TNI Board of Directors Meeting Summary
June 14, 2017

1.   Roll Call

Directors	Present
Jordan Adelson	
Aaren Alger	X
Steve Arms	X
Justin Brown	
Jack Farrell	X
Chris Gunning	X
Myron Gunsalus	
Daniel Lashbrook	X
Judy Morgan	X
Cheryl Nolan	
Lara Phelps	X
Patsy Root	
Debbie Rosano	
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
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.   Roll Call and Approval of May 2017 Minutes

Motion: Daniel Lashbrook
Second: Scott Siders
Approved: Unanimous

3.   Committee Charters (Attachment 1)

Attachment 1 contains the 2017 charters for the Consensus Standards Development Program Executive Committee, the Proficiency Testing Executive Committee and the NEFAP Executive Committee. These charters require approval from the Board.

Questions or comments regarding the Charters:

CSDEC: Still not in the correct format. Ken will send it back for revision.
PTPEC: Remove "2017" from header.
NEFAP EC: The word "applicability" is misspelled.

Motion to Approve the NEFAP EC and PTPEC Charters: Aaren Alger
Second: Judy Morgan
Approved: Unanimous

4.   **Financial Statements**

Financial statements for 2016, revised 2017 budget, 1st quarter 2017, as well as the cash flow report for June 2017 were reviewed.

5.   **Board of Directors Work Plan**

An updated work plan was provided.

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

Attachment 1
Committee Charters

Consensus Standards Development Executive Committee (CSDEC)

Charter   (Revised: 3-1-2017)

Mission:

To guide the Consensus Standards Development process in the development and maintenance of standards. The CSDEC through expert committees for each of the subject areas of the TNI standard ensure necessary, relevant and timely development of and/or changes to the Volumes and Modules which collectively compose the Standard.

It is the role of the CSDEC to:
- Receive and respond to stakeholder requests for improvements and/or developments of the Standard
- Insure that development and/or changes are made in a timely and implementable fashion by working with stakeholders and other TNI executive committees and the Accreditation Council.
- Insure that conflicts do not exist within the various Volumes and Modules of the Standard
- Oversee the development and/or changes in the Standard and those activities are completed consistent with prevailing SOP.

Composition of the Committee:

The CSDEC is composed of the following:
- The Chair person from each of the TNI Expert Committees
- Three (3) at-large members

As Expert Committees are formed or disbanded, the size of the CSDEC is adjusted accordingly.
The chair of the CSDEC is appointed by the Board of Directors and the committee elects a vice-chair. The CSDEC does not have a requirement for balance.

Objectives:

- Develop policies and procedures that guide standards development.
- Ensure that consensus standards development is in conformance with applicable policies and procedures of TNI.
- Provide oversight, guidance and direction to the Expert Committees.
- Provide technical assistance in developing tools to facilitate the implementation of the Standard.
- Ensure consistency and uniformity between the volumes and modules of the standard, including interaction with other boards, committees and interested parties as required.
- Evaluate the need for new and/or modified standards.
- Review and approve annual charters for Expert Committees
- Revise SOPs as necessary and appropriate - as required
- Recruit interested parties for developing Expert Committees, as necessary
- Contribute to implementation of the TNI Strategic Plan

Success Measures:

- Timely development of standards and/or required modification to standards.
- Development of standards consistent with relevant national and international standards and guidelines where appropriate.
- Adoption of standards by TNI and/or other interested parties
- Implementation of the standards.

Decision Making:

Decisions of the CSDEC can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process. All decisions regarding Standard Development (steps within the standard development process; SOP 2-100) require a 2/3 majority of the committee for passage. Other decisions of the committee of an administrative or procedural nature require a simple majority for approval.

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Expert committees and support
- Teleconference services
- Administrative support
- Technical editor support

Anticipated Meeting Schedule:

- Monthly teleconferences
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed

Proficiency Testing Program Executive Committee

2017 Charter   (Revised: 05-26-2017)

Mission

The purpose of the Proficiency Testing Program Executive Committee (PTPEC) is to establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities. Those elements include:

1. Fields of Proficiency Testing (FoPT), consisting of analytes, concentrations, matrices, and acceptance limits, that are appropriate for the scope of environmental monitoring performed in the United States.
2. A listing of PT Provider Accreditors (PTPAs) that are TNI approved.
3. A listing of organizations that are recognized by TNI's approved PTPAs as competent to provide PT samples to laboratories.

Composition of the Committee

1. There are at least 5 and not more than 15 voting committee members.
2. The voting membership of the committee must represent a balance of stakeholder groups.
3. For purposes of balance, stakeholders are arranged into three groups:
   o Lab or FSMO
   o AB
   o Other
4. There are no at-large members.
5. Unlimited associate members are allowed.

Objectives

1. Implement all policies and procedures necessary for the operation and continual improvement of a national PT Program, including FoPTs for various matrices and accreditation programs.

   Success Measures:
   - FoPT Tables and committee SOPs are reviewed for effectiveness.
   - TNI's internal audit process is followed.
   - PTPA reports are evaluated.

2. Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs.

   Success Measures:
   - PTPA applications are received and evaluated in a timely manner.
   - PTPAs that are approved meet the requirements of the TNI Standards.

3. Ensure that FoPTs are appropriate for their intended use.

   Success Measures:
   - PT data are collected and reviewed for the purpose of creating and maintaining FoPT tables for various matrices and programs.
   - PTPA reports are evaluated.

4. Implement a process to periodically evaluate the effectiveness of the PT Provider oversight program and the FoPTs.

> **Success Measures:**
> - A well-trained team performs PTPA onsite evaluations that include reviews of PT summary data.
> - PTPA evaluations are performed in a timely manner.
> - Evaluation checklists that thoroughly cover every aspect of TNI's PTPA standards and PTPEC SOPs are used.
> - Ad hoc evaluations are conducted, as necessary, when multiple complaints against any PTPA are received.

5. Develop a better process for getting data for setting PT acceptance limits and to handle complaints.

> **Success Measures:**
> - TNI has developed an electronic database where PT Providers can upload PT data without breach of confidential information.
> - PTPEC has defined procedures on how PTPEC will notify PT Providers to upload PT data to TNI.
> - TNI staff with access to TNI's database have signed a Confidentiality Agreement.

6. Provide periodic updates on the PTPEC activities and PT Program to the TNI Board of Directors.

> **Success Measures:**
> - The TNI Board of Directors receive updates on PTPEC activities.

Decision Making

Decisions are made by vote according to the procedures contained in "PT Program Executive Committee Voting Process" (SOP 4-105).

Available Resources

- TNI staff support is provided for the committee.
- Committee and Associate member volunteers, including volunteers for PTPA evaluations.
- ABs pay for the travel costs incurred during PTPA evaluations.
- Freeconference.com service is used for conference calls.
- Website support is provided by the TNI Webmaster.
- TNI conferences and scheduling.
- WebEx service and support for training and other purposes.

Anticipated Meeting Schedule

- Teleconferences: Minimum of one per month; regular schedule of calls to be published on the TNI website.
- Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged.
- Special meetings are scheduled as needed to handle urgent business.

NEFAP Executive Committee

Charter   Revision: 6-12-17

Mission

The mission of the NEFAP Executive Committee (EC) is to develop and oversee a national program for the accreditation of field sampling and measurement organizations (FSMO).

Composition of the Committee

1. The EC will consist of no fewer than ten (10) and no more than eighteen (18) voting members.
2. An unlimited number of associate members are allowed.
3. The voting membership must represent a balance of stakeholder groups. For purpose of balance, stakeholders are arranged into three groups:
   - FSMO
   - AB
   - Other
4. Members serve three-year terms, and are eligible to serve two consecutive three-year terms.

Objectives

1. Establish and implement guidance, policies, procedures and tools necessary to promote and maintain a national accreditation program for FSMOs.

   Success Measures:
   - Recognition and adoption of the TNI NEFAP accreditation standard and program by federal and state agencies, and by organizations that contract FSMO for field sampling and measurement activities
   - Recognition and adoption of the TNI NEFAP standard and program by FSMO, including those not under regulatory mandate to do so.
   - Broader applicability of the NEFAP standard industry wide.
   - Increased number of FSMOs participating in NEFAP program.

2. Promote consistent application of the NEFAP standard and accreditation of FSMOs across federal and state agencies and accreditation bodies.

   Success Measures:
   - Use of standardized definition(s) for field sampling and measurement activities and the elements that comprise those activities (i.e. mobile laboratories)
   - Harmonization of field sampling and measurement requirements with the TNI NELAP standards that may conflict with the NEFAP standard and/or with other recognized quality standards, such as ISO/IEC 17025.
   - Adoption by TNI of cross-program (NEFAP/NELAP) accreditation for field sampling and measurement activities (including testing by mobile laboratories).
   - Increased number of NEFAP approved ABs and timely completion of NEFAP AB Technical Evaluations.

3. Provide an update on the NEFAP Executive Committee activities and NEFAP to the TNI Board of Directors and affected stakeholders.

   Success Measures:
   - The TNI Board of Directors receive updates on NEFAP EC activities.

Decision Making

Decisions are made by vote according to the procedures contained in "TNI NEFAP Executive Committee Voting Procedure for General Business and Field Activities Accreditation Matters" (SOP 5-102).

Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- TNI Infrastructure (e.g., Field Activities Expert Committee)
- TNI Support (e.g., Program Administrator, TNI Webmaster)
- Teleconference and A/V services
- Limited Travel Funding

Anticipated Meeting Schedule:
- Teleconferences: regular schedule of monthly calls to be published on the TNI website.
- Additional teleconference calls as needed.
- Face-to-face meetings at TNI conferences, additional meetings as needed.

Attachment 2
PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- All 4 Volumes of the 2016 Environmental Sector Standard have been sent to Jan Wlodarski for final formatting and compilation.

- The Chemistry Expert Committee, during a recent conference call, agreed on the content of the new (2017) V1M4 (Chemistry Quality System Requirements for Laboratories). They are in the process of voting on it by e-mail. A notice of proposed standards activity was published on the TNI website on May 11. Its purpose is to invite and encourage interested parties to provide input and participate in the standards development process. If no input has been received by June 12, an outline of the new standard will then be published for comment prior to a Voting Draft Standard being presented for voting by the membership.

- A notice of proposed standards activity for both Volumes of the Field Activities Standard has been published.

- Both the Chemistry and Proficiency Testing Expert Committees, during recent conference calls, assigned individuals to draft the checklists for their 2016 Environmental Sector Volume 1 modules. The Laboratory Accreditation Body Expert Committee's publication of a Notice of Proposed Standards Activity to merge Module 1 and 3 of Volume 2 of the Environmental Sector Standard received no input. The next stage will involve publication of an outline of its proposed standard.

- The Quality Systems committee is continuing work on the Small Laboratory Handbook. The committee is working through sections using Webex.
    - PT Expert Comments are expected for finalization in June.
    - The Microbiology section has been submitted and needs review.
    - The committee began review of the work Paul has done on the Chemistry section and the committee is considering how to incorporate the guidance document the Chemistry Expert Committee is working on.
    - The "Preparing for Assessments" section still needs to be completed. Paul is looking into whether there are any advocacy documents on this topic.
    - The committee plans to share the document with a few labs for input before it is finalized.

- The Charter was finalized and sent to CSDP. The Assessor Checklist for Module 2 has been completed and finalized by email vote on 5/30/17.

- The Laboratory Accreditation Body Committee members have put further revision of V2M1 on hold until such time as the updated ISO/IEC 17011 is published. Due to a bit of contested language in that revision, one more vote will be needed, and the final version is expected in mid-summer. A proposed outline of the TNI revision was provided to Ken for distribution to stakeholders. All comments received, even at this early stage, will be tracked in the formal response to comments tracking spreadsheet.

- WET Expert Committee - The webinar, Understanding WET Testing, was presented on May 24. A twenty-question quiz was provided for those who desire certificates of completion, rather than just the certificate of attendance. Committee members are beginning to draft revisions to the WET module of the standard, beginning with revising requirements for initial and ongoing demonstrations of competency. This is considered the most difficult piece, and will thus be tackled first. As with the LAB committee, all comments from outside of the committee will be tracked in an expanded response-to-comments spreadsheet. Committee members are also preparing a proposal for PTPEC, to seek assistance from PT providers to find ways to increase the statistical power and usefulness of WET PTs.

- The Radiochemistry committee has completed a review of the Small Laboratory Handbook has been handed off to Dale and Ilona for one final review before the committee votes to send it off to Quality Systems. This is expected to happen late June. The 2016 Assessor Checklist is now complete and is still being reviewed by the committee for finalization at their June meeting.

- The Microbiology committee is finalizing their Checklist by email and expects to have it complete in June.

NEFAP Executive Committee

- The committee charter was finalized and forwarded to the TNI Board.

- The PTP/NEFAP Evaluation Workgroup – see report under PTP.

- SOP 5-102 was reviewed and finalized by email. A copy has been sent to Policy for review and finalization.

- The committee is reviewing SOPs 5-101 and 5-104 for finalization in June. The committee will also be updating its evaluation SOP, but this is not expected to be complete until late July or early August.

- The Strategic/Marketing Subcommittee did not meet in May, but plans to meet in June. The subcommittee is continuing to work on testimonials.

- The review of an old FAQ document was bumped to the June agenda.

- Kim's "Why NEFAP?" testimonial will be pulled from the Scared Straight presentation done in Orange County. This request was submitted to IT and a status update was just requested.

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee did not meet this last month. A doodle has been issued for a June meeting.

- The notice of proposed standards activity has been posted on the TNI website. The committee plans to use the Washington, DC meeting as the first opportunity to collect public comment. A webinar will also be planned.

- The FSMO Tools Subcommittee will begin meeting in June to update the "gap analysis" guidance document for final submission to the Policy Committee. The subcommittee will also explore beginning work on a QA Manual Template.

NELAP

Accreditation Council

- For the current round of evaluations, eight renewal letters have been issued thus far. Six applications have been received, and three are in various stages of review with one site visit completed.

- Review of the draft General Operations SOP is approaching completion and a workgroup of Council members is considering what will be needed to strengthen the draft "method selection for assessment" policy received from LASEC.

- The Council discussed management of the listings for scopes of accreditation with TNI Database Manager Dan Hickman, and will likely drop the individual AB maintenance of the traditional Excel files and rely upon the information in LAMS, going forward. LAMS is updated far more frequently than the Excel files, which now just get created for the renewal applications, and a download from LAMS can serve that purpose more effectively.

Laboratory Accreditation System Executive Committee (LASEC)

- LASEC recognized the need to update the SIR Management SOP 3-106 so that the terminology of the SOP matches the approved proposal for creating the guidance documents known as "implementation guidance." This update should be completed in ample time for the Assessment Forum workshops at conference to have a current document outlining the contents of implementation guidance and specifying the necessary disclaimer language.

- A compendium of "lessons learned" during the recent episode of standards review is being developed. Later this year, LASEC envisions sharing those items with both the NELAP AC and CSDEC.

- TNI's Executive Director prepared an SIR summary spreadsheet that maps every SIR to the 2003, 2009 and 2016 standards and forwarded this to LASEC for review.

- Standards Interpretation Request (SIR) process: Standards Interpretation Request (SIR) process:

Number	Closed Out	At LASEC Review	At NELAP AC Voting Process	At Expert Committee
306	280	3	11	4

PROFICIENCY TESTING

- The Charter is complete and was sent for TNI Board review.

- FoPT Table Format Subcommittee: The subcommittee prepared a detailed comparison of LAMS to the FoPT tables for NPW analyte codes. Maria met with Dan to discuss the differences brought up in April. Dan prefers that the PTPEC follow the LAMS, but knows that he needs to work with PTPEC to resolve differences. The subcommittee will continue to identify differences between the FoPT Table and LAMS for SCM and DW. Discussion on this topic will continue in June.

- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: Maria sent a request to the Chair of the Chemistry FoPT Table Subcommittee for specific needs so data can be collected from the PT Providers.

- Radiochemistry FoPT Table Update: Carl noted that Andy Valkenberg may be able to help calculate limits and he will be in contact with both Andy and Stephen Arpie. The subcommittee will begin work after the data is ready.

- Microbiology FoPT Table Update: No new update. The subcommittee has forwarded the data to an EPA statistician to prepare it for review by the subcommittee. A due date has not been determined.

- The NPW and SCM FoPT tables were forwarded to William for posting to the TNI website with an implementation date of 7/24/17. All PT Providers and PTPA's were also provided with a copy in April. There was concern expressed by one PT Provider requesting that the implementation date for the SCM table be pushed out. Maria checked in with other PT Providers and all were ready for the July implementation date. After extensive committee discussion, it was determined that the date would not be changed and that the PT Provider needed to work with their PTPA if they cannot meet the

implementation date. Maria notified all PT Providers and PTPAs to let them know the implementation date did not change. The committee also reviewed procedures for how to set implementation dates.

- The NELAP AC approved the updated DW FoPT table and the committee determined an effective date of November 3, 2017. It was sent for posting on 5/30/17 and Maria notified PT Providers and PTPAs on May 26, 2017.

- SOP 4-105 was sent to Policy Committee for final review.

- An update to SOP 4-102 was sent by the PTP SOP Subcommittee for committee review on 6/9/17. This will be reviewed for finalization this month and the internal audit checklist will be updated.

- The PTP/NEFAP Evaluation Workgroup had their fifth meeting. The Action/Implementation Table was reviewed and updates were provided on assignments. The first assignment due is the preparation of a combined PTP/NEFAP Evaluation Procedure. This is assignment is well underway and a DRAFT will be reviewed at the next meeting late June. Once this is finalized it will be sent to the PTPEC and NEFAP EC for finalization and incorporation by reference in each programs evaluation SOP. The combined SOP covers only the evaluation portion and not actual recognition. Other assignments include: evaluator training, preparing one application, completion of the evaluation checklist, follow-up on PT Provider assessments to check on timing for completion of PTPA evaluations, updating ABs and ECs, tracking potential issues as they arise to quickly find solutions, preparation of final report and witness/observation report templates and determination of a final application date.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee did not meet this month.

Policy Committee

- Policy committee will shortly need to interrupt its five-year reviews of the various administrative SOPs and policies that were identified as needing update to match the recently adopted TNI Quality Management Plan, in order to address updates from several committees. That review will resume when time permits.

Training

- The TNI Standard Implementation for Small Laboratories Series started up April 18th and will run through August 1, 2017. There have been five classes presented and overall the response has been great. The series consists of 10 two hour courses and is being taught by Marlene Moore. There are currently 118 students signed up for the complete series and 6 people taking the individual classes.

- The "Understanding Wet Testing" course took place May 24, 2017. There were 48 registrations – 39 individual and 9 group. The groups consisted of over 50 people, so 100 + individuals participated in this training. The Webcast for this training is now available on the training website.

- The "Implementing and Assessing the Environmental Laboratory Standard Interpretations" course is being planned for July 13, 2017. It is a 3-hour course being taught by Marlene Moore in response to questions about the SIR process and SIRs. Jerry is working on determining which SIRs are still relevant to the 2003, 2009 and 2016 Standard to help provide current data for this class.

- A DRAFT RFP was prepared to encourage trainers to develop courses that TNI has targeted over the next year. Discussions are continuing and the RFP is expected to be complete and sent out late June.

NEMC

- Exhibits are sold out with 72 exhibitors. Thirteen vendors will participate in the Technology Showcase.

- The Steering Committee is considering ideas for an incentives contest involving social media and the exhibitors.

- Registrations and hotel reservations are way ahead of where they usually are for this meeting. The hotel room block is at 72% and the deadline for getting a room is July 17.

Membership Report

- One new committee application has been forwarded to the Committee Chair and Program Administrator – LASEC/Quality Systems.

- Active Members: 939