

TNI Board of Directors Meeting Summary

April 11, 2018

1. Roll Call

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

2. Approval of March Minutes

Motion to Approve: Patsy Root
Second: Judy Morgan
Abstentions: Aaren Alger
Approved: Approved

3. Implementing the 2016 Standard (Attachment 1)

An updated spreadsheet summarizing the activities that need to occur before the 2016 standard can be implemented can be found in Attachment 1. This document will be updated every month for the Board to track progress on this topic.

4. EPA's Compliance Monitoring Data Portal (Attachment 2)

After the March Board meeting, the actions described in the March minutes were tabled as events in the Microbiology committee superseded the planned TNI actions. See the Microbiology committee report in Attachment 2.

5. Policies and SOPs to Review

- **Policy 1-124, Rev 1.0 Governance and Ethical Practice**

- Sections I, II, and III were added as introductory materials.
- Section IV, item 2 revised to remove 2 face-to-face meetings of the Board.
- A section on ethics and conflicts of interest was removed since this topic is covered by other policies that are now references in this Policy.
- Section IV, item 5 on Reporting Concerns was simplified.

Additional changes to be made:

- Change reference to Complaint 1-103 to POL 1-108
- Change title to reference just "Governance" since the ethics part was removed.

Motion to Approve, Additional Changes Above: Dave Speis

Second: Lem Walker

Approved: Unanimous

- **SOP 1-106, Complaint Resolution Process, Revision 1.0**

- Added reference to SOP 1-124.
- Revised section 5.2.1 to allow more choices.
- Added Section 7.2.
- Revised section 7.3 to show references to Section 8.
- Added flow chart.

Additional changes to be made include changing references to SOP 1-124 to POL 1-124; correct title in the references; and clarify, in Sections 7.1 and 7.2, (rewording) if the intent is "also" or "instead of" for assignment. SOP will be returned to the Board for approval after changes are made.

- **SOP 2-101, Rev 2.0, Procedures for Expert Committee Operations**

Changes to sections:

- 2.1.2 by adding the Asbestos and WET committees;
- 2.3.3 by adding a sentence about representation;
- 2.4.4 allowing individual to serve on more than one committee;
- 2.5.2 was added to allow an additional term in special situations;
- 3.1.7 and 3.2.7 by removing the 5 and 10-day requirement for minutes;
- 3.2.8 was added to not list phone numbers of committee members; and minor editorial changes.

This SOP does not require approval of the Board, but the Board may choose to do so. No action by the Board required.

6. China Update

We have received feedback from the Chinese group on our questions and are working to trying to better understand their response. We will likely try a conference call sometime this month.

Jerry will try to set up a conference call with the Chinese group.

7 Program Reports (Attachment 2)

**Attachment 1
 2016 Standard Implementation Issues**

Action Item	Assigned To	Expected Completion Date	Status Update
<p>QAM Template Update 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>	<p>QS Expert Committee</p>	<p>12/31/17</p>	<p>Completed November 2017. Now on the website for \$115 for members.</p>
<p>Post comparison document 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>	<p>Jerry Parr and William Daystrom</p>	<p>1-22-18. No date determined for 2003-2016 document</p>	<p>2009-2016 document posted on website 1-22-18. Draft of 2003 to 2016 document completed on 2/10 and is being reviewed by Advocacy Committee</p>
<p>Guidance Document - PTRL Issue 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>	<p>PT Expert Committee</p>	<p>05/01/18</p>	<p>Policy has approved the request and the committee is actively working to develop this.</p>
<p>Update Standard Interpretation Requests (SIRs) 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>	<p>Expert Committees</p>	<p>08/10/18</p>	<p>Draft spreadsheet summarizing existing SIRs provided to Expert Committees</p>
<p>SIRs Set-up site for interpretation requests for the new TNI Standard.</p>	<p>IT Administrator</p>	<p>03/01/18</p>	<p>Completed</p>
<p>Can I Implement the New Standard Now? 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>	<p>LASEC</p>	<p>08/10/18</p>	<p>Assessment Forum for New Orleans will address this topic</p>

Action Item	Assigned To	Expected Completion Date	Status Update
Quality Systems Checklist - Laboratory Assessments Checklist needs to be prepared for ABs to use during laboratory assessments.	Quality Systems	01/31/18	Checklist will be posted the week of 4/9
Quality Systems Checklist - Website Revise the checklist web page to allow downloading either the 2009 or 2016 checklist	IT Administrator	03/01/18	Done
LOD/LOQ Guidance Will need LASEC and Policy review. Implementation date set after review by AC.	Chemistry Expert	05/15/18	Chemistry finalized document and has been sent to LASEC, Policy and NELAP AC, Policy is recommending substantive changes
Calibration Guidance Needs LASEC and Policy review. Implementation date set after review by AC.	Chemistry Expert	05/15/18	Chemistry finalized document and has been sent to LASEC, Policy and NELAP AC, Policy is recommending substantive changes
New Standard Training Webinars 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.	CSDP EC	Fall 2018	4 webinars planned; one every 3-4 weeks beginning mid-August.
Small Lab Handbook 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.	QS Expert Committee	08/10/18	Final draft complete and document sent to Jan for formatting. Add Guidance documents as appendices; update PTRL discussion from small lab handbook if needed.

Action Item	Assigned To	Expected Completion Date	Status Update
<p>Implementability Issues 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>	LASEC	03/05/18	Completed. One editorial change needed for asbestos module
<p>Benefits of the New Standard Prepare a document to show why the 2016 standard is an improvement over the 2009.</p>	Expert Committees	5/31/2018	Draft completed and is being reviewed by Advocacy

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The CSDEC update of SOP 2-101 (Procedures for Expert Committee Operations) has been approved by the Policy Committee.
- It is very pleasing that the NELAP ABs have answered the call for more participation on Expert Committees. This may be particularly relevant to the Chemistry Committee which recently appointed Paula Blaze from the New Jersey DEP, and is also considering an application from Jay Armstrong of the Virginia DCLS.
- The Asbestos Expert Committee has added two new Committee Members, Michelle McGowan of EMSL Analytical, and Dan Shelby of EMLab P&K. Both will represent the Laboratory Interest Group, expanding the committee to 3 laboratory, 2 AB, and 2 Other. The committee is making good progress on updating V1M3.
- The Chemistry Expert Committee guidance documents on Detection/Quantitation and Calibration are complete and have been submitted to the LASEC, the NELAP AC, and the Policy Committee. These documents are to be used with the 2016 Volume 1 Module 4.
- The PT Expert Committee is developing guidance on Proficiency Testing Reporting Limit (PTRL), for use with the 2016 standard. This effort is well underway, using as a basis the section on PTRL the committee previously wrote for the Small Laboratory Handbook. The Committee is also working on its review of past Standard Interpretation Requests to determine their pertinence to each of the standards (2003, 2009, 2016). A PT Committee Member recently changed employment, resulting in two members being employed by subsidiaries of the same company. For compliance with SOP 2-101, one of those members must now stand down.
- The Laboratory Accreditation Body Committee now has a "legal-for-revisions" copy of the 2017 version of ISO/IEC 17011, and the TNI language from the 2009 Volume 2 combined modules 1 and 3 has been inserted. Committee members continue working through this draft document, slowly but steadily.
- The WET committee continues to juggle multiple important issues, in addition to its effort to revise V1M7, the WET module of the TNI standard – in particular the chemistry QA requirements and the demonstration of capability requirements. The committee is addressing these two topics at alternate meetings, giving the volunteer authors additional time to work on revisions in between discussions. WET member Elizabeth West (an AB stakeholder representing LA DEQ) has agreed to work with FAC as it revises the FSMO standard. Two volunteers met last week with Dan Hickman to assist him in culling extraneous material from the method manuals, so that each individual WET method can be posted in the compendium. Still other volunteers have reviewed the tentative assignment of analyte codes to the WET FoPT table analytes and will provide feedback to Dan and the PTPEC. Three new members were approved, one from each stakeholder category. All were active associate members, and the committee roster is now complete. There have been no further interactions with ELAB or EPA about the WET PT issues, although the problems remain unresolved.
- The Radiochemistry Committee is continuing work on review of the procedures used to update Radiochemistry FoPT limits. The target completion for this work was April 2018, but PT data has not been received from the PT Providers yet. The targeted completion date is being pushed to May/June 2018. The committee has begun planning for the New Orleans training. Course title: TNI 2016 Standard – ASTM D7283 and EPA 906.0 (Liquid Scintillation Counting). Bob Shannon and Carolyn Wong are expected to give this training.

- The Quality Systems committee is now reviewing the 2016 Standard vs. ISO/IEC 17025: 2017 to prepare a crosswalk and to start moving language around to move the 2016 Standard into the new format. The committee completed review of SIR #321 and a response has been forwarded to LASEC. The committee has added the following new members: Kathi Gumpfer (ChemVal Consulting), Earl Hansen (Retired), and Alyssa Wingard (NAVSEA LQAO).
- The Microbiology Committee had Deric Teasley, Greg Fabion and Jennifer Best join in on their last meeting to continue to discuss the issue of method codes. Deric and Greg work with EPA databases such as the Compliance Monitoring Data Portal (CMDP) and the Safe Drinking Water Information System (SDWIS). After a very informative discussion about EPA databases, issues with method codes clearly defining the method (some methods can be used for both qualitative and quantitative results depending on the Rule the data is being produced for), what is on laboratory certificates vs. what they report, and the need to make corrections to codes that are already in the EPA databases, the group concluded to continue discussing this issue and try to come up with some possible solutions.

Jennifer Best will continue to be a liaison to the Microbiology Expert Committee. There may be opportunity for TNI to help with this effort for all method codes, not just the microbiology codes. Deric mentioned looking for an authoritative source for codes and Jennifer noted that keeping codes up to date is an issue. Ilona asked about the issue raised at the last TNI Board call regarding TNI method codes and the CMDP. Deric was not told that including the TNI method codes was a requirement, but is willing to work with TNI on this issue. Ilona shared this information with Jerry and TNI has now forwarded the link to LAMS and a list of NELAP states. The committee is still planning a working lunch in New Orleans to discuss microbiology method code issues. They hope to include NELAP ABs and EPA.

- The Stationary Source Audit Sample (SSAS) committee is continuing to discuss pilot studies to collect data to expand the concentration range of the audit samples. Sheri Heldstab is working on an SOP for establishing limits that the committee will review at their next meeting. Ilona shared the most current copy of the PTPEC SOP for establishing limits. Information from this SOP will be incorporated as appropriate in the SSAS SOP. Tom Widera (Chair) has been talking to Carl Kircher about how to calculate limits. The current thought on the pilot study is to send multiple samples at one time to the labs willing to analyze them. ERA is willing to prepare the samples needed, but needs a full scope of the project. The committee will begin working on this. The committee continued work on reviewing their Standard for update.

NEFAP Executive Committee

- There was no meeting this month. It has been rescheduled into April.
- The committee will make a decision at their next meeting on whether to make their current AB Evaluation SOP obsolete. It will be replaced by the combined evaluation SOP (SOP 7-101). Kirstin has asked everyone to review the documents and be prepared to vote.
- The committee has started reviewing the Field Activities Expert Committee (FAC) DRAFT Scope Guidance Document and will provide comment to the FAC after their next meeting. Carl Kircher (NEFAP EC member) has already forwarded some comments to the FAC.
- The Nomination Committee appears to have a list of candidate nominations for committee membership. Schedules have delayed their ability to complete the nomination process and a vote is expected in May.
- The committee plans to meet with FAC and all NEFAP ABs to begin discussions on impact of the ISO/IEC 17011 and 17025 2017 the week of April 16th. A final date is being determined.

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee: Comments have now been received from Michael Shepherd, Maggie Cangro, Ilona and Carl Kircher. NEFAP EC comments are forthcoming. A final update will be made and voted on by the FAC in May and then forwarded to the Policy Committee for review.
- The committee finalized a slate of excellent new member candidates and is finishing up the voting process by email this week. A committee update will be submitted to the CSDP next week.

NELAP

Accreditation Council

- The Council received LASEC's recommendation to adopt the 2016 TNI Environmental Lab Sector Standard at its April 2 meeting. One technical edit needs to be made to the Asbestos module, per LASEC's review; other recommended edits will be held for the next revision.
- Two guidance documents from the Chemistry Expert Committee were also distributed for NELAP AC review, concurrent with LASEC and Policy Committee reviews. Supplemental documents provided by Jerry – benefits of the standard and a comparison of standards – were also distributed to assist with review of the standard itself.
- Oklahoma has completed its evaluation process and is now recognized as the newest NELAP AB. For the current round of renewals, twelve letters will have been issued with three recognition renewals approved and one more awaiting the next meeting. Eight applications are in various stages of review and one submission is pending. The remaining two renewal letters will go out later this year.
- The Council has re-elected Aaren Alger to be its Chair, per the new General Operations SOP 3-100. Vice Chair nominations and election are next, beginning in May.

Laboratory Accreditation System Executive Committee (LASEC)

- Planning for the Mentor Session and Assessment Forum session in New Orleans is beginning.
- LASEC delivered its recommendation to the NELAP AC about adopting the 2016 standard in time for the Council's April meeting. LASEC is now undertaking review of the two chemistry guidance documents.
- LASEC approved a draft policy for de-coupling the NELAP AB recognition certificates from the evaluation process to address some form of interim oversight during the time between the actual evaluations. This was delivered to the NELAP AC at its April meeting. LASEC also approved a Conflict of Interest SOP 3-113, which will be delivered to Policy Committee for review.

PROFICIENCY TESTING

- The NELAP AC has started reviewing the DW, NPW and SCM FoPT tables updated and sent to them last month. Questions are being raised about the PCB footnote that was added in response to an Analyte Request Application (ARA) that was completed recently. Maria is working with the NELAP AC to resolve this issue so the tables can be approved and posted.
- FoPT Table Format Subcommittee: Last month Craig Huff (Chair) presented an example of the new format changes to the FoPT tables. CAS numbers were added and he took a first pass at lining up nomenclature with the LAMS. Maria checked in with the IT Committee and PTPEC's concerns that some of the nomenclature changes are not consistent with what is being used in the lab community should be addressed by requesting changes to LAMS. This will be further discussed in an upcoming PTPEC meeting to determine the best procedure for recommending the updates. The PTPEC will

likely reach out to Dan Hickman and the NELAP AC to see if there is agreement on the recommended changes.

- Chemistry FoPT Subcommittee: The Radiochemistry FoPT Table Update is still 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. Data has not yet been received.
- Microbiology FoPT Table Update: The subcommittee has sent a recommendation to the PTPEC regarding the Analyte Request Application (ARA) dealing with the possible subdivision of codes for MPN to encompass different methods – SM 9221 (Multiple Tube) and 9223 (Multiple Well). The recommendation will be considered in the upcoming PTPEC meeting.
- PTP SOP Subcommittee: The subcommittee is still working on SOP 4-101 – FoPT Table Updates. The recommendation to make the current PTPA Evaluation Procedure (SOP 4-104) obsolete was accepted by the PTPEC and a request to have this SOP pulled from the TNI website has been made. The new combined evaluation SOP 7-101 has replaced SOP 4-104.
- The PTP/NEFAP Evaluation Workgroup: The executive committees are reviewing the Policy Committee comments on SOP 7-101 this month. The Combined Evaluation SOP Workgroup subcommittee will be meeting to make the updates to the SOP as recommended by the Policy Committee and agreed upon by the Executive Committees. The next steps include finalizing the application, finalizing the evaluation checklist and reviewing current recognitions to extend effective dates as needed.
- The PTPEC received a recommendation from the complaint subcommittee regarding the 4,4'-DDD PT complaint. After review of the data requested from PT Providers, the subcommittee did find that the current scoring requirements cannot appropriately evaluate degradation products when they are not spiked into a PT and laboratories follow their normal reporting procedures. This will become an even greater issue when the new 2016 TNI Standard is implemented and laboratories are required to report results down to the Proficiency Testing Reporting Limit (PTRL). The PTPEC is now evaluating options to deal with this. One option the committee is considering is to require that analytes designated as chromatography degradation products always be spiked in PT samples that include them for PT evaluation/scoring. More discussion is needed and the PTPEC needs to involve PT Providers in this discussion. Maria is continuing to keep the complainant in the loop during this process.
- An Ammonia PTRL question was received and considered by the PTPEC. The question appears to be an AB question and Maria will discuss passing it on to the NELAP AC with Aaren Alger (Chair, NELAP AC).

ADMINISTRATION

Advocacy

- The partners in the cooperative effort with EPA on the 600 series methods (TNI, WEF, ACIL, and APHL) have worked together to develop a letter to member labs explaining our project to gather data for validating the recently revised 600 series methods. We plan to provide EPA with a tentative number of labs interested in participating by May 1.
- The Advocacy Committee has approved an SOP for approval and control of documents that are mostly created by the Advocacy Committee. The SOP has been forwarded to the Policy committee.
- The Advocacy Committee is continuing to fine tune their 2018 work plan.
- The next newsletter should be published this week.

- 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 Trade Fair, May 15 – Jerry Parr
 - Florida Society of Environmental Analysts, May 23 – Paul Junio

Policy Committee

- Policy Committee approved the CSDEC's revised Committee Operations SOP 2-101, which is presented for Board endorsement. Policy also approved a revised Complaint SOP 1-106 that now aligns with the Governance SOP 1-124.
- Policy also reviewed both Chemistry guidance documents, and will soon transmit its comments to the Chemistry Expert Committee as well as to LASEC and the NELAP AC (that are performing concurrent reviews.)
- Virginia Hunsberger of PA DEP joins the committee as the NELAP representative.

Training

- A number of new training courses are being worked on:
 - Sample Collection (Silky Labie – The course will emphasize the importance of collecting samples that represent the source matrix and maintaining the integrity of the sample until delivery to the laboratory. This will be an 8-hour course being planned for summer. A final date has not been selected yet. Ilona is looking at helping with this webinar in Florida since she will be there for other TNI business.)
 - Technical Training Series (Marlene Moore – 6 classes 4 hours classes. Two courses have been completed. The remaining dates have been set for:
 - Technical Training Series – General Chemistry Methods – May 24
 - Technical Training Series – Drinking Water Methods – April 20
 - Technical Training Series – Soil Methods – June 12)

Response to this series continues to be excellent. Survey response was very good. The recorded webcasts for the Wastewater and Microbiology courses are now available.

- Good Laboratory Practice – Internal Audits (Matt Sica – Self-paced course) This training has been reviewed by TNI and some recommendations were made to update the class before it is finalized. ANAB is still working on the updates, but the course still be available this spring.
- The Asbestos assessor training is planned for May 21-23, 2018. This will be held as a webinar. The flyer for the course has been sent out, but initial sign-ups are slow. The course will also be recorded as a webcast.
- “Understanding Radiochemistry: Ra-228 and Gas Proportional Counting” webcast is just about ready.
- Plans are now in place for a full day course in New Orleans in August - Understanding Radiochemistry Testing and the TNI 2016 Standard – ASTM D7283 and EPA 906.0 (Liquid Scintillation Counting).

NEMC

- Registration for the Environmental Measurement Symposium has opened. The hotel reservation system is already open.
- The Wednesday night social activity will be a cruise on the Natchez steamboat with dinner and a jazz band.
- Dan Swenson, a graphical reporter from The Advocate, has agreed to be the Tuesday lunch speaker showing his interactive graphics on Hurricane Katrina, Filling the Bowl. If you would like a preview of this amazing interactive graphic, click here: <http://www.danswenson.com/interactive/katrina/Katrina-Interactive-Timeline.html>
- The NEMC technical breakouts are now at 151 oral presentations and 33 posters.

Active Members: 1066

- There have been 9 new committee applications received. Applications have been forwarded to the Program Administrators and Chairs of the committees of interest.
- Note the large number of expired memberships this month. Many of these are from California (>50) and reflects their free six-month membership last year. Suzanne will be sending out a special email to these California laboratories.