

## **Summary of Technical Assistance Committee Meeting August 14, 2008**

### 1. Roll Call

Chair Barbara Escobar called the meeting to order in Washington, DC, on August 14, 2008. The following members were present: Betsy Kent, Brooke Connor, David Caldwell, Maurice Downer, Jack Farrell, John Applewhite, and Carol Schrenkel.

### 2. New Members

Ms. Escobar announced the following new committee members: Susan Wyatt, Gale Warren, Charles Morrow, Ronald Houck, and Jarrett Thomas.

### 3. Training Topics

Ms. Escobar asked for input on training topics for Miami. She stated that Jerry Parr usually gives the committee input from information that he gets on the evaluation forms, but that the committee welcomes any other input as well.

### 4. 2008 Accomplishments

Ms. Escobar provided the following review of the committee's 2008 accomplishments to date:

- The Technical SOP template has been approved and is for sale on the TNI website
- The Administrative template has just been approved and should also be posted shortly
- FAQs "How to be Accredited" have been posted on the website
- Jack Farrell reported that 85 people attended the Assessment Forum. Bob DiRienzo did a review of the new quality systems chapter, and 6 ABs participated in an "opinions/interpretations" forum. The interpretations/opinions session got the best evaluations. These presentations will be posted on the web. The answers to the presentations will be forwarded by the LASC to the appropriate Expert Committee and NELAP Board for the correct interpretation. Any method specific questions may be forwarded to appropriate EPA programs for clarification. The final answers are expected to be provided on the web. The committee needs to research how to get this information to more people in the future. Certificates were issued for updated training.
- Betsy Kent reported that the Mentoring Sessions went well and the presentations would be posted on the website soon. Suggestions for new

topics included a request for more discussion on how to apply practicality to the new TNI standard.

- John Applewhite reported that an RFP for a technical guidance document has been prepared and would be posted soon on the TNI website. The goal is to use this guidance document as a pilot project for web-based training.

## 5. Current and Proposed Projects

Ms. Escobar asked for training topics for the Miami meeting to be sent to David Caldwell. Jarrett Thomas volunteered to help with identifying training topics.

One participant suggested that a uniform TNI laboratory accreditation application should be developed. David responded that TAC could propose an application as a starting point and send it to the NELAP Board for approval. He will also suggest that the National Database Committee consider an online application function in the future.

John Applewhite and Brooke Connor will be developing links to training opportunities for posting on the TNI website. A disclaimer will be developed to go along with the links.

Ms. Escobar reported that Lenard Schantz had been selected to be the Small Lab Advocate. As part of that role, he will be a member of the TAC.

At the Miami meeting, there will be a mentoring session for potential new ABs and a session on understanding the new TNI standards. In addition, an online session for potential new ABs will be developed for delivery this fall. Betsy and Brooke volunteered to help with the online session.

It was suggested that there be an “In-depth review of the Quality Systems TNI Standard” Mentoring Session in Miami.

TNI has received additional cooperative agreement funding to conduct regional workshops to educate labs on the new TNI standards. Betsy, Maurice, and Jarrett volunteered to help with planning this effort.

## 6. Other comments

Gary Dechant suggested to the committee that from his experience working with small labs, any online presentation needs to get the point across in 30 minutes or less. He suggested breaking down online training for the new standards into 30 minute segments for small labs.

Gary also advised that AWWA and WEF were putting together standards for operation of water and wastewater treatment plants. He suggested that TNI

should look into this and get on these working groups to help incorporate TNI standards into the process.

#### 7. Next meeting

The next TAC meeting is September 8, 2008, at 2 pm EDT. Call in number is 1-518-825-1400 (East Coast), and participant code is 46141.