

# Information Technology Committee

## Charter

### I. Mission

To support the information technology needs of TNI members and programs through a user-friendly and effective communications center and database known as the TNI website.

### II. Composition of the Committee

1. The IT Committee Chair and Vice-Chair are elected by the committee members.
2. The IT Committee must have an IT Administrator and Database Administrator.
3. There is no requirement for balance of membership.
4. The committee may include at-large members with unlimited terms.
5. Ex-Officio members may participate as they choose or as requested per the TNI Bylaws.

### III. Objectives

#### Goal 1:

**Accurately and positively present TNI to the public in general, and laboratories and data users in particular, with a user-friendly, functional website.**

#### Objectives:

- 1A. Update and maintain current and accurate TNI news, standards and information on the website.
- 1B. Provide a means of communication to and among members, and to labs, governmental programs, and the public.
- 1C. Support TNI events (e.g., electronic registration, posting agendas, emails).
- 1D. Implement and maintain social media functions for TNI and NEMC.
- 1E. Identify and fix broken links and remove obsolete documents.

#### Success Measures:

- Most information on the website is updated within 48 hours of receipt of updates by the IT Administrator, and no later than the due date, if applicable.
- Number of visitors to the website consistent with or superior to historical norms.
- Maintain 99% uptime on the website.

#### Goal 2:

**Provide web-based technologies to carry out TNI's business activities (e.g., voting, completing forms) and support members, laboratories, and data users in their work.**

#### Objectives:

- 2A. Provide tools and databases to support TNI Core Programs.
- 2B. Provide a system for reviewing and posting Standard Interpretation Requests (SIRs).
- 2C. Provide an Environmental Methods Repository to TNI members.

**Goal 2 Objectives cont.:**

- 2D. Provide a system for carrying out elections.
- 2E. Provide a current list of member benefits and all applicable pricing.
- 2F. Make TNI webcasts available on the TNI website.

**Success Measures:**

- Web-based tools for TNI Core Programs are available.
- Standard Interpretation Requests are posted on the website.
- Member benefits are current on the website.
- Webcasts are available for purchase on the website.
- An Environmental Methods Repository is available to TNI members.
- 90% of active methods are included in the Environmental Methods Repository.
- TNI elections are held with results posted in a timely manner.

**Goal 3:**

**Support the development, implementation, and management of web-based TNI member services.**

**Objectives:**

- 3A. Develop and maintain an easy way for people to join TNI and renew their membership.
- 3B. Have a membership directory accessible by all members.
- 3C. Provide ability to access all benefits that members are entitled to per their membership level (e.g., discounted products, ability to apply electronically to join a committee, voting, free standards, webinars).

**Success Measures:**

- Membership directory is available.
- Web-based solutions are effective as measured by website analytics.

**Goal 4:**

**Develop, maintain, and implement improvements for LAMS to support the needs of the stakeholders.**

**Objectives:**

- 4A. Ensure the TNI Laboratory Accreditation Management System (LAMS) is functioning correctly and available with minimum downtime.
- 4B. Ensure the user tables are up to date and accurate.
- 4C. Respond to requests for creation of method and analyte codes in a timely manner.
- 4D. Work with Accreditation Bodies (ABs) to get their Laboratory Demographics and Fields of Accreditation (FOAs) uploaded into LAMS.
- 4E. Develop, maintain, and implement improvements for LAMS.
- 4F. Develop and maintain Method Compendium and Member Method Repository by providing copies of analytical methods in PDF format for each of the active methods listed in the LAMS method table or links to where they can be accessed.
- 4G. Develop, maintain, and implement improvements for the Generic Application (GenApp) to support the needs of the stakeholders.

**Success Measures:**

- LAMS is functioning and available at least 95% of the time.
- No reported errors in any of the maintained LAMS data tables.
- Method and Analyte Codes are created and LAMS updated within 7 days.

**Goal 4 Success Measures cont.**

- Electronic Environmental Laboratory Application available for use by Laboratories and Accreditation Bodies.
- Electronic Environmental Laboratory Application contains all application information required by participating Accreditation Bodies.

**Goal 5:**

**Develop, maintain, and implement web-based technologies to carry out TNI's business activities (e.g., voting and completing forms).**

**Objectives:**

5A. Develop and maintain a system for voting on standards according to SOP 2-100.

5B. Develop and maintain a system for voting for the Board of Directors or other groups where voting is required.

5C. Develop and maintain a system for voting on SIRs.

**Success Measures:**

- Web-based solutions are effective.

**IV. Decision-Making**

Decision on any TNI IT Committee procedure or policy will be made by majority vote and in the presence of a committee quorum. Voting options are: Yea, Nay, or Abstain.

**V. Available Resources**

Reasonable funding

**VI. Additional Resources**

None

**VII. Anticipated Meeting Schedule**

Conference call; 3rd Thursday of each month; 3pm ET

**VIII. Program Administrator:**

Jerry Parr