

# TNI Board of Directors Meeting Summary

## May 9, 2018

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### 1. Roll Call

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

### 2. Approval of April 2018 Minutes

**Motion to Approve:** Judy Morgan  
**Second:** Steve Arms  
**Abstentions:** Daniel Lashbrook  
**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. Change in Employment Status for Daniel Lashbrook

Daniel has taken a new position as the laboratory director of AEL Laboratories – Miami. Since this does not affect his stakeholder representation, no action by the Board is required. Daniel's new email is [dlashbrook@aellab.com](mailto:dlashbrook@aellab.com).

## 5. Removal of Committee Members for Cause

Section 7.5 of SOP 1-101 states “any Committee Member who is absent from three consecutive meetings without an excuse communicated to the committee’s Chair, or who is absent from at least half of the meetings in a six-month period may be removed, on the recommendation of the Committee Chair, from the committee by the TNI Board of Directors or the Executive Committee of a core program.” Rather than having the Board vote on such routine matters, an alternative could be to report on such proposed actions in the program reports and then have the Board intervene, if needed. One such example is in the Advocacy Committee report.

### *Discussion:*

Can the person challenge the removal if they don’t agree with being removed?

Does this only apply for removing them for poor attendance vs any other reason?

If TNI membership has expired, their removal is automatic whether or not they are attending the committee meetings.

If you don’t show up at meetings, then the chair has the power to handle the issue without going to the Board.

Terminate for another reason? Probably does need to go to the Board.

The SOP should be revised to indicate that if the problem is a purely administrative issue, then no Board involvement is needed.

Other situations should be moved to the Board.

## 6. Policies and SOPs to Review

### >Policy 1-126, Board Attendance

Jerry offered a draft policy for review that was created after he had received a request from a TNI member to listen in on all Board teleconferences. As with the NELAP AC, Board meetings have been considered to be “closed” except for invited guests, but nowhere is that documented.

The Policy committee discussed whether such a policy conflicts with TNI’s stated goal of “transparency”, but after recognizing that the Board minutes are public and reflect all final decisions, participants accepted that the details of the Board’s deliberative processes were better kept in confidence. The draft was revised to address permitting an individual to address the Board on a particular issue, with advance notice.

Reference Policy 1-110. Jerry will do more research regarding open meetings and how this effects the policy. Other organizations are dealing with the same issue so it might be good to see how they are handling it. Outsiders may request to attend Board meetings for a specific purpose and can be assigned a specific slot for discussion of that purpose (this purpose would be added to the agenda). The request can also be denied by the Board as well.

### >SOP 1-106, TNI Complaint Resolution

This document was presented to the TNI Board at its April 11 meeting. The Board requested clarification of Sections 7.1 and 7.2, to ensure that the SOP clearly stated that it is an “either-or” choice. *SOP 1-106 has been endorsed by the Board of Directors.*

### >SOP 1-122, Advocacy Document Control

This SOP was created to accompany the Document Control SOP 1-104, since there are a variety of documents that need less strict control than, for instance, standards, and yet do need some formal scheme for identification and review. This SOP does not require Board approval.

### >Five Year Review of Policies

The Policy Committee is continuing its 5-year review of policies and made minor editorial changes to the policies described below. The committee does not believe these changes warrant review by the Board.

- **Policy 1-104, Management of Records**

The following edits were made:

§I – eliminate the term “Institute” and refer to TNI records, instead

§II – in order to permit the Secretary to delegate the custodian role, change the phrasing to “shall manage the custody of all TNI records, which includes their storage and disposal.”

§III – to be consistent with the change in §II, replace “designate” with “manage” in subnumber 2. Also replace “review and modify” with “manage” in subnumber 6m delete the word “developed” since those are now in place, and rephrase the ending of the sentence to read “ensure they comply with applicable laws.”

§IV – remove “local, state, or federal”

- **Policy 1-105, Creation and Use of Guidance**

The following edits were made:

§IV – delete the first subnumber 1, renumber 2 & 3 to become 1 & 2 and verify that the disclaimer language matches that in the Guidance SOP 1-105

Add a Related Documents Section, including the Guidance SOP 1-105

### >Revision of Definitions in a few SOPs

The Consensus Standard Development Executive Committee completed its first draft of a comprehensive Glossary. The Policy Committee reviewed this document and made conforming changes to three SOPs as summarized below. The committee does not believe these changes warrant review by the Board.

- Decision-Making SOP 1-102 – update definition of quorum. This was added “(>50%)”.
- Position Statement SOP 1-118 and Advocacy Documents SOP 1-122 – change definition of Position Statement to match Glossary in both.
- NELAP Dispute Resolution SOP 3-104 – change definition of NELAP AC to conform with Glossary and Bylaws, and change NELAP Board to NELAP AC throughout. This document will be returned to the NELAP AC for a five-year review, to take place as the Council’s workload permits.

## 7. **Field Activities Task Force (Attachments 2 & 3)**

At the November 12, 2016 Board meeting, the Board reviewed a memo provided by the NEFAP EC regarding the formation of a group to work on issues surrounding mobile laboratories. That original memo is provided in Attachment 2. The Board requested the group develop a Charter, and that Charter, shown in Attachment 3, was approved by the Board on April 12, 2017. After months of soliciting input and contacting potential candidates, the nominating committee for the “Field Activities Task Force” has developed a final slate of candidates that we are submitting to the Board for review

and endorsement. The task force will report directly to the TNI Board so we want to ensure the Board is satisfied with the proposed group before we proceed.

The proposed group is larger than what was originally specified in the scope. We felt that due to the scale of the issue to be addressed and the potentially divergent perspectives represented that a slightly larger group would be appropriate. While there is no requirement for balance, I think we did end up with a nice mix of stakeholders (4 FSMO, 4 NELAP AB, 3 Others, and 1 NGAB) to represent the different dynamics in this issue to be addressed.

The proposed list of candidates and their represented stakeholder group shown below.

<b>Name</b>	<b>Organization</b>	<b>Representing</b>
Nick Nigro	Pace Analytical	FSMO (Fixed and Mobile)
Morgan Greenwald	Cascade Technical Services	FSMO (Fixed, Mobile and Sampling)
Natalie Hammonds	Weston	FSMO (Sampling)
Scott Brown	Clean Air Engineering	FSMO (Stack)
Paul Bergeron	Louisiana	NELAP AB
Victoria Pretti	New York	NELAP AB
Myron Gunalus	Kansas	NELAP AB
Ken Lancaster	Texas	NELAP AB
Marlene Moore	Advanced Systems Inc.	Other (Consultant)
Kim Watson	Stone Environmental	Other (Consultant)
Scott Haas	Environmental Testing	Other (Date User)
Mike Shepherd	ANAB (Shepard Technical Services)	NGAB

Once the makeup is approved by the Board, the first meeting will be arranged and a Chair and TNI Program Administrator will be put in place.

Is there a timeframe for a solution for consideration to be presented? This hasn't been discussed yet. The first call will discuss timeline and what the deliverable back to the Board will be.

Attachment 2 and 3 will be updated and made current.

Attachment 2 talks about a subcommittee – this needs to be focused a little better so terminology is clearer. Go back to the original goal as well, for clarity of purpose.

Editorial change to the Charter for the increased number of participants in the Task Force will be made and resubmitted to the Board.

**Motion to Approve the Representative of the Taskforce as presented here:** Scott Siders

**Second:** Judy Morgan

**Approved:** Unanimous

## 8. EPA Soliciting Individuals to Serve on ELAB

ELAB is a multi-stakeholder federal advisory committee that provides independent advice and recommendations to the EPA Administrator, Science Advisor, and Forum on Environmental Measurements (FEM) about cross-cutting issues related to enhancing EPA's measurement programs, and facilitating the operation and expansion of national environmental accreditation. EPA is seeking nominees with knowledge in methods development; measurements; monitoring and regulatory programs; quality systems; and environmental accreditation.

<https://www.federalregister.gov/documents/2018/05/04/2018-09321/environmental-laboratory-advisory-board-elab-membership>

**9. Power DMS Update**

As mentioned in the Policy Committee report, the pilot project for Power DMS is going well. Power DMS has increased the number of licenses for TNI to 150 which will allow expert committees to begin using this for standards development if they want. The Advocacy committee should have access before their call in June.

**10. China Update**

We had a conference call in April and Alfredo will provide a report on progress.

We met and exchanged understanding of the information with the Chinese contact. Robert Fens was assigned as our liaison to coordinate a meeting with the TNI representatives, who have been working on this, with the Chinese. Discussions will begin with exploring the concept, our approach, the standards, however, a meeting has not been organized yet. Those that have been working on this include Jerry, Steve, Sharon, and Ilona.

**11. Environmental Monitoring Data Portal Update**

At the time this agenda was distributed Monday morning, Jerry was waiting to hear back from EPA before we start this effort. He did then have a conference call Monday afternoon with representatives from the Office of Drinking Water. He shared our spreadsheet of the analyst and method codes as well as the SOP on how we assign those. They will be getting back to their EPA database people and their EPA contractor (who will have more funding this fall). They have a better understanding of our needs surrounding analyte codes and method codes. Jerry feels they are very receptive to either using the TNI codes or at least there being a map to them through their database. They have discovered a lot of errors in their large database and are trying to get all of that cleaned up.

There is nothing for us to do at the Board level. The Microbiology committee is working through some particular issues.

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

**Attachment 1  
 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>	<p>QS Expert Committee</p>	<p>12/31/17</p>	<p>Completed November 2017. Now on the website for \$115 for members.</p>
<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>	<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. New draft of 2003 to 2016 document completed on 5/7 and is being reviewed by Advocacy Committee</p>
<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>	<p>PT Expert Committee</p>	<p>05/25/18</p>	<p>The committee provided a draft on 5/4/18. Needs review by Policy, LASEC and AC.</p>
<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>	<p>Expert Committees</p>	<p>08/10/18</p>	<p>Draft spreadsheet summarizing existing SIRs provided to Expert Committees</p>
<p><b>SIRs</b>                      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><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>	<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
<b>Quality Systems Checklist - Laboratory Assessments</b> Checklist needs to be prepared for ABs to use during laboratory assessments.	Quality Systems	5/15/18	Checklist has been finalized but not posted.
<b>Quality Systems Checklist - Website</b> Revise the checklist web page to allow downloading either the 2009 or 2016 checklist	IT Administrator	5/15/18	Checklist has been finalized but website not updated.
<b>LOD/LOQ Guidance</b> Will need LASEC and Policy review. Implementation date set after review by AC.	Chemistry Expert	05/25/18	Chemistry finalized document and has been sent to LASEC, Policy and NELAP AC, Policy is recommending substantive changes
<b>Calibration Guidance</b> Needs LASEC and Policy review. Implementation date set after review by AC.	Chemistry Expert	05/25/18	Chemistry finalized document and has been sent to LASEC, Policy and NELAP AC, Policy is recommending substantive changes
<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.	CSDP EC	Fall 2018	4 webinars planned; one every 3-4 weeks beginning mid-August.
<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.	QS Expert Committee	6/10/18	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><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>	LASEC	03/05/18	Completed.
<p><b>Benefits of the New Standard</b>                      Prepare a document to show why the 2016 standard is an improvement over the 2009.</p>	Expert Committees	6/7/2018	Draft completed and is being reviewed by Advocacy



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## Attachment 2

### Next Steps for Mobile Laboratories and Accreditations

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Based on the 2014 charter of the NEFAP EC, the Mobile Laboratory Subcommittee has concluded its charge from the EC has been completed, the NEFAP EC recommends that the Board of Directors form an ad hoc committee to work on developing a plan on addressing mobile laboratories to work on consistent mobile laboratory policies for NELAP and to better define mobile laboratory procedures between NELAP and NEFAP so it is clear when each accreditation is appropriate and to ensure the two programs are both operating within their scope. This topic crosses over program lines and handling this at the TNI Board level seems more appropriate than completing this strategic initiative within NEFAP.

The TNI Strategic Plan initiative established that TNI; “Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.”

The NEFAP Mobile Laboratory Subcommittee has summarized its activities below which lead to their recommendations:

1. The differences between the NELAP and NEFAP were presented at the 2014 Washington DC FAC meeting. At the FAC meeting via telecast, Paul Bergeron presented in a power point the differences.
2. Two different Mobile Laboratory surveys were conducted to acquire information regarding the differences in accreditations and what the mobile laboratories were experiencing in their accreditation process. Changes have occurred since the survey and states have started to accept secondary accreditation for mobile laboratories. However, states such as NY and NJ still accredit to the VIN unless associated with a fixed facility. Still a large set of differences exist between states. It is beyond this subcommittee to address.
3. From the survey it was clear that a consistent definition for mobile laboratory was important to the stakeholders and that NELAP and NEFAP should all be using the same definition. Therefore, the committee came up with the definition noted above which should be further vetted with other stakeholders.

The subcommittee agreed that this was not within the charge of the subcommittee and that a recommendation should be made to both the NELAP AC and NEFAP EC to form another subcommittee or an ad hoc committee to come to a consensus and document that work to address the treatment of mobile laboratories. Paul Bergeron introduced this topic during the NELAP AC teleconference on October 3, 2016, and made this recommendation.

The subcommittee would like to see language within each states’ accreditation process that would address mobile laboratories with a consistent definition and a consistent accreditation process.

In addition, it proposes that the ad hoc committee work on developing a plan on addressing mobile laboratories and address field sampling: specifically, work out the issues of NELAP and NEFAP overlap and help to streamline the NELAP/NEFAP process so not all FSMOs have to have dual accreditations.

## Attachment 3 Field Activities Accreditation Task Force Charter

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### Mission

Develop an organizational approach to field activities accreditation throughout all TNI programs including NELAP, TNI Environmental Laboratory Standard Recognition and NEFAP.

Under the direction of the TNI Board of Directors, the Field Activities Task Force will:

1. Develop and recommend consistent policies for the accreditation of field activities; including the standardization of the approach to listing scopes of accreditation.
2. Develop an organizational approach to field activities including mobile laboratories under multiple TNI programs and identify or clarify when each program is appropriate for accreditation.
3. Recommend standard definition of mobile laboratories and field activities (e.g.; sampling, testing).

### Composition of the Committee

1. The Task Force will be chaired by a volunteer serving on the task force.
2. The Task Force will be composed of 6-8 members.
3. At a minimum, the committee will include at least one member of the following stakeholder categories; NELAP AB, NEFAP AB, TNI Environmental Laboratory Standard Recognition AB, and Mobile Laboratory.
4. It is preferable that NELAP AB representative include those with differing requirements/approaches to field activities or mobile labs accreditation within the state regulation/legislation.
5. There is no requirement for balance of membership.

### Objectives

1. Develop consistent process for accreditation of field activities (e.g.; field testing, mobile laboratories) in NELAP
  - **Success Measure:**
    - The State ABs in NELAP and TNI Environmental Laboratory Standard Recognized ABs in TNI harmonize approach to field activities (e.g.; field testing, sample and mobile laboratory) accreditation so the process is consistent throughout program.
2. Develop organizational approach to field activities accreditation within TNI to clarify which program is appropriate for field activities seeking accreditation.
  - **Success Measures:**
    - Develop consensus on approach to accrediting field activities between NELAP, TNI Environmental Laboratory Standard Recognition, and NEFAP.
    - Develop guidance, flow chart, etc. to clarify which program/recognition is appropriate in different circumstances for field activities to understand their options and select the appropriate accreditation.
3. Standardize definition of field activities and mobile laboratories (or testing/sampling not performed at permanent facility).
  - **Success Measure:**
    - Develop a TNI organization endorsed definition of field activities (including field sampling/testing, mobile labs) for use in all TNI Standards and throughout the organization.
4. Review and recommend language in Standard revision(s) relating to field activities, if necessary.
  - **Success Measure:**
    - All TNI Standards have clear language addressing field activities that do not conflict with other Standards.

**Decision Making (*specify default option from Decision Making SOP 1-102*)**

- Decision on review of any TNI procedure, policy or guide changes made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

**Available Resources:**

- Volunteer task force members
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of applicable documents
- Stakeholder groups within TNI (i.e. NELAP AC, NEFAP EC, TNI Environmental Laboratory Standard Recognition, LASEC, CSDEC, etc.)

**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 as needed at TNI conferences.

Examples of current overlap resulting in differences in application.

- A. The TNI EL standard includes the definition of mobile labs. The TNI FSMO standard states the management system work is carried out in or away from the permanent facilities or is associated in temporary or mobile facilities. The major difference is the FSMO standard allows for umbrella accreditation and not a facility-by-facility or mobile lab-by-mobile lab accreditation.
- B. The FSMO standard addresses the requirement for measurement and sampling using discrete, continuously or intermittent techniques using unattended equipment. The laboratory sector was not written specifically for environmental sampling.
- C. The FSMO does not prescribe a specific frequency for proficiency testing and allows the AB to define the frequency. Only limited PTs are available for field measurements and no proficiency tests are available for sampling at this time. All ABs have a policy to address when a PT is not available; the FSMO sector must define how it plans to meet the requirements of 5.9 of ISO/IEC 17025. PTs are mandated and available for most laboratory testing so the need for addressing the requirements of 5.9 are not needed in the environmental laboratory standard.
- D. The mobile lab definition is not consistent through the industry. The question of what is a mobile lab depends on state, federal or local jurisdiction. Most jurisdictions only address measurements and not sampling. Tracking mobile labs by VIN number is not helpful if the mobile lab is not part of an enclosure at a specified address.
- E. A mobile lab is:
  - A person/body performing...
  - Sample Collection (no physical structure yet in the field),
  - Sample Collection in a van or enclosure (e.g. non-permanent building or shed),
  - Sample Testing (no physical structure yet in the field),
  - Robot/ Person / Body performing sample testing in a trailer or other mobile enclosure,
  - Person / Body performing sample collection and sample testing (no physical structure yet in the field),
  - Person / Body performing sample collection, sample preparation and sample testing in a van or enclosure (e.g. non-permanent building or shed), or
  - Robot / Person/ Body performing sample collection, sample preparation and sample testing in a trailer or other mobile enclosure.
- F. There is a need for secondary accreditation for the TNI Environmental Laboratory program since these sampling and testing operations are mobile and sometimes set-up at a given site for a day or a week and then move to another location outside the primary state.

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## Attachment 4 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- As expert committees begin work on the next revision of the Environmental Sector Standard, several actions have been taken to meet ANSI requirements. The Quality Systems Expert Committee has published on the TNI website a Notice of Intent to Modify a Standard. Concurrently, a Project Initiation System (PINS) announcement was provided to ANSI who will publish it in *Standards Action* on May 18 for 30 days. The Asbestos Expert Committee has proceeded to the next stage by publishing a Notification of Proposed Standards Activity. This solicits stakeholders to provide input on requested improvements to the standard. An alert has also been sent to the NELAP Accreditation Council, requesting input from those ABs that accredit for asbestos, and asking them to also solicit input from their accredited laboratories.
- The Asbestos Expert Committee continues to work through revision of V1M3.
- The guidance documents on Detection/Quantitation and Calibration have been returned to the Chemistry Expert Committee by the Policy Committee, suggesting further modification. With Jerry's help the committee is re-working the documents. It is hoped they will be complete within the next few weeks. During its last conference call, the committee voted to appoint Jay Armstrong of the Virginia DCLS as a Committee Member. Coupled with the recent appointment of Paula Blaze of the NJDEP, this will provide a committee membership of 2 ABs, 2 Lab, and 3 Other. The committee is also considering appointing another (yet to be named) Lab representative.
- The PT Expert Committee has completed its guidance on Proficiency Testing Reporting Limit (PTRL), for use with the 2016 Standard. The document has been sent to the Policy Committee for review.
- The Laboratory Accreditation Body Committee continues working through the draft document, ISO 17011 (2017) with TNI language inserted. A new member was added, Alia Rauf of the Utah Department of Health.
- The WET committee reviewed draft language to address the chemistry QA requirements in the revised module of the standard. They have apparently reached consensus on a desired approach and plan to finalize the language at the May meeting. Plans to meet with ELAB or EPA, or both, about the WET PT issues at conference in New Orleans are underway.
- The Radiochemistry Committee is continuing work on review of the procedures used to update Radiochemistry FoPT limits. The committee received the data from the PT Providers and initial limits have been calculated. Bob Shannon and Keith McCroan will be looking at the best way to compare the data using the proposed new calculation method verses the old calculation method. Comparing the data to the current limits is not appropriate to decide whether the new calculation method is more accurate than the old method. The committee is continuing to plan 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 continuing to review 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 Microbiology Committee is continuing to discuss to Method Code issues. Topics included a discussion on using only current methods. Incentives for labs to update to current methods, updating methods in permits, PT reporting requirements, etc. The committee will start by looking at the current TNI method codes and comparing them to SDWIS (EPA database). Dan Hickman will be invited to

the next meeting to give more background on how TNI sets Method Codes. 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. A conference phone has been requested to include people that are limited on travel.

- 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 updated the SOP based on last month's discussion. The next revision of this SOP will include detailed procedures for updating the limits. The committee will be working on updating SOP 2-104 (SSAS Table Management) for review in May. This SOP was off everyone's radar, but a discussion with Maria Friedman surfaced this SOP. A DRAFT update is just about complete. The committee has decided to focus on preparing for a public meeting before any more work continues on reviewing their Standard for update.

### **NEFAP Executive Committee**

- The committee met this month with their NEFAP ABs to capture their view of the impact of the new ISO/IEC 17025:2019 Standard on NEFAP. Marlene Moore also presented her view. It was a very good discussion that included review of NEFAP's goals. Most all agreed that there is a continued need for the NEFAP Standard and that updating the Standard beyond just environmental is needed. This discussion is part of the preparation for the meeting in New Orleans to discuss the impact of ISO/IEC 17025:2017 and to discuss possible issues of overlap with NELAP.
- The Nominating Committee has just about finalized their list of nominees for the 2018 election. They expect to finalize the list and vote within the next 2 weeks with a formal TNI membership vote will happen late May.
- The committee will continue to focus on Marketing/Strategic Planning over the next few meetings.
- The committee has started reviewing the Field Activities Expert Committee (FAC) DRAFT Scope Guidance Document.
- The review of the old FAQ document will be added to the next meeting agenda.

### **Field Activities Expert Committee (FAC)**

- The Scope Guidance Subcommittee is waiting for final comments from the NEFAP EC and then expects to update their DRAFT and forward it to the Policy Committee for review. Timing for this is anticipated to be in June.
- The Committee met with its new membership late April. The Committees Charter and goals were reviewed and new committee members were provided with the link to training videos. New membership: Kira Stokes (HRSD - FSMO), Keith Klemm (ANAB - AB), Bill Ray (William Ray Consulting, LLC – Other), Russel Schindler (SampleServe.Com – FSMO), Tyler Sullens (Alabama Power – FSMO), Marlene Moore (Advanced Systems, Inc. – Other), and Elizabeth West (LA DEQ – AB). A new Chair was elected – Shannon Swantek. Kevin Holbrooks will step into the Vice-Chair role.
- Shannon is working on a comparison of the current FSMO Standard to the new ISO/IEC 17025: 2017. This comparison will be the starting point for discussion on updating the Standard.

## NELAP

### Accreditation Council

- The Council is reviewing the 2016 TNI Environmental Lab Standard in response to the LASEC recommendation, received at its April 2 meeting. Review of the two chemistry guidance documents has been suspended pending their revision in response to Policy Committee's recommendations. The PT Expert Committee's guidance document on PTRL was received on May 4.
- Three additional renewal recommendations were scheduled for consideration at the May 7 Council meeting. Electronic votes may be needed, but all recommendations were for unrestricted renewal. For the current round of evaluations, twelve letters will have been issued with three recognition renewals approved and these three for the May meeting. Seven 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 begin this month.
- Two AB representatives planned to meet with PTPEC in April, to discuss the proposed revisions to Non-potable Water and Solid & Chemical Materials FoPT tables, concerning aroclors.
- LASEC forwarded to the AC a draft policy for de-coupling the NELAP AB recognition certificates from the evaluation process, including some form of interim oversight during the time between the actual evaluations. Time permitting, the NELAP AC will have discussed this at its May meeting.

### Laboratory Accreditation System Executive Committee (LASEC)

- Planning for the Mentor Session and Assessment Forum session in New Orleans is underway.
- LASEC's review of the two chemistry guidance documents is suspended pending receipt of revised documents, but the PT guidance document has been distributed.
- LASEC is finalizing its Conflict of Interest SOP 3-113, which will be delivered to Policy Committee for review. An earlier report wrongly stated that this SOP was already approved, but that is not the case.

## PROFICIENCY TESTING

- The NELAP AC has raised questions about the PCB footnote that was added in response to an Analyte Request Application (ARA) that was completed recently. Three ABs attended the last PTPEC meeting to discuss their concerns and to suggest different wording. The proposed wording will be forwarded to Maria for Committee review in May.
- The FoPT Table Format Subcommittee has finished up the tables to include CAS numbers and an initial attempt at lining up nomenclature with LAMS. The subcommittee is finishing up their vote and then the tables will be passed along to PTPEC for review during their May meeting. The best procedure to recommend updated changes to LAMS still needs to be determined. The PTPEC will likely reach out to Dan Hickman and the NELAP AC to see if there is agreement on the recommended changes.
- The Radiochemistry FoPT Table Update is still on hold until Keith McCroan (EPA, Radiochemistry Expert Committee) and Bob Shannon (Chair, Radiochemistry Expert Committee) present the calculated limits and comparison calculations between the old and recommended procedure for calculating limits. Timing for this will be June.
- The PTP SOP subcommittee is still working on SOP 4-101 – FoPT Table Updates.

- The executive committees have received and reviewed the Policy Committee comments on SOP 7-101 this month. There were no disagreements with any of the comments. The Combined Evaluation SOP Workgroup subcommittee will now need to meet to make the updates to the SOP as recommended by the Policy Committee and agreed upon by the Executive Committees.
- The PTPEC received a recommendation from the complaint subcommittee regarding the 4,4'-DDD PT complaint last month. The committee has decided to let the complainant know that it cannot change the PT result and that the laboratory needs to discuss this with their AB. The committee will also let them know that they are looking more closely at the issue of higher failure rates when the analyte degradation products are not in the PT. The PTPEC is looking at possible footnote additions to the FoPT table. The PTPEC is planning a meeting with PT Providers in hopes of finding a solution that works for everyone.
- An Ammonia PTRL question was passed on to the NELAP AC.
- The DW Microbiology FoPT Table has been updated to reflect the changes being recommend by the Microbiology FoPT Subcommittee in response to the MPN Analyte Request Application (ARA). The changes still need to be made to the WW FoPT table and will then be distributed to the PTPEC for review and finalization in May.

## **ADMINISTRATION**

### **Advocacy**

- New member Ron Coss, Orange County (CA) Sanitation District, was approved at the May meeting. Two different articles comparing standards – one for the 3 TNI environmental lab standards, the other comparing the 2016 TNI Standard to ISO 17025 – were distributed for review; some assignments were made for particular sections and all members were asked to review the documents.
- The Committee Chair plans to remove Elizabeth Turner from the committee. She has not participated in a meeting for over a year and her membership has lapsed.
- Several of the partner organizations for the method validation project have sent letters to their members inviting participation (TNI and WEF) and the others are expected to send similar letters soon.
- Participants settled on the topic of laboratory role in water re-use and volunteer authors for an article in APHL's Environmental Health newsletter, planned for release in late July.

### **Policy Committee**

- See Agenda Item 5 for Policies and SOPs being presented to the Board at this meeting.
- Jerry introduced the Power DMS software to Policy Committee at the May 4 meeting. Using other screen-sharing software, participants could readily view proposed edits and side-by-side comparison of the existing document and the proposed revisions. This demonstration was largely successful and all Policy Committee members now have read-only access to documents in Power DMS.

### **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.)

- Technical Training Series (Marlene Moore – 5 classes 4 hours classes. Three courses have been completed. The remaining dates have been set for:
  - Technical Training Series – General Chemistry Methods – May 24
  - Technical Training Series – Soil Methods – June 12)

Response to this series continues to be excellent. Survey response has been very good for all 3 courses completed.

- Good Laboratory Practice – Internal Audits (Matt Sica – Self-paced course. Final updates to the training have been made and TNI is reviewing the changes. This course is expected to be online in May.
- The Asbestos assessor training is planned for May 21-23, 2018. This will be held as a webinar and webcast. Registrations for the course are slowly coming in.
- “Understanding Radiochemistry: Ra-228 and Gas Proportional Counting” webcast is just about ready. Ilona will be meeting with Larry Penfold on May 9<sup>th</sup> to record 2 short data package reviews and then the class will be ready for posting.
- 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

- The conference brochure is in the mail.
- The registration system is open and conference information has been posted on both the NEMC and TNI websites.
- The final program will include 28 breakout sessions with 150 oral presentations.
- Ten abstracts have been received and accepted for the Technology Showcase.
- There are 51 confirmed exhibitors and we expect a final count of around 55.

## Active Members: 1027

- There have been 7 new committee applications received. Applications have been forwarded to the Program Administrators and Chairs of the committees of interest. A number were related to Field as the FAC completed their committee member update and NEFAP is completing their nomination roster.
- Note the large number of expired memberships this month. Many of these are from California (28) and reflects their free six-month membership last year. Suzanne will be sending out a special email to these California laboratories.