

TNI Board of Directors Meeting Summary

June 10, 2015

1. Roll Call and Approval of May Minutes

Directors	Present
Jordan Adelson	
Aaren Alger	
Steve Arms	X
Justin Brown	
Scot Cocanour	X
George Detsis	
Zonetta English	X
Jack Farrell	X
Keith Greenaway	X
Myron Gunsalus	
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	
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approve May Minutes:

Changes: Keep the evaluator discussion as part of the Executive Meeting – not placed in the public record. Agenda item 2 is appropriate – just don't include the attachment. AC Minutes were the final outcome; how we are going to proceed – no names. #3 has names.

Jerry will edit agenda item #2 and we will send out the minutes for review again before approving.

3. Marijuana Testing

5/14/15

From Gary Ward

It's now official. Oregon will be the first NELAP AB where all labs testing marijuana, both medical and recreational, must be accredited by ORELAP, using TNI standards.

Law SB 964:

"Requires testing to be done by a laboratory accredited by ORELAP"

5/28/15

From Shawn Kassner

A couple of weeks ago Ty and I were at a Colorado Marijuana Enforcement meeting with several laboratories and the Colorado Dept of Health lab assessors. Several things came out of that meeting; one of the labs noted that they were asked to get NELAC accredited by the state and then they could be accredited for medical marijuana testing. The Colorado lab accreditation program is communicating with Oregon and New York lab accreditation programs who both are apparently using the TNI quality system standards for accrediting marijuana labs. We know that Oregon is visiting these labs and doing assessments.

I know that A2LA and Perry Jackson are offering ISO 17025 accreditation for these labs. The question came up as to whether TNI would consider having a medical marijuana accreditation program? So I thought I would ask, knowing that I am not the only one most likely.

Let me know what you are thinking. TNI has a lot to offer other markets certainly, food testing, medical marijuana are a couple of obvious ones. As the environmental market is matured - haven't we all - I do not know if there has been any thought to reaching out to ACIL Food labs or FDA to grow in that arena. Or whether there is interest in helping the medical marijuana labs at all.

The Board has discussed the fact that some states are using the TNI Standard for medical marijuana testing, and that no action is needed at this time.

3. First Quarter Financial

1st quarter financial reports were reviewed in detail by the Finance Committee in early May. Although it is very early to predict much, everything appears to be on track for this year.

4. Ways and Means Task Force (Attachment 1)

The creation of this Task Force is a recommendation from the Finance Committee.

We are looking at having a brainstorming meeting regarding the Task Force in Chicago, as well as a few conference calls and a planning meeting in early October. Probably a 6-month timeframe for the Task Force; not a long-term commitment. We are looking for committed and passionate people to sit on this Task Force. If you are interested, please let Dave Speis know.

5. LASEC Charter (Attachment 2)

Significant changes from 2014 are highlighted. Since this is an Executive Committee, the charter needs Board approval.

Motion to Approve: Lara Phelps, with editorial comments made
Second: Jack Farrell
Approved: Unanimous

5. Program Reports (Attachment 3)

**Attachment 1
WAYS AND MEANS TASK FORCE CHARTER**

Mission Statement: The mission of the Ways and Means Task Force is to investigate mechanisms to increase revenue for TNI. The committee will look at the various sources of revenue (meetings, training, sale of documents, sponsorships, etc) and consider which of any of these could be increased. The committee will also explore new areas of funding.

Sponsor: TNI Board of Directors

Stakeholder Groups

- Municipal laboratory
- Commercial Laboratory
- Laboratory assessor
- Vendor Community

Objectives/Approach:

- Review existing revenue sources.
- Discuss additional sources of income.

Success Measures:

- \$20,000 of additional revenue for the latter part of 2015 that will translate into \$50,000 annually.

Key Milestones:

- Review existing revenue sources and develop recommendations.

Considerations:

- Should balance TNI revenue needs with acceptance by stakeholder community
- TNI program should add value to those that participate.

Available Resources:

- Finance Committee
- Treasurer
- CPA
- IT Support

Additional Resources Required:

- Sales person

Anticipated Meeting Schedule:

- Initial meeting (face-to-face) during TNI Chicago meeting
 - Invited guests, limited to 10-15 + Finance; brainstorming session and recruitment
- Conference calls in August and September
- Planning session in early October with Finance Committee

Attachment 2

Laboratory Accreditation System Executive Committee (LASEC) 2015 Charter (Revised: April 2015)

Mission Statement:

The mission of this committee is to manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories, by supporting the NELAP Accreditation Bodies (ABs) and enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards.

Objectives:

- Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.
- Work with the Consensus Standard Development Program Executive Committee to ensure that accreditation standards developed for this program are suitable for use by review of standards and by consideration of AB and laboratory needs early in the development process
- Review new or revised standards **during development and** after approval for the purpose of recommending them to the NELAP AC for adoption
- Manage involvement and assistance of Expert Committees and the PT Executive Committee as appropriate for standards interpretations, guidance documents and related tools
- Develop tools and templates to assist laboratories and accreditation bodies with implementing accreditation programs.
- Support TNI's Educational Delivery System in providing training programs relevant to the needs of the NELAP stakeholder community.
- Ensure that laboratory assessors have a forum to discuss common issues (Assessment Forum)
- Develop a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs (Mentor Sessions)
- Provide a voice and solution strategies for small organizations' issues and concerns (small laboratories, especially)
- Provide a peer review mechanism for documents.
- Develop and recommend to the NELAP AC policies and procedures, standards interpretations, guidance documents, and any related tools to implement NELAP

Success Measures:

- Process Standards Interpretation Requests in timely fashion, consistently applying SOP 3-105
- Reviewing and providing recommendations to NELAP AC on TNI standards, policies and SOPs as needed or requested
- **Maintaining active liaison with the Small Laboratory Advocacy Group (SLAG) through active involvement of TNI's Small Laboratory Advocate**
- Providing Assessment Forums at TNI conferences, both winter and summer
- Providing Mentor Sessions at TNI conferences, both winter and summer
- Respond in timely manner to requests from TNI Educational Delivery System

Key Milestones:

- Develop and maintain the Standards Interpretation Request SOP 3-105
- Assessment Forum and Mentor Session (July 2015, Chicago)
- Assessment Forum and Mentor Session (January 2015, Tulsa)
- **Review developing standards and provide feedback with eventual recommendation to NELAP AC – as available**
- ~~Complete the processing of 90% of Standards Interpretation Requests that have been pending longer than 12 months (“backlog” eliminated by December 2013) for successful reconsideration by the NELAP AC~~

Considerations:

- TNI's Small Laboratory Advocate is an *Ex Officio* member
- Available time at summer meetings to include Mentor Sessions and Assessment Forum

Available Resources:

- Other TNI Committees (Expert and Support) for changes to the modules
- Volunteer committee members
- Existing national and international consensus-based standards
- TNI Website
- Participating organizations
- Other entities as the committee sees fit, that pertain to our mission

Additional Resources Required:

- Web-based teleconferencing services
- Effective and accessible member database

Anticipated Meeting Schedule

- Monthly Committee Teleconferences (Fourth Tuesday of each month at 1:30 pm Eastern)
- Additional teleconference scheduled as necessary for subcommittees and ad hoc working groups
- Committee meetings during semiannual TNI Forums, separate from Assessment Forums and Mentor Sessions

Committee Members and term expiration date:	Subcommittee	Stakeholder Group:
Judy Morgan, Chair (1 st -- 2015)	SIRs, Assessment Forum	Lab
JoAnn Boyd (1 st -- 2016)		Lab
Kristin Brown (2 nd -- 2017)	SIRs, Ass'm't Forum	NELAP AB
David Caldwell (2 nd -- 2017)	Assessment Forum	Non-NELAP AB
George Detsis (1 st -- 2017)		
Barbara Escobar (1 st -- 2015)	Mentor, Ass'm't Forum	Lab
Jack Farrell (1 st -- 2016)		other
Bill Hall (1 st -- 2016)	SIRs	NELAP AB
Betsy Kent (1 st -- 2015)	Mentor Sessions, Chair	Lab
Carl Kircher (2015)	SIRs	NELAP AB
Mitzi Miller (2 nd -- 2017)		Other
William Ray (2 nd -- 2017)		Other
Kim Sandroek (1 st -- 2015)		NELAP AB
Carol Shrenkel (1 st -- 2016)	Mentor, Ass'm't Forum	Other
Elizabeth Turner, Ex Officio		Small Lab Advocate

Program Administrator: Lynn Bradley

**Attachment 3
PROGRAM REPORTS**

CONSENSUS STANDARDS DEVELOPMENT

- The ANSI-approved version of SOP 2-100 (Version 2.0) has been submitted for publication on the website and is now in effect.
- The PT Committee has completed its resolution of comments from the V1M1 and V2M2 Voting Draft Standards, and the Response-to-Comments document will be published within a week together with the revised standards showing the changes made as a result of persuasive comments. Voting Draft Standards on Proficiency Testing (PT) Volumes 3 and 4 have been published, and voting will be available through June 19.
- The Chemistry Committee has published a Voting Draft Standard on EL-V1M4 (Quality Systems for Chemical Testing), Sections 1.5.1 and 1.5.2 (Detection and Quantitation). Voting will be available through July 5. The Response-to-Comments document on the Interim Standard on calibration (ELV1M4, Section 1.7.1 and 1.7.2) has been published together with the final TNI Standard. Individual commenters have been notified of the disposition of their comments.
- The Stationary Source Audit Sample Committee has been looking at concentration ranges in the SSAS table, in an attempt to determine why failure rates are high for Method 8 (sulfuric acid mist). The committee is also working on a more complete list of regulators.
- The Laboratory Accreditation Body Committee has completed its 5-year review of Volume 2, Modules 1 and 3, and reported that to CSDEC. While the present standard remains suitable, consolidating Modules 1 and 3 will eliminate the tremendous overlap between the two modules presently. The CSDEC Program Administrator advises that LAB needs to delay the initial notification to solicit input about other changes that stakeholders might like to see, until the notification that is in effect for the 2015 revisions runs out. It appears that the resulting single module can be adopted and implemented on a schedule independent of the Volume 1 modules, since only AB operations and evaluations will be addressed.
- The new WET Expert Committee first met in April, and is working diligently to establish its goals and priorities for activities. Many of the same members, and the chair, continue to be regarded as the WET FoPT Subcommittee of PTPEC, and many of the needed activities overlap those two groups (standardizing various aspects of the PT testing) so that some formal division of responsibilities will likely be needed between those two groups.
- The Radiochemistry committee voted on the Voting Draft Standard and comments have been reviewed. A Draft response will be voted on this week. There were no "No" votes. The changes made (based on the comments) were mainly editorial and no major changes were made to the standard. The committee has started discussing tools to help with the implementation of the new standard.
- The Microbiology Committee has posted a Voting Draft Standard for vote until July 4, 2015.
- The Quality Systems Committee is continuing work on the Handbook using Webex to make drafting language easier. The committee will begin work on comments received on the Voting Draft Standard.

NEFAP Executive Committee

- The committee did not meet this last month.
- The Mobile Lab Subcommittee is meeting again and has started sending out the new survey. They would like to send it to all of TNI since this is both a NELAP and NEFAP issue. Can the survey be posted as a NEWS item on the website and sent to the TNI mailing list?
- The committee still needs updates to be made by William to the web pages.
- The Nomination Committee has completed its work and the information and biographies have been forwarded to set-up the vote.
- The new NEFAP brochure was used at the recent Texas meeting.

Field Activities Expert Committee (FAC)

- The committee did not meet this month.
- Three FSMO tools were sent to William for posting on the NEFAP EC website, but they have not yet been posted. The committee followed up with William.
- 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 has begun work on the Scope Guidance document. Documents were forwarded to committee members for review and comment. Justin reminded everyone that the document needs to reflect the Standard and cannot change the language of the Standard. The committee will begin using Webex to develop this document.
- The committee is still looking for a Vice-Chair.
- Progress has been made on ANSI approval. Ken sent off the information the committee prepared and ANSI has posted it on their website.

NELAP

Accreditation Council

- Five evaluations are complete with renewals approved. An additional seven are in various stages of the process, with the remaining two to start later this year. For LA DEQ and MN, the AC has approved an exception to the SOP, in order to use a state AB representative as the Lead Evaluator, rather than one of the contracted evaluators. This exception allows the AC to avoid a perceived conflict of interest that arose while still permitting the evaluation cycle to proceed on schedule and within budget.
- At the June 1, 2015, AC meeting, Matt Sica gave a short presentation on reference materials to the AC, and the Council initiated a vote to approve a revised Mutual Recognition Policy (POL 3-100.) Several members were absent and final approval awaits arrival of electronic votes from those members. The next NELAP Assessor Call is planned for August 3, 2015, to discuss assessing mobile labs.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC members completed review and formulated an interim recommendation to the NELAP AC for the 2012 revisions to standards modules V1M3 (asbestos) and V1M7 (WETT.) The current revisions to V1M2 (quality systems) will be reviewed at the VDS stage. V1M4 (detection and quantitation) and V1M5 (microbiology) are being reviewed now, as the voting period will close in early July. Because several committee members are also members of the PT Expert Committee, those modules are

certain to have received intense scrutiny prior to approval, and those LASEC members will seek affirmation of that prior to formulating a committee recommendation on the PT standards.

- LASEC approved a revised Standards Review for Suitability SOP 3-106 to accommodate the changes to CSDEC's Standards Development SOP 2-100 and forwarded this to Policy Committee. LASEC will also review the NELAP Standards Acceptance SOP 3-103, to affirm that no additional changes are needed there.
- Planning for the Assessment Forum and Mentor Session at summer conference is well underway. LASEC updated and approved its charter, affirming that no changes are required to accommodate the newly adopted TNI Strategic Plan. A draft policy concerning how ABs may document their assessments of prep methods is in development; while each AB reviews the prep methods, some accredit them separately while others consider them included in the overall analytical method, and a documentation practice that allows each AB to determine what was assessed, for the purpose of secondary accreditations, was requested by the NELAP AC.
- There was no SIR activity this month. A few SIRs have enough votes to be issued a 2-week notice prior to becoming final interpretations.

PROFICIENCY TESTING

- The committee is continuing to work on the addition of analytes to the FoPT tables (Analyte Addition Requests):
 - (Carl Kircher – FL) SCM FoPT Table: Arochlor 1221, Arochlor 1232 and Arochlor 1248 to PCBs in Oil.
 - (Jeff Lowry) SCM FoPT Table: DBCP, EDB and 1,2,3-Trichloropropane.
 - (Jennifer Best - EPA) DW FoPT Table: Subdivision of current codes to: MPN – Multiple Tube and MPN – Multiple Well. The code for MPN encompasses different methods that have different sample volumes analyzed – therefore different reported values. This is a PT problem.

The Microbiology FoPT Subcommittee met and discussed Aaren's issues with the MPN request. A response has been prepared and will be sent by Maria by the middle of the month.

- Still in progress: The committee has started work on two old SIRs that were returned. They center around asking labs to run PTs for methods 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.
- There has been communication between the NELAP AC and the PTPEC regarding the format work being done to the FoPT tables. There appears to be some sort of disconnect. The NELAP AC brought the issue of FoPT table format to the PTPEC, but now they are asking for reasoning for making changes to the tables. A letter has been drafted to the NELAP AC that will be sent in the next week.
- The 2,2'-oxybis(1-chloropropane) nomenclature change is being worked on. A number of questions have been raised about the actual change and coordination of notifications. Maria will take to Jerry about what should be placed on the FoPT table and then Ilona will work with Lynn on timing for notifications.

- Work is still progressing on the finalization of the new WET FoPT table. The committee has asked that approval be tabled until the new WET Expert Committee has begun meeting. Lynn sent an email earlier in the month about possible confusion between the scopes of the WET FoPT Subcommittee and WET Expert Committee. This needs to be resolved.
- The FoPT Table Format Subcommittee is on hold until they receive input from the NELAP AC.
- The Chemistry FoPT Subcommittee is continuing the review of SCM data.
- The PTPEC is working through email to review the VDS for Volumes 3 and 4. Committee members will be voting and commenting on these volumes.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee has voted to offer state assessors the opportunity to attend the Assessment Forum at no charge in Chicago. State assessors will have to pay their own travel and lodging costs in addition to registration for any additional sessions they attend. Steve Arms is extending this invitation through the state assessors' forum.
- The Advocacy Committee is preparing/revising the state of national accreditation report for transmission to EPA as part of their response to high priority items in the strategic plan.
- The committee is also developing the qualifications and duties for the "TNI ambassadors" to non-NELAP states. Target states have been identified. Advocacy members are also investigating the ethics implications of offering free memberships to non-NELAP states.

Non-Governmental Accreditation Bodies

- The TNRC has voted to accept Jerry's recommendation that Ilona Taunton serve as lead evaluator and evaluation coordinator for the NGAB evaluations.
- The TNRC also agreed that they will begin accepting applications for recognition on August 1.

Information Technology Committee

- A "Latest Standards Development Activity" page has been added to the website. [Link](#). It is also linked in the main menu under each program's Standards section. The new page lists all standards and links to the latest in-development versions (WDS, VDS, etc.) for each. .

Policy Committee

- Policy Committee is presently focusing its review activities on the draft TNI Quality Management Plan and the associated internal audits. A brief interruption to provide comments on the LASEC Standards Review SOP 3-106 took place but the QMP remains the priority for now.

Training

- The updates to the Ethics and Data Integrity webcast have been sent to William.
- Completion (CEU) and Attendance certificates have now all been sent out for the March 26th and April 8th MUR webinars. There were close to 900 participants between the two webinars.
- Two of Jay Gandhi's (Metrohm) webinars have occurred - May 19th and June 2nd. The third will be June 23rd. He is also planning a combined class that is being offered during NEMC registration. The first two webinars were well attended.

NEMC

- All session times and placements were finalized in the database.
- The technical program has been posted on the NEMC website.
- There have been a number of substitutions for new presenters.
- The hotel room block is 85% sold. June 12 is the deadline for getting rooms. The Hyatt expects to be completely sold out that week.

Membership Report

- There were 7 new committee applications that have been forwarded to committee chairs and program administrators. Three were for applicants for the open NEFAP EC positions, two for Chemistry Expert, one for WET Expert and another for Chemistry, QS, LAB and Field.
- **Active Members: 885**