

TNI Board of Directors Meeting Summary

July 9, 2014

1. Roll Call and Welcome Myron

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

2. Approval of June 2014 Minutes

Motion to Approve: Scot Cocanour

Second: Jack Farrell

Approved: Unanimous

Abstain: Patsy Root

Welcome to Myron to the Board. We're very happy to have you aboard!

3. PT Expert Committee Issue

On June 20, a member of the Proficiency Testing (PT) Expert Committee contacted the TNI Executive Director about a written comment that was provided as part of the vote occurring on the PT Standard. This comment contained a statement that would at best be considered unprofessional according to TNI's Guidance for Conduct of TNI members as it mentioned two organizations by name, one of which was the organization where the committee member is employed.

The committee member asked the Executive Director to provide a copy of the recording of the PT Committee meeting where this comment was discussed for potential legal action. The member also inquired as to what TNI planned to do about the comment and the individual who provided the comment. The member indicated the committee chair should have taken actions such as editing this comment before it was provided to the other committee members.

Later that same day, an individual from the other organization mentioned in the comment also contacted the TNI Executive Director requesting the recording be maintained for possible legal action.

On Monday, June 23, the TNI Executive Committee met briefly to discuss what had occurred and agree on next steps for TNI. The Executive Committee decided TNI should retain legal counsel to provide advice specifically regarding the recording, but in general about this issue as a whole.

On July 1, the TNI Executive Committee met with counsel and together agreed on the following actions:

- TNI will retain the recording, but not release it except under attorney-to-attorney discussions.
- The Consensus Standards Development Program Executive Committee will be asked to develop a policy to allow committee chairs to redact comments that are "outrageous" in nature, e.g., a comment that specifically mentions another organization or individual, or contains language that is political or profane.
- The Consensus Standards Development Program Executive Committee will be asked to provide a "disclaimer" on any comments provided as part of the voting process to indicate the comment reflects the views on the commenter and not TNI.
- The Policy Committee will be asked to review the section in the bylaws relative to expulsion of a member and Policy 1-101 on ethical conduct of members.
- The Executive Director will contact the individual who submitted the comment and ask him to remove the language that mentioned the two organizations and resubmit his comment. (Note: This was done and the revised comment is now at the PT Committee.)

This issue now appears to be in control, and no action is requested from the Board except perhaps for an endorsement of the Executive Committee's actions.

The fourth bullet is slightly unclear as to what action the Policy Committee will be taking in terms of reviewing the bylaws and Policy 1-101 and should be edited to provide more detail.

How are the copies of the written comment (that have been already distributed) being handled? Requests have been sent out that everyone should delete/destroy their copy of the original written comment and to consider the new one in its place. Do we need to have a prepared statement just in case it is leaked?

What liability does the company have for written comments provided by members? This is one of the areas that the bullet points above are addressing.

Is it really the best practice to allow people to post comments anonymously – do we need to address this from a policy standpoint? Nowhere do we have it written that we do not release the names of those submitting the comments. Ken will have the CSDP Executive Committee discuss this and come

back to the Board with a recommendation. We will review these recommendations in the September BOD meeting.

4. Resignation of Brooke Connor

Brooke accepted an early retirement and resigned from the Board on July 30. As she was filling an Ex-Officio position with the US Geological Survey, the options are to approach the USGS for another person, or do nothing.

We should consider having as much federal participation in the organization as possible and therefore approach the appropriate agency to replace Brooke's position. We have about half-a-dozen members from the USGS that we can reach out to.

We encourage as much federal participation in the program as possible. Also perhaps look for representation from other federal agencies like the CDC and the Department of Agriculture. We should be proactive and get a replacement.

1. Call Lisa Bressler for suggestions.
2. Wait until DC and approach the Chief Scientist for USGS at the meeting.
3. Ideal: Do both 1 and 2

Jerry will take this assignment.

In regard to expanding federal involvement/participation on the Board – place on the agenda for the Strategic Planning meeting.

5. July 2014 Cash Report

The TNI Cash Report was reviewed in detail.

6. TNRC Nominations

According to the schedule posted on the website in June, nominations were to be provided to the Board for appointment of individuals to the TNI Non-Governmental Body Recognition Committee. Only one nomination was submitted. The Nominating Committee will be seeking individuals to serve on this committee and will submit a slate of nominees for the Board to consider in late July.

Results of the election for the TNRC

TNRC members are: Judy Morgan (Chair), Kim Watson, Marlene Moore, Daniel Lashbrook, and Joe Aiello.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The voting period for the Proficiency Testing (PT) standards V1M1 and V2M2 closed on June 26, 2014. For passage, SOP 2-100 requires at least two thirds of the Expert Committee Members to vote in favor. However, only 8 of 15 Committee Members voted (all 8 in favor). The standard, having thus failed, is required by the SOP to be returned to committee for consideration during the next revision cycle. This would result in a considerable delay of the standard that was being developed to meet the 2015 target. On Jerry Parr's recommendation, the Consensus Standards Development Executive Committee (CSDEC) will consider ruling this event a failure to implement the SOP, requiring root cause corrective action. The standard would then be re-opened to allow the Committee Members to vote.
- The PT Expert Committee, on July 2, 2014, hosted a webinar to discuss and solicit comments on its Working Draft Standard (WDS) for V4 (General Requirements for an Accreditor of Environmental Proficiency Test Providers). The 20 participants appeared to have few concerns, and the webinar lasted only 30 minutes. Any comments must be submitted in writing within 30 days of the webinar. Meanwhile the committee is considering the few comments received on its earlier presentation of the V3 WDS (General Requirements for Environmental proficiency Test Providers).
- The Stationary Source Audit Sample Committee hosted a webinar for public discussion of its WDS for the providers (Volume 1 Module 1) on June 9, 2014.
- The Chemistry Expert Committee, on June 18, 2014, hosted a webinar to discuss and solicit comments on its V1M4 (Calibration) Interim Standard. There were more than 60 attendees, a few of whom provided comments. The committee will require all comments to be submitted in writing by August 1, 2014, and this will enable their consideration during the August meeting in Washington D.C.
- Standards are subject to written stakeholder comments at all stages of development (WDS, VDS and IS). In the interests of openness and transparency, these comments are reproduced verbatim. However, it is recognized that inappropriate comments may be received, and the CSDEC has been asked to develop a policy for editing/removing such comments.
- The Radiochemistry committee held a webinar on the Working Draft Standard on June 30th and formal comments are now being accepted through July 30th. There were numerous compliments regarding the webinar.
- The Microbiology committee has been meeting twice a month to complete the Working Draft Standard for posting. It was posted on July 3, 2014. It will be presented publicly at the meeting in DC and a live Webinar will be available at the same time. The committee will then begin receiving formal comments. The Working Draft Standard had to undergo extensive review and format update.
- The Laboratory Accreditation Body committee has circulated its draft 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. An excellent email discussion is underway and the committee's meeting at conference will provide additional input to inform this activity. There was tension within the committee about whether credentialing is appropriate, even though that was the charge from the Board; this tension continues to play out in the ongoing discussions. The final product(s) will be brought to the Board for approval once complete.

NEFAP

- The Evaluation SOP is now in final DRAFT and comments are being received through Wednesday. An email vote will be started on Thursday to finalize this SOP and send it to the Policy Committee for approval.
- Mobile Lab Subcommittee: The subcommittee did not meet this month.
- 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 July meeting.
- A technical evaluator has been selected for the FSMO assessment occurring mid-July so that another NEFAP AB will be completely through the accreditation process. All appropriate records were pulled and distributed.

Field Activities Expert Committee (FAC)

- This committee did not meet in June.
- The FSMO tools subcommittee has begun preparing a written summary of the accreditation process. They will be meeting again in July.
- 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 committee started discussion on the sample container guidance document that the committee received some time ago. A subcommittee was formed to understand what is needed and will present a proposal to the committee in July.

NELAP

Accreditation Council

- Seven new AB evaluations are underway, plus one completed and its renewal recommendation in preparation. The lone hold-over evaluation remains active for now.
- A revised Non-Potable Water Field of Proficiency Testing Table has been submitted to the AC by the PTPEC, and is undergoing review.
- SIRs having “needs discussion” requests will be addressed later this month.

Laboratory Accreditation System Executive Committee (LAS EC)

- A number of revised SIR responses were posted for AC vote.
- Planning for the Assessment Forum and the Mentor Session in August is complete.
- 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. These revised SOPs for the NELAP are based on the revised CSD EC SOP that includes the recommendations from the Corrective Action Task Force.

Total	Closed Out	At LASEC Review	At NELAP AC	At Committee
254	222	6	16	10

PROFICIENCY TESTING

- A complaint/concern was received regarding Method 3051A. Additional information has been requested of the complainant and the committee will work through the issue next meeting.
- The Metribuzin complaint has been closed out and a response has been sent to the complainant.
- Updates to the DW and NPW FoPT tables have been voted on and updates will be submitted to the NELAP AC for vote in July.
- The Chemistry FoPT Subcommittee is currently reviewing SCM Metals analytes. The Subcommittee is seriously considering whether to keep the current model of “Study Mean” and regression coefficients as acceptance criteria (linear regression of standard deviation vs. Study Mean), or to switch to the linear regressions relative to Assigned values with a, b, c, d coefficients where the trace Metals meet our SOP criteria to do so.
- The WET FoPT Subcommittee revised their recommendations to the PTPEC. The proposed table has been updated with the correct format and this update will be voted on in July.
- The PTP SOP Subcommittee is continuing their work on the Limit Determination SOP.
- The PTPEC is still looking for someone to chair the FoPT Table Update Subcommittee. If a chair is not found, this work will be done within the PTPEC instead of a subcommittee.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee will hold a webinar on July 17 at 1:00 pm Central time to gather additional input for the Future of National Accreditation project. Using this input and the input from non-NELAP states, the committee has designed a workshop with breakout sessions to brainstorm solutions to the issues identified.
- Volunteers are continuing to complete chapter outlines for the Handbook for Good Analytical Practices in Environmental Laboratories. Once all of the outlines are received, the handbook reviewers/editors will review to make sure all content is covered and that there is not duplication. A proposal to develop guidance (the handbook) has been forwarded to the Policy Committee for review and approval.

Non-Governmental Accreditation Body Workgroup

- The final draft of the NGAB Evaluation SOP and appendices has been forwarded to the Policy Committee for review. Working group members noted that the existing definition of “accreditation body” in V1M1 may need to be changed to allow approval of NGABs.
- The committee reviewed a posting for applicants for the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) that was placed on the TNI website. The Nominating Committee will recommend a slate of candidates to the TNI Board.

Policy Committee

- The committee is reviewing the NGAB Evaluation SOP and expects to review the guidance proposal from TNI's Advocacy Committee concerning the update of EPA's 1979 *HANDBOOK FOR ANALYTICAL QUALITY CONTROL IN WATER AND WASTEWATER LABORATORIES*, prior to conference.

Training

- Although we are using our Webex platform to host webinars on standards and other informative events, very few organizations or individuals are coming forward with training proposals. One course is planned in August with Metrohm and Advanced Systems will be doing an assessor training course in August. The future of TNI's training activities will be on the agenda for the strategic planning meeting in October.

Summer Meeting

- The technical program has been posted on the NEMC website with copies of all abstracts and biographies. Updates continue to be made as presenters finalize their presentations.
- The program is being reviewed and finalized for printing.
- Presentations are now being received. They are due by the 15th. Each presentation will go through a review to ensure all presentations are legible and readable when presented.
- The Webinar given in June has been posted on the NEMC site.
- The Exhibit program is sold out and is at 110% of budget
- Attendee registrations are over 400 with the deadline for early registration July 11.
- Hotel room block is at 82%, well over the contract required 75%.

Membership Report

- There were two new committee applications this month.

Active Members: 875