

TNI Board of Directors Meeting Summary

March 11, 2015

1. Roll Call

Directors	Present
Jordan Adelson	X
Joe Aiello	
Aaren Alger	X
Steve Arms	X
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	X
Lara Phelps	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	
Jerry Parr	X
Iлона Taunton	X
Janice Wlodarski	X

2. Approval of January and February Minutes

Motion to Approve January 2015 Minutes: Patsy Root

Second: Judy Morgan

Approved: Unanimous

Motion to Approve February 2015 Minutes: Scot Cocanour

Second: Judy Morgan

Approved: Approved

Abstentions: Jordan, Dave Speis, Scott Siders, Justin, Judy Duncan

3. Strategic Plan

A third draft of the Strategic Plan from Milwaukee was provided as a separate document. This latest draft contains a few minor edits that occurred during the Crystal City meeting. If this plan is approved, Agenda Item 3A: Form a Training Steering Committee and 3B: Establish a Ways and Means Committee to look at fiscal opportunities and issues for identifying and generating new sources of revenue will be addressed.

Comments:

- Place a header at the top of the tables: Objectives, Group Responsible, Priority?
- If we make this public, do we want to take the Group Responsibility/Priority columns off? No, we just want to have one document – committees will be using this and don't want anyone confused.
- Will putting the document out there open things (priorities) for debate? There isn't anything to debate, and we need to be transparent. It will be approved and then out there for everyone to see and use. Public viewing.
- Nov 1 2014 – change the date when it gets posted on website.
- Start each new Strategy at the top of its own page.
- Make sure an acronym is used as it is defined. Change “lab” to “laboratory”.

Motion to Approve the 2015 – 2020 Strategic Plan: Dave Speis

Second: Steve Arms

Approved: Unanimous

Will post on website and send to all committee chairs.

Next steps: What are we going to use as far as tracking and monitoring progress? This is in the strategic plan itself, that we will review progress twice a year. Should we take a proactive view of accountability – get regular, periodic reports on progress? At the face to face meetings, this should be part of their reports – how they are doing on their tasks (need to allow extra time to add this in to the meeting). Staff will also provide updates in the Program Reports.

3a. Form a Training Steering Committee

This will need staff support. Ilona and Jerry would be very active participants. Do we need other input for ideas or to actually do training? We need input to do the training. We have lots of ideas already and have lots of things to put together that we want some people to review and provide advice on. Just a handful of people. NEMC Steering Committee, for example – 5 to 6 people, on a monthly conference call where we can ask advice on what we want to do and get concurrence on decisions made.

Should we solicit membership by contacting people we know that would be good in this role or solicit “if you're interested, contact us”? We should have input as to who these people are. This is the kind of role where you want 1 or 2 seasoned veterans, but this is also ideal committee for someone who is relative young.

Newsletter is due out early April. We will place this in the newsletter as a request to see if anyone is interested. Or do we need to be more hands-on? Or both? Both. (Same for the Ways & Means Committee.)

3b. Form a Ways & Means Committee

We will use the same process as for Training Steering Committee. Does this committee report to the Board? It is logical that they will report and work with the Board directly from a financial standpoint.

Sharon will provide something to put in the April newsletter.

4. SOP 1-116: Development and Approval of TNI Policies and SOPs

The Policy Committee has again revised this SOP to clarify how the “effective date” of a new or revised SOP is established. Once this SOP is endorsed by the Board, minor editorial changes will be made to the Format Guidelines SOP 1-100 to match those changes in SOP 1-116. This SOP has been provided in redline/strikeout as a separate file.

Motion to approve: Steve Arms
Second: Judy Duncan
Approved: Unanimous

SOP 2-101 is good to go. One suggestion: Section 2.1.2 – Add WET as a committee (editorial only).

5. WET Expert Committee (Attachment 1)

The CSDP Executive Committee has recommended the formation of a new Expert Committee for Whole Effluent Toxicity testing. This committee would be responsible for Module 7 of the TNI laboratory accreditation standard. The committee charter can be found in Attachment 1.

Motion to accept formation of the committee: Jack Farrell
Second: Dave Speis
Approved: Unanimous

6. NEMC 2016-2020

EPA has posted a solicitation to [Support the National Environmental Monitoring Conference \(NEMC\) as Part of the Environmental Measurement Symposium](http://epa.gov/ncer/rfa/2015/2015-nemc.html) at: <http://epa.gov/ncer/rfa/2015/2015-nemc.html>. TNI staff (Jerry, Ilona and Earl) are working on a proposal that is due March 31 and could use some individual to assist as reviewers. The ex-officio members of the Board must recuse themselves from any discussion of the proposal itself.

Option 1 – assign to Finance committee (done this in the past)
Option 2 – look for people to be the reviewers

We will assign it to the Finance Committee.

7. Method Update Rule (Attachment 2)

On February 19, EPA Published a proposed rule that approves new methods, or changes to existing methods, that affects approximately 100 EPA methods, Standard Methods, ASTM methods, and other test procedures in 40 CFR Part 136. The rule also contains a number of clarifications relating to approved methods, sample preservation and holding times, and method modifications. Among the more significant changes are updated versions of Methods 608, 624 and 625 and revisions to the MDL procedure in Part 136. A summary of this rule is in Attachment 2. The MDL procedure was developed by TNI’s Chemistry committee. The advocacy Committee is recommending TNI provide comments on this rule, in particular the proposed MDL procedure.

Encourage the board to that TNI should send in comments, in particular on the MDL procedure. Jerry is working on a document that has his thoughts. The changes to part 136 is all correcting technical errors and adding clarification and updating method versions so there’s no problem with that. And the Chemistry Committee developed the MDL procedure so we should support that.

What will be controversial are the three methods – maybe TNI should stay out of this since our mission is not to establish methods. Technology is great in the new methods, but they’ve imposed a

lot of QC requirements and the stipulation that if you fail any QC, you cannot report data, including MSMSD's. We have the laboratory community, ACIL, WET, ELAB, etc. to argue those points.

Should our EC or Exec committees be looking at this document for conflicts with our Standard (PT-type stuff)? Is there something that we're going to need to think about doing to support this when this goes through, or do we wait until it's finalized? Comments are due April 20. Important that we alert our committee chairs to take a close look at this and encourage them to comment individually.

Suggestion: Try to get our comments out early enough so other organizations can use them as a sort of template. Being a leader and encouraging others to respond.

We will develop some substantive comments on the MDL procedure that we can share with people, and also revisit the comments we submitted in 2010 on the mandatory quality control in 136.7 and consider resending those. We can draft and share these with people before the next Board call and then decide if we want to send them in.

Jerry will work on comments on the methods as Catalyst Information Resources.

We will put an article in the newsletter about this. An eblast for the webinar has already gone out.

8. Board Election and Related Information

The Nominating committee is reviewing the applications received and will announce a slate of candidates on or before March 16. The election will begin April 1.

How will the membership be notified? A reminder to all the members will be sent out.

As most of you know, Alfredo changed jobs in January and is now working for the same organization as Sharon. While this is not precluded in the Bylaws, there may be a perception issue. The Nominating Committee was asked to look into this topic and develop a recommendation for the Board. Board members can send Steve an email if they have any thoughts to share about this.

The Nominating Committee will have a recommendation on the Sharon/Alfredo issue, as well as a slate by the next Board meeting. We also need to ask the Nominating Committee to revisit how we determine the category an organization falls into – Lab, AB, or Other. We should also get Ken Jackson's input on ANSI's view of this issue.

9. Committee Charters (Attachment 3)

Updated committee charters have been developed for all Expert Committees except LAB and have been approved by the CSDP Executive Committee. The Charter for the Executive Committee needs approval by the Board and is in Attachment 3.

Motion to Approve the CSDP Executive Committee Charter: Jack Farrell

Second: Judy Duncan

Approved: Unanimous

Need target for finalizing the 2015 Standard under the milestones. Sharon will pass along as a suggestion.

10. Program Reports (Attachment 4)

Attachment 1

Whole Effluent Toxicity Testing Expert Committee (WET)

2015 Charter (revised 1-24-2015)

Mission

It is the mission of this committee to update and maintain the whole effluent toxicity testing Standard (TNI Volume 1, Module 7) based upon public comment, to provide technical assistance on issues related to whole effluent toxicity, to develop tools to aid implementation, and to facilitate the implementation of the Standard.

Strategic Goals and Objectives

1. Review and revise the Standard based on input from all stakeholder groups.
2. Ensure that the Standard will produce data of known and documented quality.
3. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs).
4. Provide technical assistance in developing tools to facilitate the implementation of the Standard.
5. Ensure continuity with other TNI Volumes.
6. Utilize existing and future TNI infrastructure and resources to accomplish mission.

Success Measures

- Improving the Standard by:
 - Clarifying and Updating of the Standard
 - Addressing inconsistencies across EPA method manuals
 - Improving *and clarifying* quality assurance requirements
 - Clarifying reporting requirements of laboratory performance, such as test sensitivity, test acceptability criteria (TAC), and reference control results
 - Developing a checklist for requirements for each approved method
 - Developing a checklist for reporting requirements
 - Uniformity of Proficiency Testing requirements in concert with the PTPEC
- Prompt responses to SIRs

Key Milestones for 2015

- Develop priority list of committee goals
- Develop schedule of goals for completion
- Other committee functions, as needed

Considerations

Committee members are volunteers; limited funding. Committee must maintain a balanced representation from among accreditation bodies, accredited laboratories and "others" (including, among others, EPA, Department of Defense, and third party accreditation bodies).

Available Resources

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Teleconference services
- Administrative support

- Technical editor support

Additional Resources Required

- Travel funding

Anticipated Meeting Schedule

- Monthly Committee Teleconferences (open to all Full and Associate Members)
- Additional committee and subcommittee teleconferences as needed

Committee Membership

Member	Affiliation	Email	Phone	Category	Term Expiration
Rami Naddy (Chair)	TRE Env. Strat. LLC	naddyrb.tre@gmail.com	970-416-0916	Lab	Feb. 2018
Ginger Briggs	Bio-Analytical Laboratories	bioanalytical@wildblue.net	318-745-2772	Lab	Feb. 2018
Pete De Lisle	Coastal Bioanalysts Inc	pfd@coastalbio.com	804-694-8285	Lab	Feb. 2018
Steven Rewa	Environmental Resources Management	steven.rewa@erm.com	616-738-7324	Lab	Feb. 2018
Chris Burbage	Hampton Roads Sanitation District	cburbage@hrsdc.com	757-355-5013	Lab	Feb. 2018
Chris Pasch	Alan Plummer Associates, Inc.	cpasch@apainv.com	512-687-2162	Other	Feb. 2018
Teresa Norberg-King	USEPA	norberg-king.teresa@epa.gov	218-529-5163	Other	Feb. 2018
Elizabeth West	LA DEQ LELAP	elizabeth.west@la.gov	318-676-7457	AB	Feb. 2018
Amy Hackman	Penn. Dept. Environ. Protection	ahackman@pa.gov	717-346-8209	AB	Feb. 2018
Michele Potter	New Jersey Dept of Environ Protect.	Michele.Potter@dep.nj.gov	609 984-3870	AB	Feb. 2018
Michael Pfeil	Texas Comm. Environ. Quality	Michael.pfeil@tceq.texas.gov	512-239-4592	AB	Feb. 2018

Balance

- Laboratory - 5 (6 associates)
- Other – 2 (1 adjunct)
- Accreditation Body - 4

Subcommittees

To be determined

Program Administrator

Lynn Bradley

Attachment 2
Summary of the 2015 Methods Update Rule
Courtesy of Catalyst Information Resources

Changes to Previously Approved EPA Methods

Methods 608, 624, and 625

- Substantive changes to both technology and QC. Some changes will be controversial to both labs and permittees.

Method 611

- EPA proposed to correct the analyte name for bis(2-chloroisopropyl)ether to 2,2'-oxybis(1-chloropropane), which matches the CAS Number 108-60-1.

Methods 1600, 1603, 1680, and 1682

- EPA proposed to correct minor typographical or other errors in methods 1600, 1603, 1680, and 1682 that EPA identified in the methods after publication.

New Versions of Approved Standard Methods

EPA proposed to approve new versions of the following currently approved Standard Methods:

9221 B, C, E, F-06	3500-Al B-11	4500-NO ²⁻ B-11
9222 B, D, G-06	3500-As B-11	4500-NO ³⁻ D, E, F, H-11
9230 B, C-07	3500-Ca B-11	4500-Norg (B-D)-11
2120 B, F-11	3500-Cr B, C-11	4500-O B-G-11
2130 B-11	3500-Cu B, C-11	4500-P B (5), E-H-11
2310 B-11	3500-Mn B-11	4500 SO ²⁻ B-D, F, G-11
2320 B-2011	3500-Na B-11	5210 B-11
2340 B-2011	3500-Pb B-11	5220 B, D-11
2340 C-2011	3500-V B-11	5310 B, D-11
2510 B-2011	3500-Zn B-11	5520 B, F-11
2540 B, C, D, E, F-11	4110 B-D-11	5530 B, D-10
2550 B-10	4140 B-2011	5540 C-11
3111 B, C, D, E-11	4500-B B-11	6200 B, C-11
3112 B-11	4500-Cl ⁻ B-G-11	6440 B-05
3113 B-10	4500-CN ⁻ B-G-11	6630 B, C-07
3114 B, C-11	4500-F ⁻ B-E-11	6640 B-06
3125 B-11	4500-NH ₃ B-H-11	

Note: EPA did not propose to approve method 6810 for the analysis of pharmaceutical and personal care products in water because no supporting data were received by the deadline to demonstrate that the method had undergone full inter-laboratory validation.

New Versions of Approved ASTM Methods

EPA proposed to approve new versions of the following currently approved ASTM methods:

D 511 – 09 (A, B)	D 1246 – 10
D 516 – 11	D 1688 -12 (A - C)
D 858 – 12 (A – C)	D 1691 – 12 (A, B)
D 859 – 10	D 1976 – 12
D 1067 – 11	D 3223 -12
D 1068 – 10 (A-C)	D 3373 – 12
D 1126 – 12	D 3557 – 12 (A – D)
D 1179 – 10	D 4382 – 12

D 4658 – 09
D 5257 – 11
D 5673 – 10
D 5907 – 13

D 6508 – 10
D 7284 – 13
D 7511 – 12
D 7065 – 11

New Methods

EPA proposed to add the following new methods:

- USGS Methods I-2547-11 and I-2548-11, *Colorimetric Determination of Nitrate Plus Nitrite in Water by Enzymatic Reduction, Automated Discrete Analyzer Methods*, for nitrate, nitrite, and combined nitrate-nitrite. Method I-2548-11 is a low level (analytical range) version of Method I-2547-11.
- NECi Method N07-0003, *Method for Nitrate Reductase Nitrate-Nitrogen Analysis*;
- Timberline Instruments, LLC Method Ammonia- 001, *Determination of Inorganic Ammonia by Continuous Flow Gas Diffusion and Conductivity Cell Analysis*;
- IDEXX Laboratories, Inc. Colilert®-18, *Coliform/E. coli Enzyme Substrate Test for fecal coliforms in Wastewater*;
- NCASI Method TNTP-W10900, *Total (Kjeldahl) Nitrogen and Total Phosphorus in Pulp and Paper Biologically Treated Effluent by Alkaline Persulfate Digestion*;
- Hach Company Method 10242, *Simplified Spectrophotometric Measurement of Total Kjeldahl Nitrogen in Water and Wastewater*;
- Hach Company Method 10206, *Spectrophotometric Measurement of Nitrate in Water and Wastewater*.

Changes to Appendix B to 40 CFR part 136 - Definition and Procedure for the Determination of the MDL

EPA proposed revisions to the procedure for determination of the MDL primarily to address laboratory blank contamination and to better account for intra-laboratory variability. The proposed revisions address the following issues and would add new requirements.

- Laboratories would be required to evaluate the MDL to account for background levels of contamination.
- If a laboratory uses MDL values that represent multiple instruments, then the laboratory would be required to calculate the MDL using spiked samples and blank samples from all of these instruments.
- Laboratories would be required to check their MDL values once a quarter.

Variances for Sample Preservation, Containers and Holding Times

EPA seeks comment on how to approve variances to sample preservation, containers or holding times listed in Table II for specific dischargers. Before the 2012 Final Method Update Rule, the regulation required parties requesting a variance from Table II for specific dischargers to send the request to the appropriate EPA regional office for review, and then for the regional office to send the request to the National ATP Coordinator at EPA Headquarters for review and recommendation. Following receipt of such recommendation, the regional office could approve a variance. In the 2012 Final Method Update Rule, EPA changed the requirement so that either the Regional ATP Coordinator or the permitting authority could approve an exception to Table II for specific dischargers. The primary rationale for this change, as stated in the preamble of the 2010 Proposed Method Update Rule was: "EPA is revising the text at 136.3(e) to allow a party to explain, without a cumbersome waiver process, to their permitting or other authority their basis for an alternative approach." Giving this authority to either the Regional ATP Coordinator or the permitting authority speeds up the approval process. Also, the permitting authority is more likely to know about special circumstances surrounding the local dischargers (e.g., unusual discharge matrices, remote locations, etc.). This change in the approval process resulted in the following potential complications and EPA is interested in public comment on them. First, it created a parallel authority to approve variances to Table II for specific dischargers. A discharger could make a request to both the Regional ATP Coordinator and the permitting

authority, receive contradictory answers, and then choose the answer that the discharger prefers. Second, when there are different authorities approving a Table II variance for specific dischargers, there is potential for the data and documentation required by one authority to differ significantly from that required by the other authority.

Clarifications/Corrections to ATP Procedures

Parts 136.4 and 136.5 describe EPA procedures for obtaining approval to use an alternate test procedure either on a national basis, or for limited use by dischargers or facilities specified in the approval. In the 2012 Method Update Rule, EPA made several clarifying changes to the language of these sections. At the same time, however, in many places where the phrase "Regional Alternate Test Procedures Coordinator" or "Regional ATP Coordinator" appears, EPA inadvertently also inserted the phrase "or permitting authority" following the phrase. The effect of the change was to inadvertently authorize *State* permitting authorities to approve ATPs for limited use within the State. EPA never intended this. EPA did not propose to authorize State NPDES permitting authorities to approve limited use ATPs. Second, the rule states that the approval may be restricted to specific dischargers or facilities, or to all dischargers or facilities "specified in the approval *for the Region*." (emphasis added). This language evidences EPA's intent that the Region – not the state – would be authorized to issue any such limited use ATP approval. Finally, as further evidence of EPA's intent, in several places, the text of the rule makes more sense if read to authorize only the Regional ATP Coordinator, and not the State permitting authority, to approve limited use ATPs. Consequently, EPA proposed to delete all instances of "or permitting authority" to correct this error and revise the rule text to its original intent. Based on this revision, EPA and EPA alone would have the authority to approve limited use ATPs.

Other Minor Changes

EPA proposed several other minor changes, including:

- clarifying the language on the term "Director,"
- deleting the words "be sufficiently sensitive and" to eliminate unnecessary confusion,
- make a number of clarifications and corrections to its Whole Effluent Toxicity acute and chronic methods manuals,
- change the Standard Method listed for *E. coli* most probable number (MPN) in Tables IA and IH,
- reinstate a line for Enterococci that was erroneously deleted in the 2012 Methods Update Rule.
- change one of the Table IB hardness entries,
- edit Table IB, footnote 52,
- remove the reference to costs in 40 CFR 136.3,
- add rows to Table II that specify holding times for total/fecal coliforms, and fecal streptococci in Table IH,
- change the sodium thiosulfate concentrations in Table II for bacterial tests from 0.0008% sodium thiosulfate to 0.008%, and
- reinsert language that was accidentally deleted from footnote 5 of Table II.

Attachment 3

Consensus Standards Development Executive Committee (CSDExC)

2015 Charter

(Revised: 02-05-2015)

Mission:

To guide the Consensus Standards Development process in the development and maintenance of standards.

Objectives:

- Develop policies and procedures that guide standards development.
- Ensure that consensus standards development is in conformance with applicable policies and procedures of TNI.
- Provide oversight, guidance and direction to the Expert Committees.
- Provide technical assistance in developing tools to facilitate the implementation of the Standard.
- Ensure consistency and uniformity between the volumes and modules of the standard, including interaction with other boards, committees and interested parties as required.
- Evaluate the need for new and/or modified standards.
- Review and approve annual charters for Expert Committee
- Revise SOPs as necessary and appropriate - as required
- Recruit interested parties for developing Expert Committees, as necessary

Success Measures:

- Timely development of standards and/or required modification to standards.
- Development of standards consistent with relevant national and international standards and guidelines where appropriate.
- Adoption of standards by TNI and/or other interested parties
- Implementation of the standards.

Key Milestones:

- Adoption of SSAS Final Standard - September 2009
- Implementation of Environmental Sector standard by NELAP - July 2010
- Approve new Environmental Measurement Methods Expert Committee - January 2011
- Approve Microbiology and Radiochemistry Expert Committees – August 2012
- Respond to Corrective Action Task Force concerns
- Work with LASEC and NELAP for increased cooperation
- Establish Whole Effluent Toxicity Committee
- Finalize 2015 Standard

Current Membership:

Name	Representation
Robert Wyeth, Chair	At-Large Member
Paul Junio, Vice Chair	Chair, Quality Systems Expert Committee
JoAnne Boyd	At-Large Member
Jessica Evans	At-Large Member
Richard Burrows	Chair, Chemistry Expert Committee
Robert Shannon	Chair, Radiochemistry Expert Committee
Robin Cook	Chair, Microbiology Expert Committee
Carl Kircher	Chair, Accreditation Body Expert Committee
Tom Widera	Chair, Stationary Source Audit Sample Expert Committee
Justin Brown	Chair, Field Activities Expert Committee
Shawn Kassner	Chair, Proficiency Testing Expert Committee

Considerations:

Committee members are volunteers; limited funding. Committee consists of 3 at-large members and the Chairs of all Expert Committees. Balance/lack of dominance is not a requirement of the Consensus Standards Development Executive Committee.

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Expert committees and support
- Teleconference services
- Administrative support
- Technical editor support

Additional Resources Required:

- Travel funding

Anticipated Meeting Schedule:

- Monthly teleconferences; generally 2nd Thursday of each Month at 1:00 PM ET
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed

Program Administrator: Dr. Kenneth Jackson

Attachment 4 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The re-write of SOP 2-100 (Procedures Governing Standards Development) has been signed off by the Standards Development Task Force and approved by the Consensus Standards Development Executive Committee. It will now be sent to the Policy Committee. The deadline for submitting it for ANSI approval is in May 2015.
- The “2012” Quality Systems Standard remains a Voting Draft Standard and awaits the following action, which is proceeding. The Quality Systems Expert Committee that was in place when the Voting Draft Standard comments were discussed and the standard was modified to resolve persuasive comments must vote on the decisions it made at that time. These decisions must then be published as committee minutes together with a response-to-comments document and the revised standard. This standard will then be final, because it was developed and voted on before an Interim Standard was introduced into the standards development SOP. Those final modules will then be merged into the 2015 standard. The committee has identified a conflict between Module 2 and 5 on thermometer verifications.
- The Chemistry Expert Committee’s Interim Standard on calibration has passed the voting, the committee has ruled the comments persuasive or non-persuasive, and has made appropriate modifications to the standard to resolve the persuasive comments. The final standard and responses to comments will be published shortly.
- The Laboratory Proficiency Testing Expert Committee is making its final modifications to Volumes 3 and 4 to prepare them as Voting Draft Standards, and that is expected to be completed in March. The committee had set a target date of July 2015 for all Interim Standards to be ready.
- The Laboratory Accreditation Body Committee will begin reviewing the 2009 Volume 2 Accreditation Body standard with a view to updating it. The committee will consider revising and consolidating Module 1 (General Requirements) with Module 3 (On-Site Assessment), since there is a tremendous overlap between the two modules presently. The Committee has changed its meeting time to accommodate the new Chair, Carl Kircher, and hopes to identify and elect a Vice Chair at its March meeting. There are membership opportunities available for stakeholders of the “other” category; until more “others” are added, other categories cannot be considered for membership.
- The Field Activities standards are being submitted to the American National Standards Institute (ANSI) to be recognized as American National Standards. This process has been initiated by completing “PINS” forms for ANSI to publish the description of the proposed standards for public comment.
- The Radiochemistry committee has finished addressing comments from the Modified Working Draft Standard. Updates have been made to the standard and it was forwarded to the CSDP for review. Most comments have been received from the SRC and the standard is being voted on this Wednesday to move it to a Voting Draft Standard.
- The Microbiology committee reviewed comments on the Modified Working Draft Standard changes have been made to the Standard. The committee is reviewing the Standard at its next meeting and then it will be sent to SRC for comments. The Standard should be ready for committee vote by the end of March and then it will be submitted as a Voting Draft Standard.

NEFAP Executive Committee

- The Nominating SOP (5-103) and SIR SOP (5-106) updates were finalized and distributed to the Policy Committee. The next SOP being updated is 5-102 – Voting.
- The Mobile Lab Subcommittee is regrouping and will meet mid March. One key member had to step off of the subcommittee. They are still working on a Survey they hope to complete in the next month. The information they gather from the survey will give them direction on next steps.
- The contract for L-A-B has been drafted and sent to Doug Leonard for approval. Once this is signed he will receive his certificate.
- New FSMO tools have been sent to William for posting.
- The committee discussed next steps for increased NEFAP Advocacy. They will be updating a white paper, following up on the completion of the brochure, and begin developing a tem to work on a marketing and advocacy strategy.
- The Nomination Committee has been formed and is being chaired by Nilda Cox.
- The committee will begin work on a SIR submitted. It appears that is not actually an SIR.
- The committee will start work on its Charter once it receives strategic planning direction form the Board of Directors.

Field Activities Expert Committee (FAC)

- Three FSMO tools were sent to William for posting on the NEFAP EC website.
- The subcommittee has not met since the Crystal City meeting.
- The Container Subcommittee. This discussion will be tabled until closer to the Chicago meeting. There are still concerns about whether this is something the committee should work on. Most feel its use needs to be expanded for it to make sense to work on.
- The committee finalized the Guidance Document request and forwarded it to Policy.
- The committee is still looking for a Vice-Chair.
- The committee finalized the first step in the ANSI process and Ken has submitted the request.

NELAP

Accreditation Council

- Four evaluations are complete with renewals approved. One vote on the Evaluation Team's recommendation is pending, and two additional site visits and observations are finished. One site visit had to be rescheduled due to weather, one application is in review and two more renewal letters have been sent to ABs.
- The Council continues its discussion about identifying needed policies and their desired content. Two concepts for policies have been referred to LASEC (and LAB), with two others being addressed in an update to an existing policy.
- Alfredo Sotomayor joined the AC earlier this month to discuss whether one logo could be used for all labs accredited to the TNI Standard. While there was not a quorum at that Council meeting, so no vote could be taken, the general sentiment was that a single logo would be acceptable. The individual

NELAP AB is identified in the lab’s certificate number and presumably the non-governmental ABs would include their individual corporate logos on certificates, so there would be minimal chances for confusion.

- The next Assessor Call is planned for April 6, 2015. These calls have been successful and well attended by both state and contract assessors as well as AC members.
- The current status update for implementation of the 2009 TNI Standard as well as expected transition to the 2015 TNI standard (when adopted) follows.

State AB Status for Current and Future Standard				
State AB	In use now	Process for Implementing New Standard	Constraints Known Now	Anticipated Timeline
FL	2003	Rule development required using new process. Cannot utilize “adopt by reference” but must cite a specific document w/ unique identification number	If adopts 2009, would not adopt the PT modules. Uncertain whether to adopt 2009 or await 2015 version	Unknown – new process untried
IL	2009 as of September 2014	Rule change accomplished in September 2014, adopting TNI Standard by reference	Adopting future revisions of the TNI standard expected to be readily accomplished	Expected timely adoption
KS	2003, assessing to 2009	Rule development underway (6-9 mo process, does not require legislative approval) but may omit PT modules of 2009	Cannot adopt by reference, but the KS regulation needs to be modified regardless of the standard	Possible timely adoption of 2015, if repeat rulemaking allowed
LA DEQ	2009 since June 2013	Counsel found a way to implement 2009 standard w/o rulemaking, which they hope to repeat for 2015.	None currently known	Expected timely adoption
LA DHH	2009 since December 2012	Process: sends rule draft to labs, addresses comments until agency and stakeholders are satisfied, then must seek legislative approval	If time limit for finishing rule is exceeded, must restart the process	uncertain
MN	2003/2009 assess to either per lab choice	Regulation cites “most current standard” of NELAP/TNI”		Expected timely adoption
NH	2003	Current regulation sunsets in 2016, so will likely adopt 2009 without PT modules	2015 standard will arrive too late to be adopted in needed rulemaking	Uncertain – a new rulemaking will be required
NJ	2009— nonconformances cited to 2003 & 2009	Rulemaking underway with regulation to adopt-by-reference the most recent version of the TNI Standards	None currently known	Proposal targeted for publication in the 10/20/14 NJ Register. Adoption targeted for publication in Mar/Apr 2015 NJ Register
NY	2003	The quality systems sections may be adopt by ‘incorporating through reference’. Other modules (PT, personnel qualifications) need to be consistent with existing regulation.	Will not adopt 2009 Standard because unable to implement current PT module. Will consider 2015 standard when available	uncertain
OR	2009	Regulations require 1.5-2 years, with draft, hearings, legislative and then Governor’s approval. Will begin new rule when standard is adopted by AC	Hopes to incorporate “adoption by reference” into new rule	Expected timely adoption
PA	2009	Rule language adopts by reference.	Requires development of	Expected

		Presently treading lightly with PT module implementation	new checklists, etc., for new standard prior to implementation	timely adoption
TX	2009	Existing rule cites "current TNI standard"		Expected timely adoption
UT	2009	Rule change to cite different standard expected to require only weeks to accomplish		Expected timely adoption
VA	2003	Final regulation incorporating the 2009 TNI standard "by reference" currently awaits Governor's signature. A new standard will require a new rulemaking process.	Will require rule revision to move to 2015 standard	Expected timely adoption
OK (expect early 2015 appl'n for recognition as NELAP AB)	State only for now	Rule development underway to adopt 2009 standard – depends on state executive and legislative branch actions during 2015.	Awaiting adoption of 2009 standard to implement program.	Adoption of 2015 standard unlikely to occur for years.

Laboratory Accreditation System Executive Committee (LAS EC)

- LAS EC members are undertaking review of Volume 1 -- Modules 2, 3 and 7 -- which were voted and approved in 2012. LAS and the AC are involved in discussions about how to resolve a conflict between one of the more recently revised sections and Module 2.
- Both the Assessment Forum and Mentor Session in Crystal City were successful, although competing sessions seem to have kept the Mentor Session attendance lower than it otherwise would have been.
- LASEC updated and approved the NELAP Mutual Recognition Policy 3-100, and has recommended it to the AC for consideration.

PROFICIENCY TESTING

- The committee has started work on two old SIRs that were returned. They center around asking labs to run PTs for methods that that they were not designed for. Usually a concentration issue. The committee will plan to respond to the request and will work with the FoPT Table Format Subcommittee to resolve the longer term issue.
- Work is still progressing on the finalization of the new WET FoPT table. Maria spoke with Aaren and after further discussion at the last PTPEC meeting it was decided that there may be enough information supplied to labs to delete Footnote 3 (which eliminates the NELAP ACs concern). Maria is working on this with the subcommittee.
- The Microbiology FoPT Subcommittee is being formed. Jennifer Best (EPA) has volunteered to chair this committee.
- The committee closed out the UV-254 complaint due to incorrect use of the process. The complaint should have gone to the PTPA first and if it can't be solved at this level, then it should come to the PTPEC.
- The FoPT Table Format Subcommittee's scope is still being looked at. Aaren expressed concern about putting the methods on the DW table. Maria will be checking to see if this is an individual concern or a NELAP AC concern.
- The Chemistry FoPT Subcommittee is continuing the review of SCM data.

- The committee is still working on the compound naming and identification inconsistency ((2,2'-oxybis (1-chloropropane) vs. bis (2-chloroisopropyl) ether).
- The committee will finish work on its Charter once it receives strategic planning direction from the Board of Directors.
- The committee is working on new requests for analyte additions to FoPT tables.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee is continuing to refine the final draft of the PT Position statement. They hope to vote have an email vote on the final draft sometime this month.
- The Advocacy Committee is reviewing the draft strategic plan and preparing implementation plans for the objectives assigned to Advocacy.
- Marlene Moore is editor of the next newsletter. Article due date is March 18 with a target publication date of April 3.

Non-Governmental Accreditation Bodies

- Training for evaluators was offered on Sunday prior to the Crystal City meeting by Marlene Moore. Ten individuals participated, 3 NELAP ABs, 3 NGABs, and 4 others. A second webcast training will be offered on April 2.
- An RFP has been issued for the Lead Evaluator for the NGAB recognition program. Proposals are due March 16, 2015.
- Alfredo Sotomayor is discussing potential logo designs for NGAB accredited labs with the NELAP AC.

IT Committee

- TNI's IT Administrator has reorganized the website to make it easier for individuals to find information.
- The committee will be tasked with creating Linked-In, Facebook and Twitter pages for TNI.

Policy Committee

- Policy Committee has again revised the SOP on SOPs (1-116) to clarify how the "effective date" of a new or revised SOP is established. This revised SOP is presented for Board approval at the March meeting. Once this SOP is endorsed by the Board, minor editorial changes will be made to the Format Guidelines SOP 1-100 to match those changes in SOP 1-116. A set of NEFAP updated SOPs is currently undergoing review by Policy Committee; these comments will be returned to the Executive Committee as a set, when reviews are complete later in the winter.

Training

- The updates to the Ethics and Data Integrity webcast have been sent to William. AEX has reviewed the information prepared to help people use the webcast and this will be updated in March for posting early April.
- A number of Webinars are planned for the near future: MUR, MDL, and three from Metrohm dealing with technical issues.

NEMC

- NEMC 2015 abstracts have been reviewed and are being placed. All abstracts to date have been reviewed for format and cleaned up to prepare for posting.
- Additional information was prepared for the database and sent to William.
- Special Linked-In and Facebook pages for NEMC have been created and a Twitter account is in development. #nemc2015 ([facebook.com/NEMCONF](https://www.facebook.com/NEMCONF) and <http://linkd.in/1A9WMZf>)

Quality Management Plan Update

- The draft plan has been sent to the Policy committee.

Complaints

- There was one new complaint submitted. It was decided that it was not an appropriate complaint for the process and an email letter was sent to the complainant with suggestions to work on his issue.

Membership Report

- There were 2 new committee applications. Both applicants were added to Advocacy as Associate members.
- Active Members: 830