

# TNI Board of Directors Meeting Summary

## July 11, 2012

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### 1. Roll Call

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

### 2. Approval of June 2012 Minutes

**Changes:** Reduce FL Request to just the first 2 paragraphs, and the motion.

**Motion to Approve with Changes:** Judy Morgan

**Second:** Judy Duncan

**Approved:** Unanimous

### 3. Old Business

- Board Webinar: Should be available on the website this week. Email will be sent out alerting everyone as soon as it is available.
- Florida Information Request: Have not heard back from FL yet. There are no current concerns or discussion. One request for the document from Mitzi Miller; when the June minutes are posted the document will be posted as well.

- ACIL Letter: Have not heard anything further from ACIL. ACIL is currently getting ready to survey labs to get more information. TNI should have no more involvement with this. ACIL should be working directly with the state on this. Does TNI want to be informed of any information that they find in the process? May depend on what ACIL finds. Will share with Lynn and Aaren to determine if anything needs to go further, especially in regards to global issues.

#### **4. Planning for 2012 Summer Meeting**

A detailed agenda for the summer meeting was provided as a separate file. Sessions where the Board may want to participate were highlighted and discussed. A meeting of the AB Task Force and non-governmental ABs will be scheduled for Wednesday from 10:30 to 12:00. AC members will be invited as well.

#### **5. Program Reports**

See Attachment 1.

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## Attachment 1 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- In accordance with the requirements of SOP 2-100 (Procedures Governing Standards Development), the following expert committees have posted Working Draft Standards (WDS) on the TNI website 30 days prior to the Washington DC meeting: Field Activities; Proficiency Testing; and Environmental Measurement Methods (calibration standard). These standards will be presented for discussion and input during the committees' working sessions at the conference.
- The Proficiency Testing WDS is limited to V1M1 (laboratory volume) and V2M2 (AB volume) at this time. The committee hopes to complete its work on the WDS for volume 3 (PT providers) during the Washington DC meeting, and then present it for discussion during the Winter 2013 meeting.
- The Corrective Action Committee has formulated proposed improvements to the consensus standards development process. These will be presented and discussed during a 1-hour session at the Washington DC meeting.
- The Quality Systems Committee has completed its preliminary work on the positive and negative comments provided by voters on its VDS. They will present their findings for discussion and input during their working session in Washington DC, and will subsequently make their final decision and prepare the Final Standard.

### NEFAP Executive Committee

- The Evaluation SOP is still being worked on. There were some strong concerns raised on the last DRAFT and these are being worked through by e-mails and phone calls. The committee will meet July 19<sup>th</sup> to resolve these issues.
- The Voting SOP has been finalized and distributed for a last review to the committee. It will be voted on July.
- FSMO's are communicating that they plan to start applying in the Fall.
- **Army Corps is planning to begin requesting and then requiring FSMO accreditation.** They are looking at feasibility.
- William has been working on the NEFAP website pages and is waiting for comment.

### Field Activities Expert Committee (FAC)

- The committee voted on and completed the working draft standard.
- 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 focus has been on the update of the standard, but 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 subject came up during the NEFAP EC meeting and Justin and Marlene still need to meet to work through responsibilities. The TNI EDS SOP will be used in this review.

## **NELAP**

### **Accreditation Council**

- Sent interim response to ACIL complaint to both ACIL and TNI Board. Awaiting outcome of AB evaluation process and completion of any needed corrective actions; then will provide final responses.
- Initial vote on PT TIA produced a "veto," based on lack of documented information to explain and justify the reason for the TIA so that it can be adopted into regulation. Affected AB met with PT parties, and documentation was developed and provided. July 2 AC meeting would not have had sufficient participation to conduct a vote, so this issue will be addressed at the July 16 meeting.
- Discussed and determined how to address the difference in qualification requirements for "Technical Director" of a laboratory between the 2003 NELAC standard and the 2009 TNI standard.
- Discussed how to address and resolve the difference in method names/references created by EPA's Method Update Rule. Once the Database Administrator publishes updated method code tables, this issue should be resolved.
- Discussed impact of ABTFII assumption that the AC will encompass non-governmental ABs in its operations; this may not work unless the AC undergoes major modifications to its operations.
- Discussed TNI's response to the FL RFI, and its possible long-term impacts on the AC.

### **Laboratory Accreditation System Executive Committee**

- Standards Interpretation Request (SIR) process:
  - 18 new SIRs were forwarded for posting to the website and the final letter was prepared for the inquirer. William is working on posting these.
  - A quarterly report/summary of SIR status is being worked on.
  - 10 new responses were received from Quality Systems and have been forwarded for posting to the AC voting site.
  - 3 requests were received in June. Two will be handled by QS and one was not a SIR and has been responded to.
- The committee is still working on updating the Standards Review SOP.
- The committee did not meet this month.

### **Technical Assistance Committee**

- Training summaries are still being worked on. The goal was to finalize most by the end of the month. An update will be available on 7-16-12.
- A proposal was received from Metrohm for technical training. TAC has been asked to think about ideas on how to evaluate more technical courses for TNI's approval. This will be discussed at the July meeting.

## **PROFICIENCY TESTING**

- The Chemistry FoPT Subcommittee is continuing to review NPW analytes. There were not enough members present on meetings this month, but the subcommittee did make progress towards finalizing an update to their SOP on determining limits. It is in final review and will then be forwarded to the PT Program Executive Committee for finalization.
- E-mail addresses for state contacts are still needed so they can be contacted about the changes to the FoPT website. An option has been added to the site where people can automatically sign-up for updates.
- The committee has received a formal complaint on the process of communicating PTPA information to all states. This complaint is being worked on.
- The committee is continuing to work with William to update the PTPA listing on the website to include their scope.
- The PTPA database subcommittee has continued to meet. A summary table of the fields needed for the database was prepared and distributed on July 2<sup>nd</sup> for final review of the subcommittee.
- The committee did not meet this month, but continued to work on subcommittee activity.
- Work is still in progress to schedule the on-site reviews of ACLASS and A2LA. The assessment teams are finalized and a travel reimbursement letter was prepared and distributed. Conference calls to determine assessment specifics have also occurred.

## **ADMINISTRATION**

### **Advocacy Committee**

- The Advocacy Committee will publish an abbreviated newsletter around July 15.
- Carol and Lynn have developed an agenda for the session for non-NELAP states at the summer meeting.
- The Advocacy Committee provided input to the Policy Committee on the development of a draft SOP for Policy and Position statements.

### **Accreditation Body Assistance Task Force II**

- ABTF II will request input from NGABs on a list of issues related to how NGABs will interact with state government ABs and how NGABs could participate on the NELAP AC.
- A draft implementation plan will be presented at the summer meeting in Washington, DC.

### **Policy Committee**

- No meeting in June.

### **Training**

- MUR training was provided on June 15th. We have found that only 100 students can log-in to the training site for each session. If more are needed, a temporary upgrade to 500 students will be purchased on an as needed monthly basis.
- A new training proposal has been received and is being reviewed. It is of a more technical nature and we need to look at how to review this type of material. TAC is looking at this.
- Information has been requested from WebEx to work through some start-up glitches.
- William was able to find a means to correct the errors he was finding when downloading webinars into webcasts. New webcasts will be ready for posting this week.

### **Environmental Measurement Symposium – Washington, DC, August 2012**

- Abstracts and bios are now posted on the website. There are still some outstanding biographies that we are working on collecting.
- 44 Exhibitors have already signed up for the conference. There are more questions coming in and more requests regarding sponsorship.
- The exhibitor kit was completed and mailed to all exhibitors.
- Papers will be due July 15<sup>th</sup> and abstracts will be due end of July. A reminder regarding PowerPoint presentation due dates will go out this week.
- Registration is approaching 400 with over 80 speakers not registered.
- Hotel room block was at 70% on July 6, with many speakers and TNI attendees with no rooms yet. Specific email reminders are being sent to different groups. Deadline for the hotel and early registration is Friday, July 13.

### **Membership Report**

- Active Members: 832