

## TNI Information Technology Committee Meeting Summary November 17, 2016

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### 1. Roll Call

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

### 2. Approval of October 2016 Minutes

Was Keith on the call in October? John will check with Keith.

No quorum – held over to the December 2016 meeting.

### 3. LAMS/Methods Compendium/Gen App

**LAMS:** Lab demographics for PA were updated. There was a problem when Aaren uploaded the file: She downloaded the file into Excel and then sorted it, but didn't sort it in all the fields. So, when she uploaded the file, she uploaded all the wrong labs with all the wrong TNI numbers. It is all fixed now.

LA DEQ is ready to get theirs uploaded the week after Thanksgiving. All other uploads and everything else seems to be going ok. Still some oddball issues, but overall everything is ok. Dan finished the user manual and sent it to John and Nick to review it. It's the entire manual. It is a two-part manual. One half is general user information and the second half is much more detailed. The plan is, when finished, to extract the user portion and create a second, specific manual just for users. There are a variety of ways that everyone can get the manual. All the ABs get an email with a pdf copy.

Jerry – regarding the Texas lab – 95% of them have fname/lname backwards. Dan can fix that.

**METHODS COMPENDIUM:** Dan is adding methods a little at a time. He may need to talk to someone in the WET group as to how they want the methods to show up. He doesn't think we want the whole manual, but just pertinent sections. USGS – he has found most of them now. There are just old methods now that Dan is trying to find. He suspects that most of them aren't really being used now, but it would be nice to have an archive.

**GEN APP:** Everything here looks fine. Dan hasn't heard back from anyone yet with a review (i.e., Kansas). It works fine for Dan. He could go ahead and have a couple of labs try it and see what they think. The instruction manual does need a rewrite – all the screens have changed – but most shouldn't have a problem working with it without instructions.

#### **4. Website Update**

**REPOSITORY:** Nothing new / no update. William didn't have a chance to work on it.

**WEBSITE:** William worked on routine items plus posted new files – a couple of SOPs endorsed by the BOD this month. He also went through the document library, which has other SOPs besides what is available via the Policy section. William cleaned up everything that was obsolete.

Orange County presentations have been uploaded to the website, as of today as well as the meeting summary.

The form for the TNI BOD nominations has been opened up.

There will be some changes soon to the section "How to Become a NELAP-Accredited Laboratory". We are very close to having 3 non-governmental accreditation bodies approved. Jerry is not sure what this will look like, but we will need to look at the flowchart and other documents, as well as other issues, that need to be worked through.

#### **5. January Houston Meeting Suggestions on IT Presentation(s)**

The IT Committee working lunch has been placed in the conference schedule. What should be covered in this meeting? Meetings are always open to everyone, but when they are set up as a "working lunch", not many other people will attend so there may not be a need for other presentations. If there was something specific we wanted to present, we could invite a specific group of people if we wanted to.

Gen App – would any number of people be interested in seeing the latest update? Or do it in the Lab Accreditation meeting? We did a presentation in the last meeting. It doesn't look a whole lot different. What we need now is people using it.

#### **6. Next Call: Thursday, December 15, 2016 at 3:00pm EST**