

TNI Board of Directors Meeting Summary

June 11, 2014

1. Roll Call

Directors	Present
Jordan Adelson	
Joe Aiello	
Aaren Alger	X
Steve Arms	X
Justin Brown	X
Scot Cocanour	X
Brooke Connor	
George Detsis	
Judith Duncan	
Zonetta English	
Jack Farrell	X
Keith Greenaway	
Sharon Mertens	X
Judy Morgan	X
Lara Phelps	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of May 2014 Minutes

Motion to Approve: Patsy Root
Second: Elizabeth Turner
Approved: Unanimous

3. Resignation of Susan Wyatt

Because of a career change, Susan resigned from the Board on May 16. According to the TNI Bylaws, in the case of a resignation:

In the event of a vacancy of a Director, the Board of Directors, by a vote of the majority of the remaining Directors, may appoint a new Director to fill such vacancy until the next election cycle. To the degree possible, the Director filling the vacancy shall represent the same constituency as the Director who created the vacancy.

We have an opening on the board, and a recommendation by the Nominating Committee for filling the open slot.

Motion to Nominate Myron Gonzalez to fill the opening created by

Susan Wyatt's resignation: Steve Arms

Second: Lara Phelps

Approved: Unanimous

Steve will contact Myron with the good news. Sharon will also send him an email.

4. **SOP 3-112 Nominations to the TNRC**

- This SOP was briefly discussed at the May meeting, but the SOP had not been through final review by the Policy Committee. SOP provided as a separate document.
- The posting for nominations should be up by Wednesday with this schedule:
 - **June 27, 2014** Deadline for submission of application by potential candidates.
 - **July 3, 2014** Based upon a review of applications, the Nominating Committee develops a slate of candidates.
 - **July 9, 2014** The TNI Board of Directors reviews the slate and elects members to the TNRC.
 - **July 10, 2014** The TNRC begins operation.
- Nominating Committee: Steve Arms, Lara Phelps, Justin Brown, Aurora Shields

Motion to Approve SOP 3-112, Nominations to the TNRC: Judy Morgan

Second: Jack Farrell

Approved: Unanimous

6. **Management Plan for TNI (Attachment 1)**

After the discussion in May, Jerry has been working on a revised draft to be ready for October that will contain an expanded QA functions. As part of this effort, a list of documents and activities that may be the focus of any internal audits was prepared.

We wanted a draft ready for the October Strategic Planning meeting. We need to flesh out what the critical elements of what we need QA on. Attachment 1 was reviewed during today's call and the new/changed list is attached here.

Do we need to perform true audits on everything or would functional checks for some items suffice? There are a number of ways to accomplish this: external audits, teams, self-audits, groups auditing groups – the key will be to minimize the resource load and cost. May not need to be done on an annual basis, but over a period of 2 – 3 years. Maybe even different cycles for different things.

A team has been identified to help Jerry work on this: Ilona, Sharon, Scott, Jerry.

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

Attachment 1 TNI Items for Internal Audits

Committee Operations

- Membership
 - Rotation
 - Balance
 - TNI membership
- Minutes
- Operations
- Charters

Standards

- ANSI Requirements
- Version control
- Tracking

Databases and Tables

- FoPT Tables
- LAMS
- Analyte Codes
- Method Codes
- Technology Codes
- SSAS
- DB Security

Document Control and Recordkeeping

- SOPs & Policies
- Guidance
- Governance
 - Bylaws
 - Strategic Plan
 - Quality Management Plan

Programs and Administrative Management

- Compliance with Bylaws
- Program Activities
- Complaints
- Voting procedures

Financial*

- Audit/Review
- 990

Website

- Committee Rosters
- Consultant Listings
- Website operation and functionality
- Training postings

Membership Records

* This review to be performed by a Certified Public Accountant.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing Expert Committee has opened for voting its Voting Draft Standards for the laboratory volume (EL-V1M1) and the AB volume (EL-V2M2). The closing date for voting is June 26, 2014. Voters' comments will be considered and discussed publicly during the committee's session in Washington D.C. in August. Following the webinar on the Working Draft Standard (WDS) for PT Providers (ELV3), only a few comments were received by the June 5 deadline. In accordance with SOP 2-100 the committee will modify the standard as a result of those comments, producing a Modified WDS which will be subject to public review. The committee has also completed its WDS for Proficiency Test Provider Accreditors (EL-V4), and this will be discussed publicly during a webinar scheduled for July 2, 2014.
- The Chemistry Expert Committee has published its Calibration Interim Standard (EL-V1M4), showing changes that were made to the VDS as a result of persuasive comments from the voters. It will be discussed publicly during a webinar on June 18, 2014. Stakeholders will then be provided 30 days to consider and comment further on the changes that were made on the VDS. If further changes are not required, it will become the Final Standard.
- The Stationary Source Audit Sample Committee has scheduled its webinar for public discussion of its WDS for the providers (Volume 1 Module 1) on June 9, 2014. Meanwhile the committee continues to work on the participants' standard WDS (Volume 1 Module 3).
- The Consensus Standards Development Executive Committee (CSDEC) has finalized a spreadsheet for tracking of standards through their stages of development. This will be maintained by the Program Administrator. The CSDEC is putting the final touches to a Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
- The Radiochemistry committee met three times this month. The Working DRAFT standard has been completed and posted. A webinar is planned for June 30th and then formal comments will be received through July 30th.
- The Microbiology committee is now meeting twice a month and will have their Working Draft Standard ready for posting by the first week of July. They plan to present it publicly at the meeting in DC and begin receiving formal comments. They will also plan a webinar to catch anyone who was not in attendance in DC.
- The Laboratory Accreditation Body Expert Committee is working to develop a process for verifying credentials of third party (contract) assessors, and issuing some form of TNI recognition to be competent to assess various fields of accreditation and/or technologies, as part of its 2013 proposal to the Board. This process will be brought to the Board for approval once complete.

NEFAP

- The Evaluation SOP continues to be updated. There was further discussion that requires a process to be added to handle preliminary approval as the AB receives its first FSMO application. This will be further discussed in June.
- Mobile Lab Subcommittee: The subcommittee did not meet this month.
- Two members were elected to the Executive Committee: Kim Watson (renewal) and Troy Burrows (new). Troy will be replacing Scott Evans. A chair will be elected at the June meeting.

- Comments on the Nomination SOP and SIR SOP were received from the Policy Committee through John Moorman. These SOPs will be reviewed and discussed at the June meeting.
- Working with NEFAP AB who has had an FSMO application and needs a technical evaluation to complete their accreditation process.

Field Activities Expert Committee (FAC)

- The FSMO tools subcommittee has begun preparing a written summary of the accreditation process.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- A presentation has been prepared for people to use when they have an opportunity to discuss NEFAP at a conference. It is now in final review.
- The FSMO checklist has been updated and uploaded to Dropbox for distribution to people who own a copy of ISO 17025.

NELAP

Accreditation Council

- Seven new AB evaluations are underway, with three site visits completed. An eighth renewal letter will be sent later this month. The lone hold-over evaluation remains active for now.
- SOPs for review of new standards and for the AC's adoption of them should be at "Provisional" status in time for the joint meeting about standards in Washington, DC, during conference.

Laboratory Accreditation System Executive Committee (LAS EC)

- Planning for the Assessment Forum and the Mentor Session in August is underway.
- The SIR subcommittee continues to meet monthly. A number of revised SIR responses will be posted for AC vote as soon as several expert committees affirm recommended changes to their revised responses.

Total	Closed Out	At LASEC Review	At NELAP AC	At Committee
254	221	10	5	18

PROFICIENCY TESTING

- The DW FoPT table is being updated to include changes for Cyanide, but further discussion has delayed its submission to the NELAP AC. The Chemistry FoPT Subcommittee has sent a recommendation to the PTPEC that will be reviewed at the June meeting.
- The Chemistry FoPT Subcommittee has sent a recommendation to the PTPEC to support the analyte addition to the NPW table:
 - 4570 1,2-Dibromo-3-chloropropane (DBCP)
 - 4585 1,2-Dibromoethane (EDB)
 - 5180 1,2,3-Trichloropropane

The PTPEC has requested the addition of these analytes to the table so it can be submitted to the NELAP AC. There is some discussion on how they should be placed on the table and once this is resolved it will be passed on.

- The WET FoPT Subcommittee revised their recommendations to the PTPEC. The PTPEC decided that PT Providers should not send additional instructions with PTs and the subcommittee is being asked to include any additional instructions on the FoPT table.
- The PTP SOP Subcommittee is continuing their work on the Limit Determination SOP.
- The PTPEC is looking for someone to chair the FoPT Table Update Subcommittee.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee will schedule a webinar with stakeholders on July 16 or 17 to gather additional input for the Future of National Accreditation project. Using this input and the input from non-NELAP states, the committee will design a workshop with breakout sessions to brainstorm solutions to the issues identified.
- Volunteers have completed chapter outlines for four of the chapters in the Handbook for Good Analytical Practices in Environmental Laboratories.
- Target publication date for the next newsletter is July 5. Lynn Bradley is the editor.

Non-Governmental Accreditation Body Workgroup

- The NGAB working group has completed the final draft of the NGAB Evaluation SOP and appendices. The final draft will be posted for review on the TNI website and then forwarded to the Policy committee.
- A posting for applicants for the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) will be placed on the TNI website in the near future. The nominating committee will review applications and recommend a slate of candidates to the TNI Board.

Policy Committee

- The committee has reviewed LAS EC's revised Standards Review SOP 3-106, as well as its SIR Management SOP 3-105. Both will be returned to the LAS EC for minor revisions.

Training

- Jay Gandhi (Metrohm) is planning to begin training webinars in late August. These will once again include CEUs.
- 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. Sent a message to Jack for a status update to see when this can be completed.
- The Chemistry Expert, PT Expert and Radiochemistry Expert Committees are planning webinars in mid-June and July to present Working Draft and Voting Standards. There has been good response from the public to attend these webinars.
- NEMC will present a webinar next week that will also be saved as a webcast for posting to the NEMC site.

Summer Meeting

- The technical program has been posted on the NEMC website with copies of all abstracts and biographies. Updates continue to be made.
- Registration for the conference has opened and over 100 attendees have registered so far.

Complaints

- One complaint was received and resolved.

Membership Report

- There was one new committee application this month.

Active Members: 853