality System is expected in April due to volunteer work loads over the next 2 months. The 2016 Assessor Checklist is still in progress. The committee is updating their Charter.
- The Microbiology committee is continuing work on the Small Lab Handbook. They have now completed most of their work and will begin a critical review to ensure no requirements have been added. The committee should be ready to handoff their work in March. The committee will begin work on the Checklist after the Handbook is complete. The committee is updating their Charter.
- The Quality Systems committee is continuing work on the Small Laboratory Handbook. More sections are complete and the committee is working through them using Webex. The committee is completing a vote for one new member and three members will begin a second term on the committee. The committee is wrestling with comments about adding more information to SIR responses. Should references to other documents and organizations that may be of interest be included in SIR responses? The committee is updating their Charter.
- The Laboratory Accreditation Body Committee (LAB) received many suggestions for its revision of Modules 1 and 3 of Volume 2 of the TNI Standard. The TNI language of the draft combined module was distributed at conference. A consensus was reached among all present that the revision should be aligned with the revision of ISO/IEC 17011, which is expected to be final as of early summer 2017. 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. Additional associate members are always welcome, as well.
- The Whole Effluent Toxicity (WET) committee Chair presented a brief overview of WET testing and then discussed revision of Module 7 of the TNI ELSS at the committee's session at conference. Committee members continue discussing how best to transform the WET Assessment Forum session at conference into a webinar, or series of webinars, that can be used for assessor training. Those who will be presenting this webinar will work with Ilona to incorporate some of the "extra" tips and tools that are available through Webex.

NEFAP Executive Committee

- “Why NEFAP?” video shorts are still needed from Kim and Justin to complete the first phase of this activity for the website.
- The Nominating Committee has been formed and consists of Tracy Szerszen (Chair), Lara Phelps and Kevin Holbrooks. There are at least three people planning to apply. The election will be held in March.
- The PTP/NEFAP Evaluation Workgroup has had their first meeting. A comparison of the programs was prepared and the workgroup is reviewing it for accuracy and to understand what the main differences are. The TNI Environmental Laboratory Standard recognition is also being taken into consideration in making process decisions.
- 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 Mobile Laboratory Subcommittee has prepared a DRAFT Scope for the Task Force that is being expanded, so more work is needed on the proposal to the TNI Board. This proposal should be complete for the March TNI Board meeting.
- The Strategic/Marketing Subcommittee has not met since the last update.
- The committee has started reviewing SOPs for finalization.
- The committee has started work on their Charter.

Field Activities Expert Committee (FAC)

- The committee has added 5 new members: Bennett Osborne (Lab Test – Other), Christine Perez (HRSD – FSMO), Doug Berg (PJLA – AB), Kyle Flowers (Catalyst Air Management, Inc – FSMO) and Michelle Bradac (A2LA-AB).
- The Scope Guidance Subcommittee is making progress. They have broken things into sampling categories and volunteers are working on defining these categories. It was noted that much of this information will be evaluated for inclusion in the next Standard.
- The committee will be finalizing the Standard notifications during their February meeting and sending them to Ken for finalization.

NELAP

Accreditation Council

One final evaluation of the 2014-2016 round will remain. All corrective actions have been addressed, and a recommendation by the evaluation team is expected in time for the next AC meeting.

- Six renewal letters have been issued thus far, with three complete applications received. The remaining ABs requested time extensions for submission of the renewal applications.
- Evaluator training was conducted in person immediately after conference in Houston, with a webinar scheduled for February 24, for those evaluators who cannot travel to Houston. This webinar will be recorded for use by future new evaluators, as well.

- The AC approved the recommendation from LASEC to accept the PT module (V1M1) with specific technical clarifications, as agreed upon previously. It will also approved two updated Field of Proficiency Testing tables, for Non-potable Water and Solid & Chemical Materials.
- In several different sessions at conference, the AC and the Chemistry Committee discussed and agreed upon items to be addressed with a revision to the 2016 module. The Chemistry Committee requested formal AC approval of the technical clarifications by the AC prior to beginning that revision.
- The AC also clarified its expectations about the two policies that LASEC has in development, for how to select methods for assessment and how to document that prep methods were assessed.
- The AC met with the Advocacy Committee and the LAB Expert Committee and determined that the Lead Evaluator would contact each regional Drinking Water Certification Officer about incorporating into the current evaluations a short list of items typically reviewed by the EPA evaluators when accompanying NELAP evaluation teams. The NELAP AC will be asked to formally vote to accept this addition at its next meeting.
- The AC met with representatives of EPA's Drinking Water program to discuss requested improvements to the Drinking Water Certification Officer training. This was a closed meeting at conference.
- The NELAP Evaluators Training Course was held in Houston on January 25-26, 2017. There were 18 students. Six students still need to complete the webinar portion of the training before they receive their final certificates of completion. A follow-on Webinar is planned for 2/24/17. Invitations have been sent out and a registration list has been started.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC discussed both of the policies that have been in development (selection of methods to assess and documenting assessment of prep methods) and received some clarification of expectations from the NELAP AC.
- Dan Hickman made a short presentation about the third revision of the generic application to this committee, at conference, and will be asking LASEC to find out what information should be added to the application to address mobile labs, so that those may be included.
- Standards Interpretation Request (SIR) Update:

Total	Closed Out	LASEC	NELAP AC	Expert Committees
302	274	15	9	4

• PROFICIENCY TESTING

- The committee is working on new committee membership. There are at least 3 applications being considered.
- The committee has now approved Volume 3 and 4 of the TNI Environmental Laboratory Standard and will begin working with the PT Providers, PTPAs and ABs to 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 NELAP AC has now confirmed they will support this addition so the committee will proceed with the addition. The first step will be collecting data.
- The collection of radiochemistry data is complete and the Chemistry FoPT Subcommittee will begin work in mid-March.

- The Microbiology FoPT Subcommittee will begin work soon. William is making the data anonymous and then the EPA statistician's will begin looking at the data.
- 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. Approval was received on 1/23/17. See note about implementation information below.
- The updated footnotes on the NPW and SCM FoPT tables were approved by the NELAP AC on 1/23/17. The committee will determine implementation dates and prepare the tables for posting on the website.
- The final vote on the DW FoPT table updates is in progress and will be complete on 2/7/17. If approved, it will be forwarded to the NELAP AC for approval.
- Shawn Kassner and Ilona have started work on updating the PTPA Checklist based on the new Standard.
- SOP 4-105 (Voting) is being finalized at the February meeting and will be sent to the Policy Committee for finalization.
- The committee reviewed the DRAFT TNI Internal Audit Checklist and found that most procedures are still applicable even though SOPs need to be updated. There are a few items Ilona will be requested to remove from the table and then updates will be made to the table as SOPs are updated and finalized. The checklist will be finalized during the February meeting.
- The PTP/NEFAP Evaluation Workgroup has had their first meeting. A comparison of the programs was prepared and the workgroup is reviewing it for accuracy and to understand what the main differences are. The TNI Environmental Laboratory Standard recognition is also being taken into consideration in making process decisions.
- Progress was made this month on developing new methods to update FoPT tables. The committee discussed possible triggers for updates and will be seeking more input from stakeholders.
- Progress was made, by email, on the TDS limits complaint. A final response is being voted on by the committee and will be complete in the next week.

ADMINISTRATION

Non-Governmental Accreditation Bodies

- The working group will present their final recommendation for reorganization of recognition activities at the February Board meeting.
- The TNRC recognized three non-governmental accreditation bodies (NGABs) to accredit laboratories to the TNI environmental laboratory standard. These are A2LA, ANAB, and Perry Johnson.

Advocacy Committee

- The Advocacy Committee assisted with reviewing proposals for the 2018 winter meeting. The group recommended that Jerry pursue negotiations with the Hyatt in Albuquerque, NM.
- The Advocacy Committee assisted with preparation of a letter to the California ELAP summarizing the Small Laboratory Mentor Session at the Houston meeting.
- The next newsletter will be published around April 1. Trinity O'Neal is the editor. All committees are welcome to submit articles.

- The Alaska DEC has finalized their rules requiring use of NELAP or DoD accredited laboratories in their underground storage tank program. These rule changes are effective on July 1, 2017.

Policy Committee

- The Policy Committee has distributed the newly approved Charter template to all committee chairs. Completed and approved charters will be reviewed by Policy prior to submission to the TNI Board, except for those of Expert Committees, that will be reviewed and approved by CSDEC. A follow-up reminder message will establish a due date of May 2017 for completed charters and request that they be sent to Policy Committee for preliminary review, before the full package of charters is delivered to the Board.

Houston

- Final attendance was 223, about 10% more than 2016. The summary report from the closing plenary is shown in Attachment 3.

Training

- The Method Update Rule (MUR) webinar occurred on 1/18/17. There were about 350 registrations and almost 100 were group registrations - this means that there were over 500 students participating in this class. The webcast for this class is already posted. There have been numerous requests for additional course material on the new MDL procedures.
- An Assessor Refresher webinar has been planned for 3/6/17 – Marlene Moore, ASI. Registration will open this week.
- A NEFAP Assessor webinar has been planned for 3/3/17 – Marlene Moore, ASI. Registration will open this week.
- A Basic Assessor Class will be held in Baton Rouge from March 28-30 – Marlene Moore, ASI. Registration will open this week.

NEMC

- The NEMC Steering Committee reviewed and discussed proposals for the summer 2018 meeting. Members advised Jerry to continue negotiations with New Orleans with Indianapolis and Chicago as backups.
- The committee has finalized keynote and plenary speakers.
- The deadline for abstracts was January 30. Abstracts will be distributed to session chairs for review and placement in the sessions.

Membership Report

- **Active Members: 860**

Attachment 3
TNI Board of Directors and Committee Chairs Meeting
Houston, TX January 25, 2017

Alfredo Sotomayor called the meeting to order and requested that all committee chairs give a report of progress made at the Houston meeting.

ELAB – Sharon Mertens

Sharon reported that ELAB received updates on ongoing initiatives including: single ion monitoring criteria, the memo on GCMS spectral libraries, online monitoring and continuous inline monitoring, the memo from the WET committee, and the letter from the NELAP AC concerning training for DW certification officers. ELAB received comments from the audience on the need for criteria for reporting tentatively identified compounds. ELAB agreed to continue with 2 face to face meetings per year.

ELAB will need half a day at the summer meeting.

Chemistry – Valeria Slaven

The Chemistry Committee finalized editorial changes to the 2016 standard to send the LASEC and NELAP AC for final approval. They will send these changes before the AC meeting next week. They also opened lines of communication with the NELAP AC on changes needed in the 2017 standard. The NELAP AC has issues with LOQ verification, 3X MDL = LOQ. They also discussed options if the Method Update Rule is not published and how this should be handled.

They will need a half day at the summer meeting.

Quality Systems – Paul Junio

Quality Systems is continuing work on the small lab handbook. They will also be working on new checklists. They anticipate revisions will be needed in Module 2 in light of changes to ISO 17025.

They will need a half day at the summer meeting.

Radiochemistry – Bob Shannon

No report.

WET – Rami Naddy

The WET Committee has retained the 2009 standard and has announced their intention to start working on a new standard. They would like the WET session held in Orange County last year to be converted into a webcast. Also, they are working with EPA and PTEC to see if there is any way to combine WET data sets among the three PTP's since some sets are very small.

WET will need ¼ day at the summer meeting.

PT Expert Committee – Nicole Cairns

PT had a very short meeting! They forwarded editorial changes to the NELAP AC. Modules 3 and 4 have been approved by the NELAP AC, but cannot move forward until V1 is implemented because they work together.

They will need ¼ day at the summer meeting.

Microbiology – Robin Cook

Microbiology has completed revising their chapter in the Small Lab Handbook. Next they will start revising the Micro audit checklist.

They will need ¼ day at the summer meeting.

Laboratory Accreditation Body Committee – Carl Kircher

LAB is working on combining V2M1 and M3. The committee decided to wait until the revisions to ISO 17011 were finalized in late spring. At that time, the additional TNI requirements will be written. They have implemented the provisions of SOP 2-100 that encourages stakeholder participation in standards revision. Comments from the stakeholders at the meeting included: allowing the option for remotely assessing labs, going to a 3 year cycle for lab assessments, with a 2 year surveillance type assessment, extending the 30 day requirement for generating assessment reports, modification of requirements for entering data into LAMS, and comments on revisions to 17011 and V2M1.

LAB will need a half day at the summer meeting.

CSDEC – Bob Wyeth

Bob indicated that CSDPEC has been focused on the NELAP AC's issues with the 2016 standard. He believes the PT issues have been resolved, and those changes will move forward. The chemistry issues will need more time.

The CSDPEC met with the NELAP AC and members of the TNI Board to follow up on the issues with approving the 2016 standard. The group has agreed on a process to use going forward which should minimize any future issues.

After hearing the presentation by Warren Merkel, NIST, the CSDPEC believes changes to ISO 17025 will be manageable within the context of the TNI standard.

Bob also reported that he got the final member needed for the Asbestos Committee and he will go ahead with the charter. Also, the Glossary Committee has been reconstituted.

CSDPEC will need a half-day session at the summer meeting.

LASEC – Judy Morgan

Judy reported that the LASEC talked about the 2016 Chemistry standard. The Chemistry committee will be providing language for them to review. They also discussed minimum requirements for test method selection.

They will need ¼ day at the summer meeting.

NELAP AC – Aaren Alger

Aaren reported that the current round of AB evaluations was almost complete and they will be starting on the next round. The renewal notices have gone out.

The AC also discussed issues with the chemistry module (LOQ/MDL, qualitative vs. quantitative). They do not anticipate any problems going forward.

The AC discussed the DW certification officers' course and proposed a workgroup with EPA to explore options.

The NELAP AC discussed the need for technical training for assessors. Jerry advised that the technical training was done and on the website. The AC also discussed the possibility of delays with revisions to the LAB chapter until ISO 17011 revisions were finalized.

At the summer meeting the AC would like to have a half-day session with EPA representatives to discuss the DW certification officers training and ¼ day for their regular meeting.

NGAB Working Group and TNRC – Alfredo Sotomayor/Judy Morgan

Judy reported that three NGABs had been recognized last week by the TNRC to accredit laboratories to the TNI standard. Alfredo reported on the reorganization of TNI recognition activities which will be recommended to the TNI Board at their next meeting.

They will not need a meeting in the summer.

NEFAP EC – Justin Brown

The NEFAP EC presented an update and overview of committee activities. They discussed their request to the TNI Board to form a work group for mobile labs with possible expansion to other field activities. They began discussion of program expansion to other areas (cannabis and food). They also discussed their continuing efforts for marketing and advocacy.

They will need ¼ day at the summer meeting.

FAC – Kevin Holbrooks

FAC is in the process of opening the 2016 standard for review. They have finalized the proposal for review and will submit it to CSDPEC for approval. They discussed the timing of ISO revisions and the standard review process. They also reviewed the new charter requirements and started a draft.

They will need ¼ day at the summer meeting.

PT Executive Committee – Maria Friedman

Maria reported that the committee worked on SOP issues and updated the process for FOPT table revisions. They are planning to do a gap analysis with the new standards and update two SOPs.

They will need a half day at the summer meeting.

IT Committee – William Daystrom

The IT committee gave a status update on the generic application. The application is currently being beta tested. They also unveiled the new LAMS.

They will need a working lunch at the summer meeting.

Advocacy – Carol Batterton

Advocacy with conference planning by reviewing proposals for the winter meeting 2018. The committee gave feedback that the Proposal from the Albuquerque Hyatt appeared to be the best option. The committee also discussed highlights of the Houston meeting and items that would need Advocacy attention. The next newsletter was planned and the comment letter to California summarizing the mentor session was reviewed.

Advocacy will need ¾ of a day at the summer meeting.

Additional

We need to set aside a half-day at the summer meeting for a 17025 working session by Warren Merkel.