

TNI Board of Directors Meeting Summary

October 11, 2017

1. Roll Call

Directors	Present
Jordan Adelson	
Aaren Alger	
Steve Arms	
Justin Brown	X
Jack Farrell	X
Chris Gunning	X
Myron Gunsalus	
Daniel Lashbrook	X
Judy Morgan	
Cheryl Nolan	X
Lara Phelps	X
Patsy Root	
Debbie Rosano	X
Scott Siders	
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 July and September Minutes

Approval of July 2017 Minutes

Motion to Approve: Jack Farrell
Second: Daniel Lashbrook
Approved: Unanimous

Approval of September 2017 Minutes

Motion to Approve: Jack Farrell
Second: Daniel Lashbrook
Approved: Unanimous

3. Policies and SOPs for Review

Policies and SOPs from September

SOP 1-104, Document Control

This SOP was first approved by the Board in 2008. The SOP is one of TNI's key SOPs and has been extensively vetted by the Policy Committee and by use, but requires approval by the Board. Most of the changes are clarifications reflecting actual practice with an emphasis on cloud storage. Suggestions for changes/corrections that Lara made at the last meeting need to be completed.

These next three documents do not require Board approval, but are provided for the Board's review.

- SOP 3-105, SIR Management
- SOP 5-102, NEFAP Voting
- Policy 1-113, Procurement

No action is required on these documents.

Revised Policies for Review

The Policy Committee completed a 5-year review of two policies: POL 1-101 Conflict of Interest and POL 1-103, Symbols and Marks. Only minor changes were made as shown at the end of each policy.

SOP 1-101 Changes:

- The addition of a related document policy 1-107. Hold 1-101 until next month when 1-107 will be ready for approval as well.
- Also needs to have contractors and subcontractors added to the purpose and applicability section.
- Under Related Documents, Code of Federal Regulations – it would be nice if the title was listed as well like the others have done.
- Section 6 implies that there will be another document created for evaluating claims of conflicts of interest. We should make sure this document will exist before finalizing 1-101. Or, should we just take the first sentence out? We can take this out, but it's more than an editorial change so it needs to go back to Policy.

POL 1-103 Changes:

- Changed logos to symbols. Hold for approval until SOPs and Policies revisions/versions is straighten out.

4. CSDPEC Charter for Review (See September minutes)

The Consensus Standards Development Executive Committee Charter was provided to the Board in June, but the Board felt this charter did not meet the new format for committee charters. It has been revised and is now ready for approval.

Approval of CSDPEC Charter

Motion to Approve: Daniel Lashbrook

Second: Dave Speis

Approved: Unanimous

5. ANSI-EPA Meeting 11/1/17 (Attachment 1)

Jerry received an email from Reinaldo Figueredo, ANSI, talking about establishing a certification program for environmental sensor monitors (see Attachment 1). We have been invited to a meeting being held on November 1st.

Jerry did a little homework and product certification is not something we've been in the middle of. Our non-governmental accreditation bodies A2LA and ANAB do offer product certification according to ISO guide 65. Is this something we should get involved in?

Lara reached out to the E-Enterprise Leadership Council (EELC) to see if she could get more details. This opportunity is pretty huge. This is something that the administration has mentioned as being an effort that they are supporting and wanting to see move forward as far as the E-Enterprise activities

go overall. Lara's recommendation is that there is no harm done by sending a person to this meeting and it would be a great idea. Even if we decide not to go down this path, going to the meeting is a smart thing to do. This could ultimately affect accreditation standards in the future because of the tools that we might suddenly be faced with using in the laboratory or in the field or anything else. This could very well touch this community regardless of whether or not we help build standards to monitor the devices themselves.

There is agreement that we should attend. Sharon has agreed to represent TNI. She will check her calendar and make sure she can attend.

6. Program Reports (Attachment 2)

Attachment 1
EPA-ANSI Email re: Environmental Sensor Monitors – Meeting November 1st

ANSI is partnering with EPA to convene a group of invited experts for an informal discussion of current activities related to environmental sensor monitors, including any existing standards and conformity assessment activities related to environmental sensors and monitoring activities, and perspectives of standards and conformity assessment organizations on the above. Manufacturers and end users will also be asked to provide perspectives on the potential for conformity assessment.

Please SAVE THE DATE: November 1st, 12:30-3:00, at ANSI DC Headquarters, 1899 L Street, NW, Suite 1100. We expect participation by staff from five EPA offices – Office of Research and Development, Office of Air Resources, Office of Water, Office of Enforcement and Compliance Assurance, and Office of Chemical Safety and Pollution Prevention.

Due to space constraints, we ask that you designate one representative from your organization to participate in this session. An agenda will follow shortly. Background on this issue is provided below:

Background on Environmental Monitoring Technology

Environmental monitoring technology is rapidly evolving, with major implications for the public at large as well as for EPA and state environmental and public health programs. New advanced monitoring technologies are already available that are smaller, more portable, and less expensive than traditional methods. Developers and manufacturers from around the world are introducing new technologies at a rapid clip; the global market for environmental sensors was estimated at \$13 billion in 2014.

These technologies offer unprecedented opportunities to significantly enhance our collective enterprise of environmental protection by augmenting the capabilities of existing monitoring networks and enabling alternative approaches to pollution reduction that are far more effective, efficient, and transparent to the public.

There are numerous applications of sensor technologies of interest to states and many others, such as environmental screening, research, education, citizen science, and process efficiency. As these new technologies continue to rapidly expand into real-world use, our collective community could proactively harness and take advantage of their benefits and participate in shaping how these new technologies are applied.

At the same time, the rapid evolution of monitoring technology presents challenges to government agencies, the public, and the regulated community because the performance (i.e., accuracy, precision, and reliability) of new technologies is largely uncharacterized. Everyone, including communities, citizens, industry, and local, state, federal, and tribal agencies, is asking the same question: “how good is it?” In addition, users are uncertain about which technology to use, how to generate quality data for each intended use, and how to interpret the results, leaving them asking “what do the data mean?”

In 2016, the E-Enterprise Leadership Council (EELC), an organization of senior environmental managers from US EPA and the states, observed that the advent of sensor technologies is transforming environmental monitoring, affecting EPA and state operations. The EELC charged EPA and state partners with performing an “options and feasibility analysis on the creation of a [voluntary], independent, third-party evaluation/certification program to ensure that clear and objective information on the quality of new sensor technologies is available.”

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- All Expert Committee charters are complete.
- Voting on the Chemistry Expert Committee's Voting Draft Standard for sections of Volume 1 Module 4 (Quality Systems for Chemical Testing) will be complete on October 15. Rather than wait for its regular monthly conference call in November, the Committee has scheduled a special conference call on October 18 to consider any comments received on the standard.
- The Chemistry Expert Committee is preparing two guidance documents for the 2016 standard: calibration; and detection/quantitation. These have been in abeyance for several months because of the committee's need to work on a modified standard. Anticipating early completion of the modified Volume 1 Module 4, the committee has resumed work on the guidance documents. The calibration document is essentially complete, and comments received on detection/quantitation from the Laboratory Accreditation System Executive Committee are now being reviewed.
- Editorial formatting of Volume 1 of the 2016 Environmental Sector Standard is complete. All 4 volumes are now finalized and are available for use. When the Chemistry Volume 1 Module 4 is finalized, it will replace the current Module 4 to update the 2016 standard.
- On September 28, the Asbestos Expert Committee published, on the TNI website, its intent to modify a standard (Volume 1, Module 3). Also, a Project Initiation Notification System (PINS) form was submitted to ANSI for publication in *Standards Action*. Both of these notices meet the ANSI requirement to provide the opportunity for anyone to object to the proposed standard development on the grounds that another acceptable standard already exists.
- The Consensus Standard Development Program Chair, Bob Wyeth, has appointed Michael Carpinona as an Asbestos Expert Committee Member. Mr. Carpinona is with the New Jersey accreditation program, and this increases the committee membership to 2 ABs, 2 Laboratories, and 2 Others.
- The Chemistry and Proficiency Testing Expert Committees have completed their checklists. Following editorial checking, these will be sent to Ilona.
- 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. The final version is expected by fall or winter. Carl has provided a draft of ISO 17011 and also ISO 17025 for use by expert committees intending to revise TNI standards based on those documents.
- The WET committee will work with Nicole Cairns, as appointed by PTPEC, in its efforts to find ways to increase the statistical power and usefulness of WET PTs.
- Committee members are beginning to draft revisions to the WET module of the standard. The committee session at conference discussed revising requirements for initial and ongoing demonstrations of competency and also, what would be appropriate and adequate QA/QC requirements (i.e., data quality) for the water quality chemistry measurements used in WET testing, where water quality is important to sustaining the test organisms. As with the LAB committee, all comments from outside of the committee will be tracked in an expanded response-to-comments spreadsheet.
- Over the previous year, WET has answered a number of questions from colleagues in the field – some resulting from the Understanding WET Testing webinar and others simply directed at the

committee due to its collective expertise. While questions about test methods are deferred to EPA, other questions (and their answers) will be reviewed and where appropriate, turned into implementation guidance so that the information can be more widely shared with the WET testing community.

- The Radiochemistry Committee has started work on review of the procedures used to update Radiochemistry FoPT limits. They have reached out to Carl Kircher who will be supplying them with masked data to use in their evaluation of options. The committee has decided to develop a half-day course for assessors at the Albuquerque meeting in January. Work has begun to develop this class. The Small Laboratory Handbook (SLH) was finalized and handed it off to the Quality Systems Expert Committee.
- The Microbiology Committee finalized the Small Laboratory Handbook and handed it off to the Quality Systems Expert Committee. The committee will begin review of the procedures used to update Microbiology FoPT limits.
- The Quality Systems Committee is continuing work on the Small Laboratory Handbook (SLH). The technical sections have all been formatted and the introduction is now being compiled for review and finalization. This document should be completed by the end of the year. The committee has decided to extend Paul Junio's term on the committee by one year. The committee has begun work with Carl Kircher to review his update of the TNI Standard based on the new ISO language being finalized soon. Work on the Quality Manual Template Update will proceed as the Small Laboratory Handbook is completed, Paul Junio will be helping with review and the Quality Systems Expert Committee is prepared to do a final review of the DRAFT. The instructions have been completely updated to a current version of Word and now include instruction for Apple users too.

NEFAP Executive Committee

- The PTP/NEFAP Evaluation Workgroup – see report under PTP.
- The committee discussed the formation of the Mobile Laboratory Task Force. A list of potential candidates is being collected by Paul Bergeron and will be finalized during the October meeting. The Scope/Charter of the Task Force was reviewed.
- Justin used the meeting in DC to solicit feedback on the NEFAP Program. The committee began considering this information during its September meeting and discussion will continue in October.
- The Strategic/Marketing Subcommittee did not meet in September. The committee will begin meeting again after the discussion noted in bullet 3 above. Kirstin is hoping to meet with Marlene Moore (Chair of Subcommittee) and Ilona to update the subcommittees action table for discussion in October.
- The committee completed its review of the combined evaluation procedure and provided comments to the PTP/NEFAP Evaluation Workgroup.
- The review of an old FAQ document still needs to be added to an agenda, but other priorities have taken precedence,

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee submitted their DRAFT guidance document to the committee. Kevin will be working with the ABs to review this document and receive comment before it is finalized and sent to the Policy Committee for final review.

- The public comment webinar has been delayed to early November. The committee is still working on its stakeholder mailing list. The committee and Ken Jackson have approved a letter to go out to stakeholders within the week.
- Carl prepared an update to the TNI Standard for QS and LAB based on his knowledge of the new ISO documents expected to be final soon. The committee will be working with Carl to produce a similar document for the Field Standards. Once this is complete, the committee will begin review of the Standard by assigning sections to each committee member.

NELAP

Accreditation Council

- For the current round of evaluations, eight renewal letters have been issued thus far. All eight applications are in various stages of review, with two site visits completed. The first AB to have a site visit will soon submit evidence of its corrective actions and the second has submitted proposed corrective actions for team review.
- The General Operations SOP 3-100 was approved the revisions proposed by TNI's Policy Committee, and will be presented for Board endorsement in October. The Council will initiate its first cycle of Chair/Vice Chair elections (or re-elections, as the case may be) in accordance with this procedure in February 2018.

Laboratory Accreditation System Executive Committee (LASEC)

- LASEC awaits receipt of the drafts of implementation guidance created at conference in DC, for final formatting and reviews prior to posting on the SIR web page.
- LASEC is finalizing its "lessons learned" as goals and recommended actions, going forward. These will be incorporated into the LASEC Standards Review for Suitability SOP 3-106 where appropriate, discussed with the NELAP AC, and shared with CSDEC and possibly the TNI Board where those groups are impacted.
- Standards Interpretation Request (SIR) process: Standards Interpretation Request (SIR) process:

Total Number of SIRs	SIRs Closed Out
308	282

PROFICIENCY TESTING

- FoPT Table Format Subcommittee: The committee has begun work on their review of the FoPT tables versus LAMS for WETT. On the other FoPT table reviews (DW, NPW, SCM) they have found naming consistency issues and spelling problems. Maria approached the NELAP AC to begin discussions about how the tables are used and to get their input on where changes should occur. Should the LAMS take precedence or should the FoPT tables? This lead to further discussion about how changes to LAMS occur and the PTPEC would like to be in the loop before changes are made. The NELAP AC's September agendas were full and the item will be discussed in October.
- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: Carl reviewed the information and thinks the Chemistry FoPT Subcommittee can address this ARA without further data. The Chemistry FoPT Subcommittee was not able to meet in September and the committee is in the process of picking a date in October to meet.

- Radiochemistry FoPT Table Update: Work has begun on crunching the Radiochemistry data and Carl has provided some information to the Chemistry FoPT Subcommittee and a few members of the Radiochemistry Expert Committee that will help with this FoPT table update. The Radiochemistry Expert Committee has started work on updating the procedures for determining limits and the Chemistry FoPT Subcommittee will need to consider impact of this information at their first meeting planned in October.
- Microbiology FoPT Table Update: No new update. Jennifer still needs to review the data she has started to receive from the EPA statisticians.
- The PTPEC had an in-depth discussion about the approval process of PTPAs. The old process included a recommendation to the TNI Board of Directors and they approved the PTPA. Jerry informed the committee that this process needed to be changed. The committee decided that it will handle the process similarly to NEFAP and will rely on the recognition committee (TNRC). The PTPEC will not vote to approve PTPAs, but will accept the TNRC vote.
- The PTP/NEFAP Evaluation Workgroup: Each of the Executive Committees has completed their comments to the Workgroup. The Workgroup will be meeting to incorporate the updates and a final Draft will be presented to the Executive Committees during their October meetings for review. The delay in working through the comment period will push the completion of the Evaluation Process to January/February 2018. The completion of this SOP will get things moving again so other parts of the process can begin.
- PTP SOP Subcommittee: The subcommittee is still working on SOP 4-101 – FoPT Table Updates. The expert committees are working on their comments regarding procedures for Radiochemistry, Microbiology, WETT, etc ...
- The WETT Expert Committee would like PT Providers to provide the same PT instructions that require all labs to use the same toxicants, temperature, organism, reporting, etc. Maria has requested copies of all PT Provider instructions. During the September meeting it was determined that this issue would be better handled in the PT Expert Committee because the PTPEC does not have any authority to instruct PTPs on how to conduct PT studies outside of the typical information included on FoPT tables. Requirements for PT Providers would need to be included in the TNI Standard – Volume 3. If modifications are needed to lab reporting procedures, this would need to be included in Volume 1. A subcommittee will be formed to continue discussion on this issue that will include representation from PTPEC, PT Expert, WETT Expert, WET PT Providers, EPA, etc.
- The PTPEC is investigating requests about Cyanide footnotes and analyte codes for TPH and TRPH. Discussion will continue in October.
- The PTPEC has started working on a formal complaint received regarding 4,4'-DDD PTs. Discussion will continue in October.

ADMINISTRATION

Advocacy Committee

- Jerry reviewed proposals for the 2019 winter meeting with the Advocacy Committee. Members concurred that Jerry should pursue further negotiations with Milwaukee, Columbus, and Wichita.
- WEF and APHL have expressed interest in partnering for the proposed method validation project on the new 600 series methods. There will be additional meetings with these organizations and EPA to finalize the project.

- Trinity O'Neal is designing and setting up a Face Book page to help attendees at the Albuquerque meeting organize extracurricular activities.
- Articles for the next newsletter are due October 15 with a target publication date of November 1. Sharon Mertens is the editor.

Policy Committee

- Policy committee presented a number of documents for Board endorsement at the September meeting. In particular, TNI Document Control SOP 1-104 requires Board review, since it originates with Policy Committee, along with the Creating Policies POL 1-100, the Conflict of Interest POL 1-101, and the Symbols and Marks POL 1-103. For the other documents presented today, Policy Committee was the secondary review, so that complete Board review is optional, prior to endorsement. For now, the five-year reviews of the various administrative SOPs and policies originating with Policy Committee are suspended until current new and revised policies and SOPs can be reviewed.

Training

- The "New MDL Procedure" course occurred on September 12, 2017. A make-up course was offered on September 22, 2017 due to the issues caused to many attendees by the hurricanes. The course had 242 individual attendees and 78 groups. There were likely more than 650 participants when group attendance is considered. There were so many questions asked at the end of the training that the presenters could not address all of them during the webinar time. The presenters did an excellent job responding to all questions in a written document that was distributed to all course attendees. The responses were sent to EPA for review, but no comments were received. Questions are still coming in by email and Ilona is compiling these individual questions and will distribute them to the attendee list once it appears the questions have essentially stopped coming in (within the next week). Quizzes were reviewed and certificates were distributed as ordered.
- A class on preventive action and how this relates to implementing change in laboratories/organizations occurred September 19, 2017. The response to the course was good with 104 individual and 12 group registrations. The class was well received. Certificates were distributed as ordered.
- A basic assessor course is being offered in Kansas on 10/31-11/2/17. This course is being taught by Marlene Moore.
- Responses to the RFPs are being finished up and the trainers have been approached to finalize 4 training courses at this time. There were a number of additional courses included in the RFP responses, but it was decided to pilot some of the courses to see response and then re-evaluate how to move forward - especially on the Advocacy "*Handbook of Good Laboratory Practices*" and training. One RFP recommended a self-paced approach and this will be piloted before the end of the year. One course on "What Does QC Data Tell Me ... and Why Should I Care?" is being planned on November 14, 2017. This course will identify the basic QC measures or concepts, discuss how each should be prepared and the rationale behind the frequency of analysis, and finally, how the results should be evaluated and the significance and impact of the results on the related sample set. This course is being taught by Silky Labie.

Forum on Laboratory Accreditation

- The site visit occurred on 10/9/17.
- Attendee registration is now open.

NEMC

- The program sessions for 2018 are close to being finalized and the abstract upload system will be activated. The call for abstracts will be sent out shortly.
- The steering committee is considering a Wednesday night social event in New Orleans if we can secure a sponsor.
- For 2018, there will be an early bird registration fee and well as increased fees for late registration and onsite registration.

Active Members: 1137