

TNI Information Technology Committee Meeting Summary March 19, 2015

1. Roll Call

Participants	Present
Clark, Arthur	
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	
Pierrot, Rebecca	
Shepherd, Mei Beth	X
Starr, Rip	
Varner, Pam	X
Ward, Keith (Vice Chair)	
Wlodarski, Jan	X

Approve January 2015 Minutes:

Motion: Dan Hickman
Second: Pam Varner
Approved: Unanimous

Approve February 2015 Forum Meeting Minutes:

Motion: Maria Friedman
Second: Dan Hickman
Approved: Unanimous

2. Group Comments from Crystal City IT Meeting

On the call-in – Keith. Feedback on connection – very good – was able to hear everything and everyone very well.

Maria - Pretty good turnout. Need to figure out how to get content updates from everyone.

3. Website Update (William)

Since the February meeting:

Put up the updated website that was discussed, although it is a little different than what was presented in CC. Formatting, polishing, etc. since CC. Website also includes other items:

- Can browse most of this website on a phone or tablet and menus will work, etc. Usable across most, if not all, devices.
- Things are now easier and cleaner to print. No extraneous headers, footers, links, etc.. Page is smart enough to exclude menus from what you are printing. Content only.
- Navbar has been cleaned up – looks a little bit different than what was presented in CC.

- Footer – new – on every page.
- Follow Twitter link/button too. William will post website news items on Twitter now as well. New Working Draft Standard to be published; BOD election starting – will show up on website and on Twitter too.
- This was a big overhaul – had to go through page by page to take updates and to make sure each page was “responsive” and make sure the links are working etc. Committee rosters – there is a better system in place now to accommodate updates. Committee chairs are using a main spreadsheet to provide updates which makes it much easier to get updates onto the web. These will be automatically updated at the beginning of each month unless specifically notified by a committee that there are changes. Now takes just a few minutes to do the update.

CONTENT QUESTIONS FROM FEBRUARY MINUTES:

- *NELAP ABs and the different lines of accreditations that they offer.* Is there any place on the website (a spreadsheet?) of what **they offer by analyte code**? AB FOAs will show technologies, but not specific details or specific analytes.

This is tough because these change all the time. Not a website question but a does this document exist anywhere? No. Is this an IT-thing to get done or we make it available if someone does it? This is in LAMS. Listed by technology and matrix but not analyte code (and we will not have this – it’s too difficult to maintain). Each AB has their own list and keeps it up to date. Is there some way for someone getting on the website once in a while, an easy way for them to get this info? They just need to go to LAMS and pull the report. Maybe we need a list of things that people can get from LAMS so they know what they can do. Can we hyperlink the map (below) to the AB info?

- *Can we take the map of the US that shows who are ABs, etc. and actually hover over them they provide the immediate contact info for that state or a link directly to their website – or something that gives the ability to get that information?* There is a page listing of NELAP-Recognized ABs, but it only shows information by state. It is difficult to keep updated because it changes all the time. To update matrix/technology is ok; to try to update by analyte is too much.

For NELAP ABs and any state/AB. The red button “Accreditation/Certification Program Profiles” is the link to this information. Although some of the links may not work anymore. It’s a large undertaking to keep it up to date – maybe not even possible. William will add a note so people know they can click on the map to get more information.

- *Do we have a “Complaint” button?* Under the Contact Us information. William needs to figure out where to put it. The question is how important is it, and how big should it be? There is a separate button (a “Comment” button)) on the LAMS section. Place a “Complaint/Comment” link on each navbar menu item? “Questions, Comments, and Complaints”? Move it so it’s in the footer for each page, not just on the home page. “Comments” not “Complaints”? “Complaint” is a separate process and goes to a separate form. **DONE**

→ *Standards Menu: It is easy to get to 2003/2009 standards.* It is hard to get to all the interim standards after voting is done. We need to have a simplified version of the standards tracking document that goes where standards are so people can see where everything is in the pipeline, but only link to the document that is currently in progress. It should be up to the committee chair or program admin to decide which document this should be, not William. One that's in development or one that's waiting for something or one that's done. Very labor intensive? Process: Each time a standard moves from status a to status b, a note is sent to William and the tracking document is updated.

Right now we need to look at the old news items to find these items. We would like to create a tracking page that shows, for each standard, the adopted version, and the current revision/version being worked on but it hasn't been created yet. Would an auto-post spreadsheet like the committee updates work for the standards? This is not really necessary because the committees always remember (they have to) to tell William about the current status, post the current file, and update the news items.

(grayed items below still need to be reviewed in committee meeting):

- *Lab page: Does the checklist appear there? What about a link where people can find "checklists" in general?*
- *A section for a "Toolbox"?*
- *A pdf of our Acronyms in one place.*
- *New members – Are asking for things that are not appropriate for our website, but that would be found on the state's website. Maybe develop an FAQ about what can be found here – otherwise look at State's website.*
- *Beta-testing – survey.* Should we do a beta-test or conduct a survey about how well the website works for people, or doesn't work for people.
- *Categorize trainings so they show up on each nav header? Yes. We can do this.*
- *Document library – can be accessed from each nav item.*
- *3 or 4 things as an assessor that I (Jack's comment) need to find/use a lot: SIRs, FOPT tables, go to links on different states quickly, methods.* Think, from a different category of user perspective, what they need/want to find quickly.
- *Include acronyms as standard practice – i.e., standards interpretation requests (SIRS).*
- *Archive? Do we have one, are we using it? Where it is, what is our process of using it? A lot of the documents in the document library are quite old. News items are still there. Committee minutes are still there from the beginning of TNI. We haven't addressed any procedure for removing out of date items on the website other than via info found on a page. Obsolete tables, sops and policies are removed from the website but could potentially be found via Google search that someone else may have copied and posted elsewhere. Library – things check in, they don't check out. Do we need to mark things are obsolete?*
- *FOPT Tables – sometimes ABs need to see the older ones.*
- *Having access to PowerPoint's, etc., on the website within a reasonable time after the conferences, etc.* A very important time-oriented issue.

- *FOPT Tables do they have CAS number?* Not yet, but working on it. Analyte code numbers – look them up and they should have the CAS numbers on there and should be correct.
- *When will this be ready to go?* It is a work in progress... should we make it live? Yes, upon William's schedule. Launch without beta-test. Article in next newsletter with request for comments. Tell everyone at the conference to watch for the change.
- *Has the old information on the site been updated?* This is a separate issue. We should make sure the information throughout has been updated before we roll out the new menu. Each committee should be responsible for reviewing and sending in their updates.
- *Do we need another button for changes or to report errors?* So people can send in minor changes directly (my name is now...; I have changed jobs...; etc.). Committees need to understand that they are responsible for their content and keeping everything updated.

4. **LAMS & Method Compendium Status Update (Dan)**

William has the webinar from last August from Ilona. He has to do a little editing and then will post it.

FOA table – waiting for William to get done with website so he can do the query. Dan is currently providing it as people send him emails. Data in LAMS is getting better because he is finding things are that odd or missing.

How much notice must be given for IT to fix an error? There is an SOP that covers all of this. Are there others that we would need? No.

Dan continues to work with KS and IL – it's slow but progress is being made. David in OK – by the time they are recognized we will be able to get all their FOAs into LAMS easily. PA is using MN database and they are migrating to that. When this is done there will be some work to do, but they will be able to get all their FOAs uploaded.

We will probably need to put a training webinar together for those people working on LAMS that are not the ABs attending the meeting. They don't understand the terminology and don't have a good understanding of the information they are working with that they would get if they were at the meetings a few times. The "Basics of Accreditation and what LAMS is for" – could be valuable for the people entering the data. Dan will talk to Jerry about this.

There is a new category of analytes – Cannabis testing – labs requesting NELAP certification for that.

Gen App – a William-thing – when he's ready, we'll talk and move forward.

5. **Next Meeting:** Thursday, April 16, 2015; 3:00pm EST