

TNI Board of Directors Meeting Summary March 14, 2012

1. Roll Call and Approval of January and February Minutes

Directors	Present
Joe Aiello	X
Aaren Alger	X
Steve Arms	X
Susan Boutros	X
Judith Duncan	X
Robert DiRienzo	
Zonetta English	
Jack Farrell	X
Keith Greenaway	X
Sharon Mertens	X
Judy Morgan	X
Patsy Root	X
Matt Sica	
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Curtis Wood	
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	
George Detsis	
Jordan Adelson	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

Approval of January 11, 2012 Minutes

Changes: Remove the yellow highlighted text.

Approval of February 1, 2012 Minutes

Changes: Cosmetic changes from Steve. Different numbers for membership on several of the committees: Ken's – EMM – 1 AB; Lab accredited Body – 5 Other; Justin Brown – 4 FSMOs; NEFAP – 8 ABs

Blank under PT Program section (Eric Smith) – the name of the subcommittee is missing. Jerry will find out what goes in this blank.

Motion to Approve both sets of minutes with changes: Dave Speis

Second: Sharon Mertens

Approved: Unanimous

2. NEFAP Executive Committee Charter (Attachment 1)

Motion to Approve NEFAP Executive Committee Charter: Sharon Mertens

Second: Dave Speis

Approved: Unanimous

3. AB Task Force Recommendations (Attachment 2)

ABTF has all but completed their work and has a number of recommendations for the Board to endorse (see Attachment 2).

Why is there a vote required if committees are already working on these? A vote by the Board in effect says that the work of the ABTF is completed on these issues, the Board is accepting their recommendations, and staff is taking on the tasks of monitoring the work of the committees now responsible for these tasks.

Each recommendation was reviewed and a put to a vote:

Option 1 – Training

Motion to Accept ABTF Recommendation: Judy Morgan

Second: Dave Speis

Abstentions: Jack Farrell

Opposed: None

Approved: Approved

Option 2 – Administrative Support Services

Motion to Accept ABTF Recommendation: Dave Speis

Second: Judy Morgan

Abstentions: None

Opposed: None

Approved: Unanimous

Option 3 – National Database

Motion to Accept ABTF Recommendation: Judy Morgan

Second: Dave Speis

Abstentions: None

Opposed: None

Approved: Unanimous

Option 4 – Third-Party Assessors

Motion to Accept ABTF Recommendation: Patsy Root

Second: Sharon Mertens

Abstentions: Jack Farrell

Opposed: None

Approved: Approved

Option 5 – Use of Assessments from Other Organizations

Motion to Accept ABTF Recommendation: Judy Morgan

Second: Patsy Root

Abstentions: None

Opposed: None

Approved: Unanimous

Option 6 – Sharing of Information and Resources

Motion to Accept ABTF Recommendation: Sharon Mertens

Second: Judy Morgan

Abstentions: None

Opposed: None

Approved: Unanimous

Option 7 – Surveillance Assessments

Motion to Accept ABTF Recommendation: Patsy Root

Second: Dave Speis

Abstentions: None

Opposed: Judy Morgan

Approved: Approved

Option 8 – Use of Non-Governmental Accreditation Bodies

Motion to Accept ABTF Recommendation as modified below in Attachment 2: Dave Speis

Second: Sharon Mertens

Abstentions: Jack Farrell

Opposed: None

Approved: Approved

New Task Force for Option 8:

Core group: Keith Greenaway, Dave Speis, Judy Morgan, Sue Boutros, Judy Duncan, Aaren Alger, Alfredo Sotomayor, Elizabeth Turner

Associates: Sharon Mertens

An invitation will be sent out seeking volunteers for the Core group as well as Associates.

Does this have to be a balanced group? No, but it looks representative already.

Task Force Chair: The new Task Force will select the Chair at their first meeting.

4. 2012 Board Election (See Attachment 3)

5. Corrective Action for Standards Development

In November, the Board asked Sharon Mertens to head up a task force to undertake a formal corrective action process to determine what occurred in the development of the 2009 Standard, with the intent to suggest actions to improve this process for the current standards being revised. Sharon has formed this group with the following members:

- Kirsten Daigle
- Jack Farrell
- Ken Jackson
- Jerry Parr
- Patsy Root
- Susan Wyatt
- Bob Wyeth

The group will hold its first meeting on Friday, March 16.

7. Program Reports (See Attachment 4)

Attachment 1
NEFAP EXECUTIVE COMMITTEE CHARTER

1. Organization Name: NEFAP EXECUTIVE COMMITTEE	2. Version: Revision 2012	3. Date: November 20, 2011
4. Mission Statement: The mission of the NEFAP Executive Committee is to ensure the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Executive Committee will support the field accreditation program with appropriate guidance, procedures, and policies to facilitate implementation of these accreditation standards on a national level. The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will ensure continual improvement of field accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation ensures data of known and documented quality that meet the needs of the client.		
5. Committee Sponsor: TNI Board of Directors		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>	7. Interest Category & Stakeholder Group:	
Calista Daigle	FSMO (Dade Moeller Inc.)	
Cheryl Morton	Accreditation Body (AIHA Laboratory Accreditation Programs, LLC)	
Dane C. Wren	Other (Wren Engineering)	
Doug Berg	Accreditation Body (Perry Johnson Laboratory Accreditation)	
Doug Leonard	Accreditation Body (L-A-B)	
Jan Wilson	Other (CAMMIA Environmental)	
John (Seb) Gillette	Other (DoD)	
John, Moorman	FSMO (SFWMD)	
Justin B. Brown	FSMO (EMT)	
Keith Greenaway	Accreditation Body (ANSI-ASQ National Accreditation Board)	
Kim Watson	FSMO (Stone Environmental)	
Lauren Hedrick	Accreditation Body (A2LA)	
Marlene Moore (Chair)	Other (Advanced Systems)	
Michael Miller	Other (Consultant)	
Scott Evans	Accreditation Body (STAC)	
8. Objectives/Approach:		
✓ Implement a national accreditation program that is consistent with the TNI FSMO standards.		
✓ Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standards needs.		
✓ Ensure consistent implementation by the ABs as an integral part of the recognition process, including the implementation of AB evaluation protocols, peer review processes, and an open input policy to ensure an effective forum and corrective action processes in support of all stakeholders.		

Attachment 1
NEFAP EXECUTIVE COMMITTEE CHARTER cont.

✓ Develop field accreditation program guidance, procedures, and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
✓ Collaborate with affected stakeholders to develop a national program that accounts for the needs and interests of all stakeholders while balancing considerations of cost; practical concerns, and the quality and consistency of environmental data.
✓ Continually evaluate and establish success measures to target opportunities for improvement.
✓ Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent standards implementation and AB recognition.
✓ Utilize existing and future stakeholder organizational infrastructure and resources to accomplish mission.
9. Success Measures: <ul style="list-style-type: none">• Implementation of an accreditation program that is acknowledged by EPA, government agencies and organizations through contractual requirements for field sampling and measurement organizations.• Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.• Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.• The field accreditation standards are adopted by accrediting bodies (3rd Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.• Decision uncertainty reduced over time with the production of higher quality, more consistent environmental data.
10. Key Milestones: (<i>significant events and corresponding dates</i>) <ul style="list-style-type: none">• Revise implementation support documents including the required approvals during 2012.• Implement recognition program for accreditation bodies starting July 2010 with full operation by January 2012.
11. Considerations: (<i>assumptions/constraints/obstacles/risks</i>) <ul style="list-style-type: none">• Volunteer member organization with significant time constraints• New organization with limited resources and developing infrastructure• Ability to communicate updates and progress to the community at large in a timely fashion.• Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies• Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation• Ability to develop and conduct training programs• Authority of government agencies to require FSMO accreditation• Stakeholder “buy-in” and acceptance within the industry• Industry “politics”

Attachment 1
NEFAP EXECUTIVE COMMITTEE CHARTER cont.

12. Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- TNI Advocacy Committee
- TNI PT Executive Committee
- Dedicated TNI support resources
- Field Activities Expert Committee
- Other TNI Committees (Expert and Support)
- Participating organizations

13. Additional Resources Required:

- Industry experts
- Writers and technical editor support
- Web-based teleconferencing services
- Outreach assistance from Advocacy Committee
- Effective and accessible member database

14. Anticipated Meeting Schedule: *(specify meeting format and frequency)*

- Where Practical - Monthly Executive Committee Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences as needed
- Executive Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Attachment 2
Plan of Action for Accreditation Body Task Force Options

March 14, 2012

To: TNI Board of Directors
From: Judy Duncan, Chair, Accreditation Body Task Force
Subject: Plan of Action for Accreditation Body Task Force Options

In July 2011, the Accreditation Body (AB) Task Force presented to you a preliminary report with eight recommended options for improving the efficiency and effectiveness of TNI's National Environmental Laboratory Accreditation Program (NELAP). Since that time we have forwarded the recommended options to various TNI committees and requested their input and assistance in the development of an implementation plan for the recommended options. Specifically, the committees were asked to identify any impediments to the recommended option and to suggest a plan for implementation. The committees also solicited input on these options at the Sarasota meeting.

At this time, we would like to present you with the results of the committees' review and a recommended plan of action for your approval. The recommended options and plans of action are listed below:

Option 1: Training

Have TNI develop assessor training, both for technical training and for assessment techniques. This option could be implemented in the short term, but some components may take longer.

Recommended plan of action: This recommendation was reviewed and accepted by the Technical Assistance Committee (TAC). TAC should continue to identify training needs, priorities, best delivery method, learning objectives and content. TAC will not develop training, but will provide information so that others can do it. TNI staff (Jerry and Ilona) should be responsible for arranging appropriate delivery of training in accordance with the Educational Delivery System (EDS).

Option 2: Administrative Support Services

Develop a number of support services (e.g., tracking proficiency test data) that TNI could provide to ABs to relieve some of their workload. This option is a long-term solution, but some elements could be implemented sooner.

Recommended plan of action: The LAB Committee has accepted the recommendation and submitted a plan for implementation. The Laboratory Accreditation Body committee should continue to focus on development of a standard (generic) application form for lab accreditation that can be completed online, using the MN ELDO database as the framework. LAB should work on the generic application along with other tools for tracking PTs, corrective actions, etc.

The TNI Board should develop an action plan to promote the implementation and use of the ELDO database by the NELAP ABs where appropriate, and where it will provide the greatest benefit. (This may require development of an MOU with MN DoH.)

Attachment 2
Plan of Action for Accreditation Body Task Force Options cont.

Option 3: National Database

Implement the national database of accredited laboratories to enhance reciprocal accreditations. This option should be fully implemented by August 2011.

Recommended plan of action: The IT committee concurs that this recommendation continues to be an ongoing high priority. Implementation of the National Database should remain with the IT Committee.

Option 4: Third-party Assessors

Enhance the process by which NELAP-recognized ABs can use third-party assessors, especially to assess laboratories in states that do not participate in NELAP. This option could be implemented in the short term.

Recommended plan of action: The LAB committee has endorsed this recommendation and started the process to develop qualifications for third party assessors. This process will involve developing criteria for states to use to evaluate third party assessors, but does not include a separate credentialing process at this time. The LAB should follow through with their plan to identify criteria for third party assessors

Option 5: Use of Assessments from other Organizations

Use the laboratory assessments performed by the Department of Energy (DOE) or the Department of Defense (DOD) Accreditation Bodies in lieu of assessment performed by the NELAP AB. This option could be implemented in the short term.

Recommended plan of action: The LASEC provided a report to the NELAP AC on this recommendation. This recommendation should remain with the NELAP AC for additional evaluation. The AC will review examples of DoD and/or DoE reports before making a final determination.

Option 6: Sharing of Information and Resources

Develop a system so that NELAP ABs could better share information and resources. This option is a long-term solution, but some elements could be implemented sooner.

Recommended plan of action: The LASEC has explored the recommendations and generally endorsed going forward. They feel that more discussion is needed, however, on sharing of assessors from multiple states. They have developed an implementation plan for sharing form letters and related documents. The LASEC should continue with implementation of this recommendation.

Option 7: Surveillance Assessments

Develop a process to allow the use of surveillance assessments to extend the time frame for a reassessment to beyond two years. This option is a long-term solution.

Recommended plan of action: Initial referral to LAB Expert Committee and LAS Executive Committee resulted in one opinion from a joint workgroup of the two committees which was strongly opposed by at least one NELAP AB as well as other members of the LAB Committee. Recommend referring back to LAB Expert Committee with direction to consult stakeholders and develop a plan of action.

Attachment 2
Plan of Action for Accreditation Body Task Force Options cont.

Option 8: Non-Governmental Accreditation Bodies

Develop a process to allow non-governmental ABs (also called third-party ABs) to offer accreditations that would be accepted through reciprocity by the existing NELAP-recognized ABs, especially in states that do not operate a NELAP accreditation program, or where an existing state program may be privatized. A non-governmental AB could include a separate, but closely affiliated organization, as a way to offer accreditations and other services. This option is a long-term solution.

Recommended plan of action: ~~The AB Task force has been unable to agree on final language for a plan of action and requests discussion with the Board before making a final recommendation this Option.~~

The Task Force ~~does~~ agrees that third party accreditation is a viable option that has the potential to alleviate workload problems for NELAP ABs, believes that there are no insurmountable impediments to its use and has two key components:

- 1) Developing a process for Third Party ABs to be authorized to grant NELAP accreditations in accordance with the TNI Environmental Laboratory Sector Standard.
- 2) Developing a process for Third Party ABs to be recognized by the state government NELAP ABs.

~~If the decision is made to go forward with third party accreditation in some manner,~~ the AB TF recommends that the TNI Board form a new Task Force to address implementation of Option 8, composed of representatives from the Laboratory Accreditation Systems Executive Committee, the NELAP Accreditation Council and the original ABTF, and that the Board charge this group with developing a plan of action to bring back to the Board for its consideration, in order to proceed with actual implementation of Option 8.

We request the Board's approval of these plans for Options 1-8 ~~and discussion on Option 8.~~

Judy Duncan, Chair
Accreditation Body Task Force

**Attachment 3
2012 Board Election**

The Nominations Committee met to discuss nominations for the TNI Board of Directors. In the course of our discussions we reviewed the current SOP for the Committee and will be submitting language which clarifies the goals for stakeholder representation to the Policy Committee for review.

In recommending a slate of nominees, the Committee has carefully considered stakeholder balance and also recommended that some nominees serve 2 year rather than 3 year terms in order to achieve a balance in the number of positions that are up for election each year. To that end, we are proposing the following slate of nominees:

- Joe Aiello NELAP AB - 2 yr term
- Aaren Alger NELAP AB - 2 year term
- Scott Siders NELAP AB - 3 year term
- Susan Wyatt NELAP AB -3 year term
- Dave Speis Laboratory - 3 year term
- Judy Duncan Other - 3 year term
- Jack Farrell Other - 3 year term

Election of this slate of board members will achieve a balance of stakeholder representation on the Board with 6 Accreditation Bodies, 6 Laboratories and 5 Others.

The Board election will occur from March 20 through April 5, 2012.

Attachment 4 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The voting period for the Quality Systems Voting Draft Standard closed on February 10. More than 70 comments had been received before the Sarasota meeting, and most of these were tentatively resolved during the meeting. The Committee will now consider the remaining comments, and will present all comments for public discussion during the August meeting in Washington DC. Paul Junio is the new Committee Chair.
- During the Sarasota meeting, the Proficiency Testing Expert Committee received comments on V1M1 and V2M1 of a proposed Working Draft Standard (WDS). The committee expects to have a WDS for all 4 volumes before the August meeting. Work is continuing with the PT Executive Committee on the revised FoPT tables. A TIA on Whole Effluent Toxicity (WET), if adopted, will return WET to the 2003 NELAC standard requirements.
- The Environmental Measurement Methods Expert Committee has approved several items to go in the calibration section of the environmental laboratory standard. Draft language for a proposed WDS is being prepared, and it will be presented to the membership during the Washington DC meeting.
- The Stationary Source Audit Sample Committee has completed its audit sample calculation tool that will help Facilities and Stationary Source Testers to determine the appropriate concentration of audit samples they plan to order from Providers. One SSAS Provider has been approved by A2LA, and it is expected a second will be approved shortly by ACLASS, the other provider accreditor. When at least 2 providers are available, EPA will post the information on its website. It is proposed to list the providers and their available analytes on the TNI website.
- The Accreditation Body committee has generated a draft generic laboratory accreditation application. They are also considering how TNI can support the use of 3rd-party assessors by an Accreditation Body. They intend to ask the 3rd-party assessor community to provide input for a list of assessor experience and qualifications. This will be given to TNI to use. Since the Accreditation Body and On-Site Assessment committees have merged, a new committee charter has been prepared.

NEFAP Executive Committee

- The committee finalized the Nominating SOP and it has been forwarded to the Policy Committee.
- The Evaluation SOP is still being worked on. The committee is evaluating the need for a Recognition Council. The Voting SOP is also being updated.
- The committee is working with William to get biographies up and the voting process started for the new NEFAP Executive Committee. This vote will go out to the entire membership before the end of the month.
- The FSMO checklist needs a few updates and then it will be posted for download on the TNI website to individuals who agree they own a copy of ISO 17025.

Field Activities Expert Committee (FAC)

- The committee continues to make progress on updating the sections for the new DRAFT standard based on the suggestions that were received. The committee will begin going through the updates during conference calls and the conference call schedule is being increased. The updates need to be completed by the end of June.

**Attachment 4
 PROGRAM REPORTS cont.**

- The committee discussed the need to work on a TIA to address some of the PT information that is missing in the standard. The committee decided that the information will be added to the standard update and no TIA will be used.
- There is no report yet on the subcommittee that was developed to look at the best way to accredit mobile labs and stand alone analytical instruments used in the field. Overlap with NELAP will be considered.
- The “NEFAP Training Oversight Subcommittee” is still working on written procedures on how to determine training needs and review training proposals submitted for review. This SOP originally included advocacy, but this is now being separated into a separate Advocacy SOP.
- New committee members have been added to the committee.

NELAP

Accreditation Council

- Seven ABs have completed evaluations and been approved for renewal of recognition as NELAP ABs. Five evaluations are underway. Three remain. OK is reevaluating whether or not to apply to become a NELAP AB.
- The AC is planning to implement the commitments made in Sarasota -- to hold 1-2 open meetings each year, to harmonize activities as much as possible for fields of accreditation, and exploring ways to implement a useful process for receiving complaints, after learning that labs don't complain because they fear retribution from their AB.
- The AC continues to address a few Standard Interpretation Requests at each meeting.

STATE	Implementation Status as of January 2012
CA	Presently using the 2003 standard, will shift to 2009 standard as staff can be trained and the checklist approved
FL	Rulemaking timeframe for official transition remains uncertain, but intends to complete the necessary rule revisions by July 2013. Uncertainties about program status make transition problematic. The AB is accommodating circumstances where labs have implemented 2009 standards and 2009 PT requirements. Can only enforce to 2003 standard.
IL	Intends to implement TNI Standard within 2 years. Should a revised Standard be adopted during that timeframe, IL will implement the newer standard instead. Accommodating labs that choose to change to the 2009 TNI Standard.
KS	Remains with 2003 standard for labs. Allowing laboratories to report PTs under 2009 Standard as a majority of the PT portion for the 2003 standard was not adopted. Allowing laboratories to move forward with changes to 2009 Standard when they are more stringent or new requirements, otherwise labs must still meet 2003 Requirements. Draft Regulation has been developed, but in-state circumstances prohibit setting timeline at present.
LA DEQ	Rulemaking still in progress, with 6 of 7 public meetings accomplished for in-state labs; publication and acceptance of out-of-state public comments expected later in 2012. Likely implementation before 2013. Encouraging labs to implement 2009 Standard.
LA DHH	Intends to publish rule in January, then await legislative approval; likely implementation within 3 months Labs are using 2009 Standard now.
MN	Delays in modifying database create delay until probably March, 2012, for implementing 2009 standard

**Attachment 4
 PROGRAM REPORTS cont.**

NH	Not implementing 2009 at this time; rulemaking expected to begin in mid-2013
NJ	Not implementing 2009 at this time, but assessing labs against the TNI standard. Draft regulation written, publication timeline uncertain, possibly mid-2012.
NY	Enforcing 2003 standard, at least 1 year before 2009 can be implemented due to regulatory conflicts with the PT portion of the 2009 TNI standard; regulatory development likely to begin once the revised PT portions of the TNI standard are final. Checklists include 2009 standard so that labs become aware of changes needing made.
OR	Fully implemented 2009 standard on August 9, 2011
PA	Full implementation as of September 2011
TX	Implemented 2009 standard as of July 1, 2011
UT	Full implementation as of October 2011
VA	Program fully effective as of January 2012. DCLS has initiated the rulemaking process, but no regulatory timeline estimate is available at this time. Continuing to use the 2003 NELAC Standard.

LAMS update for March (from Dan Hickman).

- A few duplicate labs have been deleted and TNI Lab Codes corrected in the ABs database.
- No new labs have been entered into LAMS, total at 1625.
- 46 updates were made to Lab Demographics and Lab FOAs in December so ABs are using LAMS
- MN, OR, NH, TX, UT, and VA have complete FOAs in LAMS, CA has uploaded FOAs for their primaries and FL has partial for total of 244,110 records.
- Last data uploads were FOAs from TX on 03/01/12.
- LADHH and LDC are working to start FOA uploads sometime towards the end of March.
- FL needs some method codes generated (some are for modified and extended methods).
- I've nearly convinced the ABs to allow me to adopt the WET format from the FOPT tables, hopefully by the end of the month.

Laboratory Accreditation System Executive Committee

- Standards Interpretation Request (SIR) process:
 - 1 request was received in February. It is a SIR QS will work on.
 - Lynn updated all e-mail address contacts for William, so access to the SIR dating site has been updated.
 - A report was sent to the NELAP AC to let them know that 19 SIRs have received a 2/3 approval vote and are ready for finalization. A notification was sent out that any remaining votes need to be received by 3/24/12. If there are no "Veto" or "Needs Discussion" votes added, these SIRs will be added to the SIR website.
 - The SIRs that received a 2/3 vote that still have a "Veto" or "Needs Discussion" were reviewed. A number were forwarded with comments to the QS for reconsideration. The others were forwarded to the NELAP AC as a reminder for discussion. Review notes were added. There are 17 of these SIRs.

Attachment 4
PROGRAM REPORTS cont.

- The LAS EC had a strategic planning meeting on 3/12/12. They met with Jerry and discussed the role of the committee. They reviewed current activities and looked at ways to improve the effectiveness of the program. The committee will summarize the information from the call and start working on items during regular conference calls.
- The committee is working on updating the Standards Review SOP so that it will be ready to be used with the new standards that are being updated. People would like to be involved earlier in the process.
- The committee changed their meeting time to the 4th Wed of each month at 2pm.

Technical Assistance Committee

- Committee members are continuing to prepare course summaries that will include suggested elements and objectives for each course. The committee will be working on this at their next meeting on March 19th.

PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes.
- William finished up a DRAFT of how the website will make it clear which FoPT tables are effective and which tables are being posted for implementation. There aren't any to post yet, so the new format has not been added to the website. He will also be developing a tool so that a mailing list will be developed for people who sign-up for updates on FoPT Table postings.
- The committee is working with William to update the PTPA listing on the website to include their scope.
- A complaint was received that was forwarded to this committee to help address an issue that some states are not aware there are two PTPAs that are now approving PT Providers. Some PT providers are having their accreditation questioned.
- The committee did not meet outside of Sarasota this month.
- The chair and program administrator met with the PTPAs to discuss database questions. A subcommittee is being developed to summarize the database requirements and look at how data should be summarized and evaluated by the PTEC.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee has added Janice Willey as a new ex officio member representing the federal sector.
- The Advocacy Committee has adopted a policy on use of TNI presentations. The policy will be forwarded to the Policy Committee.
- The Advocacy Committee is developing a plan for outreach to non-NELAP states in conjunction with the NELAP AC. This plan will include inviting non-NELAP states to participate in a NELAP AC conference call, sending a direct mail piece to states inviting them to attend the summer meeting, and possibly developing a series of webinars.
- The next newsletter will be published on April 15. Elizabeth Turner is the editor.
- The Advocacy Committee will monitor EPA's final adoption of the Method Update Rule and make recommendations for any outreach that may be necessary to facilitate implementation.

**Attachment 4
PROGRAM REPORTS cont.**

Policy Committee

- The committee has had two meetings since Sarasota.
- A tremendous effort has been made in document control. SOPs and Policies are now clearly summarized and all but 4 policies have been put into the new format.
- The committee is using a discussion board to make comments on documents needing review between meetings.
- The NELAP Evaluation SOP is being reviewed and should be completed at the next meeting.

Accreditation Body Assistance Task Force

- Presentations on implementation of each ABTF recommended option were given at the Sarasota meeting.
- The ABTF has forwarded a final plan of action for Recommended Options 1-7 to the TNI Board for approval. Additional discussion and input from the TNI Board is needed prior to finalizing Recommended Option 8 (use of third party ABs). This item is on today's agenda.

EPA Cooperative Agreement

- A poster titled "The need for Accreditation of State Environmental Laboratories" has been accepted for presentation at the 2012 APHL Annual Meeting in May. An article on this topic has also been submitted to *Bridges*, the APHL biannual publication on environmental laboratories. The poster and article stress the more rigorous quality system in the TNI standard compared with the EPA drinking water certification requirements. It is hoped to persuade more state laboratories to become NELAP accredited, or at least to support ELAB's recommendation that EPA adopt the TNI QS standard in its DW primacy laboratory certification program.

Environmental Measurement Symposium – Washington, DC, August 2012

- 181 abstracts were received for this conference. Some of these are duplicate submissions, but this is the most this conference has ever received. Sessions are being finalized and presenters will be notified within the next two weeks. Abstracts will then be posted on the website.
- All TNI sessions have been organized.
- The exhibitor prospectus has been distributed and vendors are already signing up.
- A new smart phone application will be available to attendees to track meeting times and locations in DC.
- Six training courses have been selected:
 - Basic Chemistry and Operation of Currently Approved Wet Chemical Methods
 - Being Audited for the Correct Use of Standard Methods
 - Accreditation Demonstrates Competency for Field Activities
 - Getting Ready for NEFAP
 - A Practical Foundation in ISO/IEC 17025: 2005
 - How to Manage an Effective Quality Management System

Attachment 4
PROGRAM REPORTS cont.

Training

- A simplified version of the manual for using WebEx for webinars is being worked on. The manual is over 400 pages and what is needed is a summary of how to use the specific tools that our trainers would want to use. WebEx also has a 30 minute webcast that summarizes some of this and we will ask new trainers to take advantage of this too. This will make it easier for people to step in and use this great tool for training.
- Work is in progress on 3 applications that have been submitted for training. Dates for the webinars need to be finalized and training for people new to WebEx will need to be done.

Membership Report

- Active Members: 853