

## TNI Board of Directors Meeting Summary January 8, 2014

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### 1. Roll Call

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

### 2. Approval of December 2013 Minutes

**Motion to Approve:** Patsy Root  
**Second:** Judy Morgan  
**Approved:** Unanimous  
**Abstentions:** Elizabeth Turner

### 3. California

On December 30, David Mazzera from California provided a letter to Aaren Alger that stated:

This letter is to inform you and the National Environmental Laboratory Program's (NELAP) Accreditation Council of the intention of California to voluntarily withdraw from the NELAP Accreditation Program. The California Department of Public Health (CDPH) will work closely and collaboratively with the NELAP Accreditation Council and its partners in transitioning all laboratories currently certified by California to other accreditation programs where those laboratories, and any future laboratories expressing interest in NELAP, can seek accreditation. Our Environmental Laboratory Accreditation Program (ELAP) is in the process of generating

information to assist in this process, including providing you a list of all California NELAP accredited laboratories with the expiration date of their current NELAP certificate and the last on-site inspection date. We anticipate there may be additional items to address and other relevant information needed to enable this transition and will coordinate with your organization as necessary. We look forward to working with you in this process in order to ensure a smooth transition. Please feel free to contact Fred Choske with our ELAP program (510) 620-3175 should you have any additional questions or needs.

On December 31, Fred Choske (in response to an email from Scott Siders) provided this additional information:

California will recognize the secondary certificates issued by California until their expiration during 2014. At that time all secondary and primary certificate issued by California will expire and those laboratories still wishing to do business in California will have to apply with California's state certification program.

The AC has discussed a variety of issues about transitioning CA's labs to other primary ABs, and is taking several steps. First, a vote is underway (absent members will vote by email) on a motion to withdraw the Council's approval of a temporary extension of CA's Certificate of Recognition, effective January 31, 2014, and to accept CA's notice of intent to withdraw from NELAP dated December 30, 2013. Second, the AC will pro-actively reach out to CA's NELAP labs, advising them of the urgency of applying to a new primary AB prior to the January 31 date, so that their secondary accreditations will not lapse and that PT results can be monitored. A listing of ABs readily accepting out-of-state applications will be included in this communication, which is being drafted now. Third, a response to ACIL about its complaint will be prepared and transmitted promptly.

*Discussion:*

It is recommended that TNI go forward with a communication plan and press release. This is important [credibility value] for us to tell the story via the press – that the AC did its job and that the evaluation process worked. It showcases how well our system can work.

This may not, however, be necessary. We (the AC) don't do this when a lab withdraws. It could be an unnecessary negative. If we choose to do this, perhaps we should have a legal review of the PR before releasing it.

This does not have to be negative or cast dispersions on CA:

1. These are the facts of the matter
2. They are unable to meet requirements
3. They were offered the opportunity to withdraw
4. They can reapply in future
5. "Here's what TNI is doing to assist effected labs and here's how you get answers"

Suggested verbiage: "As a result, during the process of evaluation, the state of California decided to withdraw from NELAP" and just not say anything about the why. People are going to understand what that means.

*"As a result of problems that occurred during the process, CA decided to withdraw during the course of or during re-evaluation."*

Does the AC need to finish anything before a press release goes out? Depends on what the PR says. We [the AC] wanted to send a letter to the labs telling them what to do.

*The Plan:*

We place an announcement for the website, the AC does their thing, then we create a special article/Q&A to send out to membership later, if necessary.

The Advocacy Committee will take on the task of the initial communication write-up. And the issue will be addressed at Louisville.

Communications should include a bulleted list of impacts... on the laboratories, on the national program, TNI, etc.

Jerry will take a first cut at the announcement, then get comments from Aaren and Lynn.

One more suggestion: If we go with a press release, we could have a statement of what happened, a Q&A with some of these questions that we've discussed here and give the answers that we know right now, and for those that we don't know the answer to we reference CA's decision or something like that.

#### 4. **Changes to TNI Fees (Attachment 1)**

The TNI Finance Committee, in a meeting in Chicago on December 5, initiated an effort to have TNI become self-sufficient in a worst case scenario where all EPA grant funding disappeared. The committee believes this should be phased over 2-3 years, but some actions should be started now. Attachment 1 is a summary of various fees for membership and publications, showing the existing fees and proposed changes. In addition, the committee is recommending the following other changes:

1. **Changes to PT Program:** Increase fee to PTPA to \$3000. Increase frequency of evaluation to 4 years, consistent with ILAC and NEFAP. Requite PTPAs to cover cost of travel. Add in a \$500 annual fee for all PT Providers for access to the Fields of Proficiency Testing tables. Waive this fee for any PT Provider who sponsors a meeting. (\$500 credit provided from meeting funds to PT program.)
2. **Changes to NEFAP Program:** Increase AB annual fee to \$3000 plus \$25 for every accredited FSMO.
3. **Changes to SSAS Program:** Add a \$25 annual user fee for anyone that registers with the SSAS central database.
4. **Changes to training program:** Webinar fee will be total cost for set up plus 25% of remaining fees. Webcast will change to a 50:50 split.

The committee is recommending these changes become effective on February 1, to allow time for the website to be updated and for notification to the membership.

The committee also discussed several other items and developed the following long term plans:

- Average out the costs for NELAP over 3 years to account for the highly variable annual costs due to the AB evaluation cycle. This will be done with standard accounting practices.
- Implement ~30% increases for conference registration fees for the winter meeting in 2015. Consider restructuring of the summer meeting to have fewer TNI committee meetings.

- Build a database that ensures anyone who purchases a standard will automatically receive any updates. Add a requirement to Volume 2 for the AB to verify the lab has a copy of the current standard.

**Motion to Approve Fee Increases:** Jack F

**Second:** Patsy Root

**Approved:** Unanimous

**5. Program Reports (Attachment 2)**

**Attachment 1**  
**Proposed Changes to Fees for Membership, Standards and Publications**  
**Effective 2/1/2014**

Category	Description	2013 Fee	Benefits	2014 Fee
Membership	Individual Membership, One Year	\$ 50	Vote on standards; receive member news, discount at meetings and on other products	\$ 55
Membership	Individual Membership, Three Years	\$ 135	Vote on standards; receive member news, discount at meetings and on other products	\$ 150
Membership	Organizational Membership, One Year	\$ 250	Two individual memberships Listed in Newsletter as a Organizational Member One free copy of one standard each year	\$ 275
Membership	Consultant Membership, One Year	\$ NA	Two individual memberships Listed in Newsletter as a Organizational Member My choose to be listed on Consultants page One free copy of one standard each year	\$ 350
Membership	Sponsor Membership, One Year	\$ 1,000	Five individual memberships Listed in Newsletter as a Sponsor One free single-use copy of all standards	\$ 1,200
Membership	Patron Membership, One Year	\$ 2,500	Ten individual memberships Listed in Newsletter as a Patron One free network copy of all standards	\$ 3,000
Standard	Volume 1-Single Use - TNI Member	\$ 50	NELAP	\$ 75
Standard	Volume 1-Single Use - TNI Member	\$ 65	NEFAP	\$ 75
Standard	Volume 1-Network Use- TNI Member	\$ 90	NEFAP or NELAP	\$ 270
Standard	Volume 1-Single Use	\$ 100	NEFAP or NELAP	\$ 130
Standard	Volume 1-Network Use	\$ 140	NEFAP or NELAP	\$ 320
Standard	Volume 2-Single Use - TNI Member	\$ 65	NEFAP or NELAP	\$ 75
Standard	Volume 2-Network Use - TNI Member	\$ 75	NEFAP or NELAP	\$ 270
Standard	Volume 2-Single Use	\$ 115	NEFAP or NELAP	\$ 130
Standard	Volume 2-Network Use	\$ 125	NEFAP or NELAP	\$ 320

**Attachment 1 cont.**  
**Proposed Changes to Fees for Membership, Standards and Publications**  
**Effective 2/1/2014**

Category	Description	2013 Fee	Benefits	2014 Fee
Standard	Volume 3	\$ -		\$ 50
Standard	Volume 4	\$ -		\$ 50
Standard	SSAS Standards	\$ -		\$ 50
Publications	Quality Manual Template - TNI Member	\$ 95		\$ 115
Publications	Small Lab Handbook - TNI Member	\$ 115		\$ 115
Publications	QMT & SLH - TNI Member	\$ 175		\$ 175
Publications	Quality Manual Template	\$ 250		\$ 250
Publications	Small Lab Handbook	\$ 190		\$ 190
Publications	SOP Template - TNI Member	\$ 5		\$ 10
Publications	SOP Template	\$ 10		\$ 10

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**Attachment 2  
PROGRAM REPORTS**

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**CONSENSUS STANDARDS DEVELOPMENT**

- An audit of TNI Consensus Standards Development procedures has been scheduled by ANSI for April 2014. Meanwhile, we are required to return, by January 31, 2014, a completed questionnaire with the following sections:

1. Procedures governing the development of evidence of consensus for approval, revision, reaffirmation, or withdrawal of standards as American National Standards.
2. Administrative oversight and support of standards activities
3. Records of compliance with ANSI due process requirements
4. Cooperation and communication with ANSI
5. Notification of standards activity to directly and materially affected persons
6. Coordination with other standards developers
7. Openness of participation
8. Balance and lack of dominance
9. Balloting procedures and results
10. Consideration of views and objections
11. Appeals
12. Publication and maintenance of American National Standards
13. Interpretations
14. Patent policy
15. Other

Most of these questions concern requirements that are documented in the TNI Procedures Governing Standards Development. To date, only the 2009 Environmental Sector standards are ANSI standards.

- The Proficiency Testing Committee is currently voting to release its Volume 3 (PT Providers) WDS.
- The Chemistry Committee intends to present its calibration WDS response-to-comments document at the Louisville meeting.
- The Stationary Source Audit Sample Committee has completed its preliminary draft of a Working Draft Standard for Volume 1, Module 1 of the TNI SSAS Standard (General Requirements for Stationary Source Audit Sample Providers). The major change is language to point out that audit samples outside of the SSAS Table range cannot be evaluated by the Provider due to a lack of published acceptance limits.
- The IT Committee provided a draft Database Development Plan to the Laboratory Accreditation Body Committee. LAB will review this plan at its January meeting as the primary agenda item for its session at conference. This plan is also being provided to the AC and LAS EC for review, and the IT Committee requested time on those agendas at conference as well.

- The Radiochemistry Committee is continuing to edit the standard. They have hit some fairly controversial topics that are taking some time to get through. They are also wrestling with what level of detail to include in the standard. When is it appropriate for a lab to determine the level of risk they want to take regarding data quality and when is it appropriate for it to be spelled out in the standard. The committee has been taking the approach of setting some minimum criteria and leaving it to the lab to tighten as needed for various programs and data users.
- The Microbiology Committee was given three standard interpretation requests that they started work on during their December meeting. All three are based on the 2003 Standard. Responses will be finalized in January and returned to the LASEC. The committee is continuing to work on the Working DRAFT Standard. They will address the controversial issues first, incorporate them in the DRAFT and then begin an overall review and update. In January the committee will begin looking at any SIRs related to microbiology to see if changes have been incorporated to make sure the requirements are clear. The committee would like to take comments at the Kentucky meeting instead of doing a Webinar. They also plan to look at additional means to solicit more comments. The committee charter has been completed, but one member is waiting for final approval to continue to serve on the committee. They are also finalizing the vote on one additional member.

## **NEFAP**

- The Nominating SOP has been finalized and forwarded to the Policy Committee for finalization.
- Recognition Committee: The committee prepared a report with recommendation to improve the AB evaluation process. The NEFAP EC will discuss the need for a guidance document to assist ABs with preparation of scopes.
- The Evaluation SOP update is still being worked on. The forms used during the last two evaluations are being pulled and prepared to update the SOP.
- Ilona is working with William to post a notice on the website to let people know the committee is seeking new members to join in March 2014. The posting has to be up for 60 days before the vote can be done.
- Completed 2014 Charter.

## **Field Activities Expert Committee (FAC)**

- The FSMO Tools subcommittee did not meet in December, but will be meeting again in January. Progress has been made on their first product – a guide for an FSMO to evaluate what needs to be done to be ready to become an NEFAP FSMO.
- Ilona is continuing to update the assessment checklist based on the new standard. This will be used by the FSMO Tools subcommittee and will be made available to FSMOs that own a copy of ISO 17025.
- The committee is continuing to work with the NEFAP EC on mobile lab issues. This subcommittee will meet before the Kentucky meeting.
- The standard has been submitted to the CSDP for finalization. The CSDP extended the review period and the committee has not received any response yet.
- The committee is still updating the charter. There were a number of comments that needed to be worked through. It will be complete prior to 1/15/14.
- Four new members have been added to the committee - Tom Martins (NYCEP), Kevin Holbrooks (Jackson Electric Authority), Juan Ramirez (Seminole Electric Cooperative, Inc.) and Angela Zevely (LG&E and KY Energy, LLC). Oregon has a candidate for the committee as well.



## NELAP

### Accreditation Council

- Two AB evaluations are still in process and the final site visit is tentatively scheduled. These will overlap the next round, which began in December. Four renewal applications have been requested for the new round of evaluations.
- On December 30, California notified the Accreditation Council's Chair, Aaren Alger, of its intent to voluntarily withdraw from the NELAP program. The AC will pro-actively reach out to CA's NELAP labs.
- Two contracts were awarded in response to the Third Party Evaluator solicitation. The primary contractor is Wade Consulting Services, with a secondary or back-up contractor, AQS, awarded. AQS will lead the Kansas evaluation by agreement of the AC.

### Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC did not meet in January but plans to accomplish by email its updating of the Standards Review SOP 3-106 to address how its role will complement the CSD EC role in reviewing new standards based on the PROVISIONAL SOP 2-100, Procedures Governing Standards Development. LAS has accepted the AC's request to include updating SOP 3-103 as part of this overall activity. These documents will be discussed at the LAS EC's conference session.
- The draft Frequently Asked Questions, addressing some SIR issues, are being reviewed and should be available by conference.
- Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	In LASEC Review Process	In NELAP AC Voting Process	With Expert Committees
243	197	6	19	21

## PROFICIENCY TESTING

- The Chemistry FoPT Subcommittee is continuing to work on the Solid Chemicals and Materials FoPT table. Carl Kircher and Dan Dickinson have made progress in putting together a system to calculate new limits. New information will be presented to the committee for consideration on January 14, 2014.
- The committee needs to vote in a new chair and vice-chair in Kentucky.
- The PTP SOP Subcommittee is continuing work on SOP updates. The subcommittee is working on the SOP regarding PT limit updates. A member of the Chemistry FoPT Subcommittee is helping with this effort.
- An application was received to add analytes to the NPW table:
  - 4570 1,2-Dibromo-3-chloropropane (DBCP)
  - 4585 1,2-Dibromoethane (EDB)
  - 5180 1,2,3-Trichloropropane

The committee reviewed the information in the application and decided to send it to the Chemistry FoPT Subcommittee for evaluation of the data and possible determination of the limits.

- The committee has finalized their charter.
- The committee was short on time during its meeting, so subcommittee reports will be given in Kentucky.

## ADMINISTRATION

### Training

- The “Implementing the TNI 2009 Standard” course finished on December 6<sup>th</sup>. Certificates have been distributed. The webcast files were forwarded to William for posting. There are a few people who missed a day of the course that will be watching the webcast for the day they missed.
- In Progress: The review of the ethics training has been expanded to add information about a 5 minute portion of the training where the microphone was not working. Language has been agreed on to provide information about using the Ethics training for annual and refresher training. Jack has decided to prepare a 5 minute webcast that will be added to the training. Jack is working on this.
- Webex is being used by some committees for meetings and webinars. These were scheduled, invitations were sent out and assistance was provided for the meeting start.

### NEMC

- Abstracts are continuing to be received. They are due February 10, 2014.
- Ilona will work with Jan to ensure all papers from 2013 are posted in the next month.
- Exhibit program has been initiated and some vendors have signed up already.

### Louisville Forum

- Early Registration will close on January 7. Around ~150 attendees have registered. Room block is currently at ~80%, at the contract specified level.

## Membership Report

**Active Members:** 865