

## TNI Board of Directors Meeting Summary February 14, 2018

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### 1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	X
Steve Arms	X
Justin Brown	
Jack Farrell	
Chris Gunning	X
Myron Gunsalus	X
Daniel Lashbrook	
Judy Morgan	X
Cheryl Nolan	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	
Past Chair	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X
Guest	
Lem Walker	X

### 2. Approval of January 2017 Minutes

**Changes:** Change Sharon, in the Roll Call, from Past President to Past Chair.

**Motion to Approve:** Scott Siders

**Second:** Patsy Root

**Approved:** Unanimous

### 3. Appointment of Lem Walker to replace Lara Phelps

Note from Lara Phelps:

*As you know, I have decided it is best for me to step-down as the EPA Ex-officio representative to The NELAC Institute (TNI) Board of Directors because of my new position responsibilities. The Forum on Environmental Measurements (FEM) recently voted on a replacement to fill this role that we value maintaining. Lemuel (Lem) Walker, OW/OST/EAD, has unanimously been selected by the FEM to be offered to TNI to take over in this capacity from me. Lem is well up-to-speed with things happening in TNI and knows I am here to support him any way I can.*

- Lem's Bio has been provided as a separate document.

- Language from Article V of the TNI Bylaws, Vacancy:

*In the event of a vacancy of a Director, the Board of Directors, by a vote of the majority of the remaining Directors, may appoint a new Director to fill such vacancy until the next election cycle. To the degree possible, the Director filling the vacancy shall represent the same constituency as the Director who created the vacancy.*

**Motion to approve the appointment of Lem Walker to the Board of Directors as replacement for Lara Phelps:**

**Motion to Approve:** Myron Gunsalus

**Second:** Jordan Adelson

**Unanimous:** Approved

**4. Committee Reports from Albuquerque (Attachment 1)**

Included for review and information.

**5. Implementing the 2016 Standard (Attachment 2)**

A combined session in Albuquerque reviewed and edited a draft spreadsheet summarizing the activities that need to occur before the 2016 Standard can be implemented. This spreadsheet, converted to a table, can be found in Attachment 2. This document will be updated every month for the Board to track progress on this topic.

**6. PowerDMS Agreement**

TNI has entered into an agreement with PowerDMS to allow us to use their document management software for no charge. As discussed in Albuquerque, this will begin with a pilot project with the Advocacy and Policy Committees. This effort is likely to start in the next 4-6 weeks.

**7. China Update (Attachment 3)**

A small group met with Robert Benz and developed a series of questions for the Chinese delegation to continue the process. A conference call will be scheduled in the next few weeks to discuss the issue further.

**8. Implementing the 2017 MUR**

New Jersey DEP sent an announcement to its accredited labs indicating an October 1, 2018 date for their labs to be in compliance with the new methods and MDL procedure. The notice contains this statement:

*For NJ-NELAP laboratories that have secondary accreditation with NJ through another primary Accreditation Body (AB), you will need to seek accreditation from your primary AB in order to be granted NJ secondary for the updated method versions. If you do not have a primary scope of accreditation (or a letter from your primary AB stating they've granted the certification, but have not yet been able to update their database), then you will be put into applied status until we have the required documentation that shows the methods have been granted by your primary AB.*

As discussed in the NELAP report from Albuquerque, other ABs are also in the process and this issue could have an impact on secondary recognition.

Myron, Jerry, Alfredo, and Judy will craft a brief message, to be delivered via email to the Council. The email will be run by Aaren for review before sending it out.

**9. Program Reports (Attachment 4)**

**Attachment 1**  
**Summary of Committee Reports to TNI Board of Directors**  
**Forum on Laboratory Accreditation, Albuquerque, NM**  
**January 24, 2018**

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Alfredo welcomed everyone to the meeting, and the reports began.

**ELAB – ½ day in New Orleans (NOLA)**

This meeting was primarily a phone meeting, but since EPA was open despite the federal shutdown, it could take place. Participants held in-depth discussions of on-going issues – guidance for selective ion monitoring, volatile organic compound analysis and suitable preservation of acrolein and acrylonitrile samples, and also the new MDL procedure. There is now inconsistency in the MDL procedure, since the 2017 Method Update Rule has led to the drinking water program (OGWDW) having a different MDL procedure than the other Office of Water programs (science and technology, wastewater, and wetlands, oceans and watersheds) and ELAB has concerns about potential variability in implementation among the regions. A new Designated Federal Official will need to be appointed, as Lara Phelps has accepted a new position in the air program. If this appointment has been made already, we do not have the individual's name available.

**CSDEC, Bob Wyeth – ¼ day in NOLA**

The glossary of over 300 terms was rolled out for the first time, and unexpectedly encountered some concern about the possibility that some definitions may not match those in the standard. CSDEC will investigate and adapt as needed, and if it gets complicated, they will re-present in New Orleans. NOTE: Since that session, all definitions have been confirmed as consistent with the standard.

**Chemistry Expert Committee, Ken Jackson – ¼ day in NOLA**

Chemistry is preparing two guidance documents to accompany the 2016 Standard. They reviewed the Detection and Quantitation Guidance, seeking public comment on four specific issues. Approval is expected at the February 7 committee meeting.

**Field Activities Committee, Kevin Holbrook – ¼ day in NOLA**

The FAC held a joint meeting with NEFAP. They are starting review of the FSMO Standard, Volume 1, and took comments on that volume. The FAC hopes to have a “working draft” by January 2019. The FAC hopes for a joint session with NEFAP, Quality Systems, and LASEC in NOLA

**Laboratory Accreditation Body Expert Committee, Carl Kircher – ½ day in NOLA**

LAB held a productive and informative conversation with stakeholders about a number of process requirements in the revised ISO/IEC 17011 Standard, and how the TNI language from the 2009 Standard (V2M1/V2M3) fits into the new structure.

**Microbiology Expert Committee, Robyn Cook – ¼ day in NOLA**

Microbiology did not meet at this conference, but has some “marching orders” from other committees. They need AB stakeholder category members.

**Proficiency Testing Expert Committee, Nicole Cairns – ½ day in NOLA**

PT had an informative session about its accomplishments and plans for the coming year. They will develop guidance for the PT Reporting Limit, and also some training, in addition to reviewing SIRs as needed. Nicole noted that the discussion about PT frequency in the Assessment Forum will have this committee seeking more information for a discussion in New Orleans on that topic

**Quality Systems Expert Committee, Paul Junio – full day in NOLA**

QS is beginning to rewrite V1M2 to adapt to the revised ISO/IEC 17025. This new revision looks different and uses different terms, and QS wants to discuss the changes with the NELAP AC and LASEC, and NEFAP as well, before they begin writing. Requests to have a joint session on Wednesday, with no competition, in addition to the separate committee meetings.

**Radiochemistry Expert Committee, Bob Shannon – ¼ day in NOLA, plus full day for training (6-8 hours)**

Radiochemistry reviewed its accomplishments and plans for the coming year. They need more AB stakeholder category members as well as members from other stakeholder categories. Small groups from the committee are preparing for the training as well as reformatting the rad chemistry checklist.

**Stationary Source Audit Sample Committee**

No meeting, no report. They will need time in NOLA, since they are working on a revision of the SSAS Standard. Tom Widera is Chair and the new Program Administrator will be Ilona Taunton.

**Whole Effluent Toxicity Expert Committee, Michele Potter – ¼ day in NOLA plus ¼ day to meet with ELAB/EPA**

Rami discussed the current issues active in the WET committee – improving the utility of the PT/DMR-QA studies (better data comparability, working with both ELAB/EPA and PTPEC) and revising the WET Module, particularly focusing on how to describe a reasonable demonstration of competency (DOC/IDOC) and the appropriate quality control for chemical support measurements. They will also consider how to proceed with a request to address WET sampling in the revised FSMO Standard.

**NEFAP, Kirstin Daigle – ½ day in NOLA**

Kirstin would like teleconference capability (depending on attendance)  
NEFAP met jointly with FAC and provided feedback on the revision to the FSMO Standard. In addition, they discussed the joint PTPEC-NEFAP Evaluation SOP 7-101.

**NELAP Accreditation Council, Aaren Alger – ¼ day in NOLA (request teleconference capability)**

Discussed accomplishments and plans for 2018. Then provided status updates on evaluations, the implementation of the 2017 Method Update Rule as well as the individual ABs' processes for implementing the 2016 Standard. Two large ABs will implement the MUR in the first half of 2018, which will impact secondary accreditations significantly. Participants also briefly discussed the review of guidance documents and the impact of those documents on timing for adopting the 2016 Standard, as well as the method selection SOP and the draft decoupling policy. Aaren also put out a call for ABs to have their staff populate the expert committees, since that need has been expressed repeatedly within CSDEC.

**LASEC, Judy Morgan – ¼ day in NOLA (request teleconference capability), plus two half days for Mentor Session and Assessment Forum, plus a joint session with Quality Systems**

Judy provided an update on the committee's accomplishments, with a timeline, and described plans for 2018. Participants discussed the Conflict of Interest SOP, with some excellent feedback from the community; LASEC will share its initial draft with the other executive committees through their Program Administrators. Handling of legacy Standards Interpretation Requests (SIRS) was explained, as was the scheme for a final review of the 2016 Standard, prior to sending a recommendation about its adoption to the NELAP AC.

The Mentor Session and Assessment Forums were well attended (<60 people each) and received positive feedback in the evaluation forms.

**PTPEC, Maria Friedman – ½ day in NOLA**

Maria provided an orientation intended for the participants about accomplishments and plans for 2018. The highlight was an Analyte Request Application for reporting MFN (most probable number, with separate acceptance criteria for multiple wells and multiple tubes), and the Microbiology committee will be asked to address the needed analyte codes for MPN in LAMS. The committee members discussed the PTPA evaluation SOP 4-104 and its alignment with the combined PTPEC-NEFAP Evaluation SOP 7-101, which is intended eventually to encompass the non-governmental ABs accrediting to the NELAP Standard also.

**Advocacy Committee, Steve Arms – 3 hours in NOLA**

The group addressed a bit of meeting planning for New Orleans and Milwaukee, and then moved on to the highlights of the current meeting in Albuquerque. Steve noted that the committee is seeking data and documentation that addresses how accreditation improves data quality. Then, topics for the April newsletter were identified; Lynn Bradley will be the editor, and the list will be finalized at the February 1 meeting. Some items for the 2018 work plan were discussed.

In closing the meeting, Jerry Parr noted that he will provide a draft schedule for the combined NEMC/Forum on Lab Accreditation meeting in New Orleans in a few weeks, but that it seems like everything will “fit” within the allotted time, and report-outs will be Thursday afternoon with training (TBD but will include Radiochemistry) on Friday. The Information Technology and Policy Committees will not meet, unless they need a lunchtime meeting for some unforeseen reason.

**Attachment 2  
2016 Standard Implementation Issues**

Action Item	Assigned To	Expected Completion Date	Status Update
<p><b>QAM Template Update</b> Create a template that will help laboratories prepare a QA Manual compliant with the new TNI Standard. Include multiple examples of documents, forms and procedures that might be helpful to laboratories.</p>	QS Expert Committee	12/31/17	Completed November 2017. Now on the website for \$115 for members.
<p><b>Post comparison document</b> A document detailing the changes between 2009 and 2016 was prepared in October. The website needs to be revised to allow individuals to access this document as well as the 2009 to 2003 comparison. Need to prepare document that summarizes changes between 2003 and 2016, since some are still using 2003.</p>	Jerry Parr and William Daystrom	1-22-18. No date determined for 2003-2016 document	2009-2016 document posted on website 1-22-18. Draft of 2003 to 2016 document completed on 2/10
<p><b>Guidance Document - PTRL Issue</b> There is still an issue regarding the clarification and use of the PTRL. Include LASEC in final review of document. Small Lab Handbook will be helpful and could provide additional guidance. Check PTRL guidance in handbook to see if it needs revising.</p>	PT Expert Committee	05/01/18	
<p><b>Update Standard Interpretation Requests (SIRs)</b> Review current interpretations from 2003 and 2009 Standard and map to new TNI Standard. Is an interpretation still relevant and if so, what is the section reference in the new Standard? Keep legacy 2003/2009 SIR's active along with 2016. Relevant 2003, 2009 and 2016. Put folders on website. Long term review and consider whether SIRs trigger notes, annotations, or guidance. Archive old, obsolete SIRs.</p>	Expert Committees	08/10/18	Draft spreadsheet summarizing existing SIRs prepared and reviewed by LASEC
<p><b>SIRs</b> Set-up site for interpretation requests for the new TNI Standard.</p>	IT Administrator	03/01/18	Completed

Action Item	Assigned To	Expected Completion Date	Status Update
<p><b>Can I Implement the New Standard Now?</b> LASEC? needs to prepare an answer to this question for a Training Workshop PPT slide. Consider preparation of guidance on how to move to the new Standard - what do you need to add and when? What can you stop doing? Etc.</p>	LASEC	08/10/18	
<p><b>Quality Systems Checklist - Laboratory Assessments</b> Checklist needs to be prepared for ABs to use during laboratory assessments.</p>	Quality Systems	01/31/18	Radiochemistry is conducting final edits; Ilona is doing final formatting. Need to run by Cathy W and Aaren A to see what issues may exist.
<p><b>Quality Systems Checklist - Website</b> Revise the checklist web page to allow downloading either the 2009 or 2016 checklist</p>	IT Administrator	03/01/18	Done
<p><b>LOD/LOQ Guidance</b> Will need LASEC and Policy review. Implementation date set after review by AC.</p>	Chemistry Expert	04/01/18	Draft exists. Document expected to be complete by 2/20. LASEC, Policy and NELAP AC reviews complete by 8/10/18
<p><b>Calibration Guidance</b> Needs LASEC and Policy review. Implementation date set after review by AC.</p>	Chemistry Expert	03/01/18	Final Draft exists, will be sent to LASEC by 3/1. Document expected to be complete by 2/20. LASEC, Policy and NELAP AC reviews complete by 8/10/18
<p><b>New Standard Training Webinars</b> Make training on the new standard available to laboratories and ABs across the country. Roll out when we have an implementation date for 2016 Standard.</p>	CSDP EC	Fall 2018	4 webinars planned; one every 3-4 weeks beginning mid-August.



Action Item	Assigned To	Expected Completion Date	Status Update
<p><b>Small Lab Handbook</b> Update Small Lab Handbook. Create a tool that will help laboratories prepare a QA Manual compliant with the new TNI Standard. Include multiple examples of documents, forms and procedures that might be helpful to laboratories. Work with Expert Committees to provide these examples. Hold until chemistry guidance documents done. Policy committee review needed on current document.</p>	<p>QS Expert Committee</p>	<p>08/10/18</p>	<p>Final draft complete and document sent to Jan for formatting. Add Guidance documents as appendices; update PTRL discussion from small lab handbook if needed.</p>
<p><b>Implementability Issues</b> Review the final Volume 1 of the 2016 Lab Standard and the Volume 2 PT module as well. Each method/type module will be reviewed against the QS module to ensure no conflicts as well as implementability, and the administrative parts of the QS module (record keeping, document management, etc.) will be reviewed against Volume 2 for the same ends. Members without a specific module assignment are asked to review the entire Volume 1 for implementability and potential internal conflicts.</p>	<p>LASEC</p>	<p>03/21/18</p>	
<p><b>Benefits of the New Standard</b> Prepare a document to show why the 2016 Standard is an improvement over the 2009.</p>	<p>Expert Committees</p>	<p>5/31/2018</p>	

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**Attachment 3**  
**Questions for Chinese Contacts**

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1. Could you give us a brief profile of the organization or organizations you represent?
  - a. Are you affiliated with a government agency, educational institution, not-for-profit organization, or an independent, private entity?
2. What is your vision during the next five years for an environmental accreditation program in China?
  - a. What accreditations are currently available to environmental laboratories in China?
  - b. Is your envisioned accreditation range regional, national, or multinational?
  - c. What prompts your interest now in establishing an environmental accreditation program?
3. Are you solely interested in having laboratories that perform environmental analyses in China, or for Chinese clients, accredited to The NELAC Institute's (TNI) Standard?
  - a. Are you interested in having all or only some types of environmental laboratories accredited to the TNI Standard?
4. Are you interested in becoming a TNI-recognized Accreditation Body (AB)?
  - a. Do you foresee establishing a single, central, Chinese TNI-recognized AB or several Chinese regional TNI-recognized ABs?
  - b. Do you foresee allowing non-Chinese TNI-recognized ABs to accredit environmental laboratories in China?

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## Attachment 4 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The final stage in ANSI approval for the 2017 Chemistry module (V1M4) has been initiated by submitting form BSR9 to ANSI. The form provides the composition of the Consensus Body (the Chemistry Expert Committee) and the voting results to show all comments were resolved.
- All committees involved with the 2016 laboratory standard are developing summaries to highlight the benefits of the new Standard.
- The CSDEC has completed its update of SOP 2-101 (Procedures for Expert Committee Operations), and it is being submitted to the Policy Committee. Significant changes include removing the restriction that an individual cannot be a Voting Member of more than one Expert Committee, and allowing waivers in exceptional circumstances of the restriction to serving only two 3-year terms on a committee.
- The Chemistry Expert Committee is continuing work on its guidance documents to supplement V1M4 of the 2016 Standard. It is hoped to vote these out of committee within the next week and submit to LASEC for review.
- The Laboratory Proficiency Testing (PT) Expert Committee is developing guidance on Proficiency Test Reporting Limit (PTRL) in its 2016 Standard. Proficiency test frequency is being revisited in response to the California accreditation program requiring only one PT sample annually.
- The CSDEC is finalizing its glossary on TNI terms and definitions, and a newsletter article on this is being prepared.
- Restricted circulation copies of the draft new ISO 17011 and 17025 have been made available to Expert Committees to aid in their standards development.
- The Laboratory Accreditation Body Committee received considerable feedback during its session at conference in Albuquerque, where a preview of the draft updated ISO/IEC 17011 with TNI language from the current Volume 2 combined modules 1 and 3 was shared with participants. Additionally, the Chair and the CSDEC Program Administrator had a good conversation about how to approach the needed "outline" version of the proposed revision that will be published for comment as required by the Standards Development SOP 2-100.
- The WET committee continues to juggle multiple important issues in addition to its effort to revise V1M7, the WET module of the TNI Standard. The time set aside for an informal meeting in Albuquerque about PT issues with ELAB/EPA/TNI had only WET committee attendees, but those people were able to meet with PTPEC subcommittee representatives and Dan Hickman about method codes for WET methods, and promised to advise Dan about how best to extract individual methods and the relevant QA/QC from the all-in-one EPA method manuals for acute and chronic WET testing. A NEFAP representative also asked that WET representatives become involved with the FSMO Standard revision, since WET sampling expertise is needed for that revision. Rami Naddy, the committee chair, provided comments to EPA about DMRQA study 38.
- The Radiochemistry Committee is continuing work on review of the procedures used to update Radiochemistry FoPT limits. The target completion for this work is March/April 2018. The committee will begin planning the New Orleans training. The committee finished their review of the Standard Checklist for Module 6.

- The Quality Systems Committee is still waiting for the guidance documents from the Chemistry Expert Committee. These are expected to be final early August, so the SLH should be published in mid-August. The committee has started pulling together material to help with the review of the 2016 Standard vs. ISO/IEC 17025: 2017. The committee started reviewing outstanding SIRs.

### **NEFAP Executive Committee**

- The committee continued to discuss the formation of the Mobile Laboratory Task Force. Kirstin, Justin and Paul are finishing up the talking points to begin talking to candidates for this Task Force. Paul and Kirstin will begin reaching out to people this month.
- The committee will continue to focus on Marketing/Strategic Planning over the next few meetings. Justin Brown and Shawn Kassner will begin helping with the lead of this committee.
- The committee has started reviewing their evaluation SOP to determine if it is still needed or whether the combined evaluation SOP can stand on its own.
- 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 committee combined its meeting with NEFAP in Albuquerque. The time was spent getting feedback on the Standard and collecting comments on items that need to be addressed in the Standard. A number of people have raised concerns about how the sampling section of the new ISO/IEC 17025: 2017 Standard impacts field accreditation. The committee plans to carefully review these concerns. There will also be a special meeting in New Orleans with LASEC, FAC and QS to understand impact.

## **NELAP**

### **Accreditation Council**

- For the current round of evaluations, twelve renewal letters will have been issued as of this month's Board meeting. One renewal recommendation has been approved (NY) and another awaits completion of the NELAP AC vote. The other nine applications are in various stages of review, with several site reports being written, and a few approaching closure, but not quite there. Three submissions are pending.
- Multiple ABs have responded to CSDEC's plea to have additional AB representatives on the expert committees, and additional staff affiliated with the ABs are being encouraged to apply for membership.
- The Council began considering nominations for Chair, per the new General Operations SOP 3-100, with an election planned for April. Vice Chair nominations and election will follow, beginning in May.
- In response to a request from Policy Committee, the Council was asked to provide a representative to that group. Several individuals are considering whether to seek their management approval for that additional time commitment.

## Laboratory Accreditation System Executive Committee (LASEC)

- The Mentor Session and Assessment Forum session in Albuquerque were well attended, with about 60 participants in each session.
- LASEC members continue reviewing assigned portions of the final Volume 1 2016 Environmental Lab Sector Standard and the Volume 2 PT module. These reviews will be considered at the LASEC meeting at the end of February, and in the absence of problems, a recommendation to the AC may be expected in the spring.
- Although LASEC approved the draft policy for de-coupling the NELAP AB recognition certificates from the evaluation process in December, a new issue arose during conversations at conference, that the Council wants included in this policy, and possibly in the NELAP Evaluation SOP as well – having some form of interim oversight during the time between the actual evaluations, themselves.
- LASEC received good ideas during its discussion at conference about possible options for its Conflict of Interest SOP. Once these are written up, they will be shared with other executive committees and program administrators.

## PROFICIENCY TESTING

- The committee has re-elected Maria as Chair of the committee and the committee has elected their first Vice-Chair – Dixie Marlin.
- FoPT Table Format Subcommittee: Craig Huff (Chair) met with the WET Expert Committee in Albuquerque and they developed a plan to complete the information needed to work on the WETT table. All FoPT tables should be updated and ready for PTPEC review by March 15, 2018. The committee will make changes to the FoPT tables as needed and prepare a document outlining any changes needed in LAMS.
- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: The PTPEC approved the new footnote wording by email. There will be further discussion about the need for guidance to implement this footnote. The FoPT table was updated and sent to the NELAP AC for approval.
- The committee discussed color coding for FoPT tables and have now standardized this effort across all FoPT tables. This information will be added to the SOP update being worked on.
- Chemistry FoPT Subcommittee: The Radiochemistry FoPT Table Update is on hold until Keith McCroan (EPA, Radiochemistry Expert Committee) and Bob Shannon (Chair, Radiochemistry Expert Committee) take the radiochemistry data and apply their proposed procedure. The committee will compare these results to those developed using the current procedure and decide how to move forward. This will take some time to prepare, so the committee does not expect to start work until March/April 2018. The request for additional data needed to calculate the new limits has been sent to Maria. Keith and Bob are asking for additional information than what is normally collected, so this will be handled manually by William.
- Microbiology FoPT Table Update: Jennifer Best noted that the data has been calculated by the EPA statisticians for consideration in updating this table to address the Analyte Request Application (ARA) submitted for new limits for MPN. They found that laboratories used all sorts of different method names when reporting their results. This made it a challenge to organize the data.
- The PTP/NEFAP Evaluation Workgroup: The combined SOP is in review by the Policy Committee. A revised SOP was submitted to address editorial changes needed. The Policy Committee had

some concerns about how the recognition vote would be handled by each of the Programs. Ilona met with the Chair and Vice-Chair of each of the Programs and met with PJLA, ANAB and A2LA to discuss the issues raised by the Policy committee. After much discussion, a possible solution was determined and discussed with Jerry Parr. New language will be proposed to each Program for inclusion in the Combined Evaluation SOP that clearly describes the recognition process. The next steps include finalizing the application, finalizing the evaluation checklist and reviewing current recognitions to extend effective dates as needed. The discussions with the NGAB's also lead to a recommendation that the TNI Board of Directors seek endorsement from each of the Program Executive Committees when the TNRC is formed.

- PTP SOP Subcommittee: The subcommittee is still working on SOP 4-101 – FoPT Table Updates. They will combine SOPs 4-101 and 4-107 into one SOP that deals with all FoPT Table topics. The committee is also reviewing their current recognition SOP to determine whether it is still needed or whether the combined evaluation SOP can be solely used.
- The PTPEC is continuing to work on the formal complaint received regarding 4,4'-DDD PTs. The complaint committee has received the requested data needed to resolve the complaint. They are now evaluating the information and will then prepare a recommendation to the PTPEC.

## ADMINISTRATION

### Advocacy

- The Advocacy Committee has determined the articles and a publication date of April 15 for the next newsletter. Articles are due March 25. Lynn Bradley is the editor.
- The Advocacy Committee sent a letter (provided as a separate file) to EPA offering to facilitate validation of the 600 series methods using data from volunteer labs. Discussions with EPA are ongoing.
- The committee sent a letter a letter (provided as a separate file) to the Director of the Office of Medical Marijuana Use in the Florida DOH urging them to consider using the TNI standards in their accreditation programs for testing and sampling.
- The Advocacy Committee will be following up on a number of ideas from the Albuquerque meeting for white papers and articles.
- Two presentations about TNI and NELAP were provided to Lem Walker for his to share with OW management.
- APHL has requested TNI provide an article for their next newsletter.
- TNI will be represented at the upcoming regional meetings:
  - Oregon Environmental Laboratory Association, April 17 – Lee Wolfe
  - California Water Environment Association, April 18 – Jerry Parr
  - Texas Commission on Environmental Quality, May 15 – Jerry Parr
  - Florida society of Environmental Analysts, May 23 – Paul Junio

## Policy Committee

- Policy Committee continues with review of current revisions to program documents, but none have been finalized this month. 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. Currently, the committee is reviewing the Combined PTPEC and NEFAP Evaluation SOP 7-101.

## Training

- Registration is open for the Technical Training Series (Marlene Moore – 6 classes 4 hours classes).
  - Wastewater Methods – February 23
  - Microbiology Methods – March 23
  - General Chemistry Methods – May 24
  - Drinking Water Methods – April 20
  - Soil Methods – June 12
- Response to this class has been excellent – 45 individuals have signed up for the entire series of 5 classes. There are 18 groups signed up for individual classes and another 125+ other individual registrations.
- The course offered in Albuquerque, “Understanding Radiochemistry: Ra-228 and Gas Proportional Counting”, had excellent feedback. People really liked the group activity – reviewing an actual data package. There were about 30 attendees. Work is in progress on preparing the Webcast. There were portions the team decided to re-record and the group exercise will be a separate recording geared towards someone watching the webcast.
- Good Laboratory Practice – Glassware (Marlene Moore). This class was completed with 16 Group and 28 Individual registrations.

## Forum on Laboratory Accreditation

- We ended up with 168 attendees, excluding 10 or so from EPA that got canceled because of the government shutdown.

## NEMC

- The deadline for abstracts for NEMC was January 29, 2018. Over 150 abstracts were received.
- Plenary and keynote speakers are being finalized.
- Negotiations are ongoing with Jory Weintraub to conduct a workshop on Science Communication.
- The Radiochemistry Committee will be doing a training course on scintillation methods.
- The hotel room block is now open.

## Additional Administrative

- Internal Audit Checklists: William now has the database built for the internal audit process. He is still inputting a number of the checklists and then we will be ready to roll it out to the Program Administrators and Committee Chairs.

- The 2016 Standard Checklists have been received and compiled into one checklist. The Radiochemistry checklist has been updated and a final formatting check is being done. It should be ready for posting this week. Ilona will also be working with Virginia to see if there is a need for an additional format for this Checklist.

**Active Members: 1117**

- There have been 17 new committee applications received since January 1, 2018. A number of these applications received have been from ABs. Applications have been forwarded to the Program Administrators and Chairs of the committees of interest.