

# TNI Board of Directors Meeting Summary

## December 9, 2015

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### 1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	X
Steve Arms	X
Justin Brown	
Scot Cocanour	
George Detsis	X
Zonetta English	
Jack Farrell	X
Keith Greenaway	
Myron Gunsalus	X
Sharon Mertens	X
Judy Morgan	X
Lara Phelps	X
Patsy Root	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. Approval of November 2015 Minutes

**Motion to Approve:** Dave Speis  
**Second:** Myron Gunsalus  
**Approved:** Unanimous  
**Abstentions:** Lara Phelps, Patsy Root, Jordan Adelson

### 3. Increase in Member Fees (Attachment 1)

Based on a recommendation from the Ways and Means Task Force, the Finance Committee has approved an increase in membership fees as well as a new category of organizational membership, the Corporate Sponsor. Note as well that at the higher categories, limited free training is also provided. See Attachment 1. This increase is scheduled to go into effect on December 14.

### 4. SOP 7-100

This SOP describes the procedures TNI will use to evaluate NGABs for initial or continuing recognition based on their conformance to TNI Standard for the Environmental Laboratory Sector, Volume 2, "General Requirements for Accreditation Bodies Accrediting Environmental Laboratories." The SOP is awaiting approval by the Policy Committee for a vote that will close on December 8.

We should add a reference to the General Conflict Resolution Policy 1-106. It can be added in between Sections 6.14 and 6.15.

Everyone would like more time to review the SOP. Comments should be forwarded to Alfredo within 1 week from today. If there are no substantial issues, the SOP will be put to an email vote. Jerry will send an email to everyone – since some are not on the call – explaining the new review/comment timeline.

**5. Third Quarter Financial Report**

The TNI 3<sup>rd</sup> quarter financial report was reviewed with the Board.

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

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**Attachment 1**  
**2016 Membership Fees**

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**Individual Membership Benefits**

\$75 / Year or \$200 for 3 years

- May vote on accreditation standards.
- May serve on the Board of Directors and committees.
- Receive TNI's newsletter.
- Receive substantial discounts for training courses, meetings and publications.
- Access the membership directory.
- Access the TNI Methods Compendium, an on-line portal to copies of over 3000 environmental testing methods.
- May use the TNI Generic Laboratory Application for no charge.
- Access the [Stationary Source Audit Sample Statistics](#) for no charge.

**Partner Membership Benefits**

\$300 / Year

- Two individuals from the organization receive Individual Memberships and all the benefits therein.
- Listed in the TNI Newsletter as an Organizational Member of TNI
- Receive one free single-use copy of any TNI standard each year.

**Sponsor Membership Benefits**

\$1250 / Year

- Five individuals from the organization receive Individual Memberships and all the benefits therein.
- Listed in the TNI Newsletter as an Organizational Member of TNI
- Receive one free single-use copy of all TNI standards.
- Receive up to five free webinars or webcasts per year.

**Patron Membership Benefits**

\$3200 / Year

- Ten individuals from the organization receive Individual Memberships and all the benefits therein.
- Listed in the TNI Newsletter as an Organizational Member of TNI.
- Receive network copies of all TNI standards.
- Receive up to ten free webinars or webcasts per year.

**Consulting Firm Membership Benefits**

\$375 / Year

- Two individuals from the organization receive Individual Memberships and all the benefits therein.
- Listed in the TNI Newsletter as an Organizational Member of TNI.
- Receive one free single-use copy of any TNI standard each year.

- Listed on TNI's website as a firm that provides consulting services.

### Corporate Sponsor Membership Benefits

\$500 / Year

- Two individuals from the organization receive Individual Memberships and all the benefits therein.
- Listed in the TNI Newsletter as a Corporate Sponsor of TNI.
- Listed on the TNI Website as a Corporate Sponsor of TNI with a link to the organizations website.
- Receive one free single-use copy of any TNI standard each year.
- May access TNI database of over 1400 accredited laboratories.
- May access TNI membership database of ~1000 members.

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## Attachment 2 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- Voting is complete on the Chemistry committee's Interim Standard on Detection and Quantitation (V1M4, Section 1.5.1 and 1.5.2). The vote tally is: Affirmative 46; Affirmative with Comment 2; Negative with Comment 3; Abstain 1. The committee is in discussion with one of the negative commenters to find amended language that will satisfy the commenter.
- The Quality Systems committee will meet on December 14 to consider voters' comments on its Voting Draft Standard on V1M2 Clause 5.5.13.1 (Support Equipment). The vote tally is: Affirmative 43; Affirmative with Comment 2; Negative with Comment 3; Abstain 1.
- The Proficiency Testing Committee continues to consider the comments received on its Voting Draft Standards for Volumes 3 and 4.
- A new analyte (mercury on filter) was added to the Stationary Source Audit Sample list, after data had been submitted to EPA, who issued approval effective December 16, 2015.
- The Laboratory Accreditation Body Committee met in November, but could not achieve a quorum. We believe that at least one new member of the "other" category has been identified. LAB plans to have a demo of the generic application at its meeting in Tulsa – please check it out if you're available at that time!
- The Whole Effluent Toxicity Committee is formulating a recommendation to LASEC about whether the 2009 or the 2012 WET module best achieves its goals and priorities, and plans to complete this prior to the December LASEC meeting. WET is planning an early revision of the V1M7 module, to address several issues that are emerging in its development of goals and priorities.
- The Final Radiochemistry Standard is complete and has been sent to LASEC. Jan has also completed her format clean-up. The committee has started discussing tools to help with the implementation of the new standard. The committee will plan to do a training at the Winter Forum and a subcommittee has been formed to work on the Small Lab Handbook. The committee is also looking at developing Technical training that will be given in 2017.
- The Interim Standard for Microbiology vote closed on December 7. The committee began work on the Small Lab Handbook. The committee also began work on the Best Lab Practices document Advocacy has been working on.
- The Quality Systems Committee is still working on a number of SIRs that have not been completed. Revised language has been sent to the LASEC. The VDS has been posted for review, vote and comment. The committee is continuing work on the Handbook using Webex to make drafting language easier. Assignments for preparation of specific sections have been made.

### NEFAP Executive Committee

- The committee still needs updates to be made by William to the web pages. A few new requests have been sent to get the tools and Marlene's webinar posted.

- The strategic planning/marketing subcommittee is continuing to meet. Marlene Moore is the new subcommittee chair. The committee plans to have a written plan in place by Tulsa and also plans to begin implementing a few opportunities (due to time constraints) while the plan is being finalized.
- Membership of the Recognition Committee is being reviewed. One member resigned and a new member needs to be added.
- The Mobile Lab Subcommittee has finished its survey and will begin using the results to move forward. Paul has been working with the NELAP AC to help work through some of the more urgent mobile lab issues.
- Implementation procedures for the new Standard will be discussed in Tulsa as part of the committee agenda.

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

- Three FSMO tools were sent to William for posting on the NEFAP EC website, but they have not yet been posted. Ilona sent a reminder.
- The Container Subcommittee: One container manufacturer has expressed interest in working with this subcommittee. Kevin and Justin will be pulling information together and planning a first meeting. No progress was made on this in October.
- The committee is continuing to work on the Scope Guidance document.
- Progress has been made on the ANSI application. We should have the go ahead within the next 45 days to complete the application process.

## **NELAP**

### **Accreditation Council**

- Seven evaluations are complete with renewals approved. Two recommendations from the Evaluation Team await AC action and four more are in various stages of the process, with two site visits not yet scheduled, but four of the site reports are completed. The last AB up for renewal will be submitting its application in January and we now expect to receive Oklahoma's application sometime in early 2016, after its "gap analysis" has been completed. The Council continues discussing and considering changes to the evaluation process for the next cycle that begins in December 2016.
- The Council has approved its updated Mutual Recognition Policy 3-100 and it awaits Policy Committee review and approval soon.
- Judy Morgan, LASEC Chair, presented the LASEC's recommendation that the AC adopt the Calibration Standard with the guidance yet to be developed by the Chemistry Expert Committee.
- Another NELAP Assessor Call was held this week, on the topic of Remote Data Review. TestAmerica executive staff discussed with NELAP assessors their relatively new corporate use of offsite/overseas staff to supplement and expedite the review of data packages for some TestAmerica labs.

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

- LASEC members approved a recommendation to the NELAP AC to adopt the Asbestos (V1M3) and Radiological Chemistry (V1M6) modules. These will be presented to the NELAP AC in January. Recommendations for the other modules are either in development or pending final versions of those documents.
- Planning for the Assessment Forum and Mentor Session at the winter meeting in Tulsa is essentially complete. Thank you to Jerry for rearranging the order of these sessions so that the Mentor Session can follow up on the Forum topics and thus be more useful to OK labs as they prepare for their initial NELAP assessments.
- LASEC continues its review of two policies -- an expanded draft policy for how methods are to be selected and assessed during reassessment site visits and "prep method" policy addressing how ABs will document that prep methods have been assessed, since not all ABs formally accredit the "prep methods" separate from analytical methods. Once final, these two policies will be forwarded to the AC for its consideration.
- Two additional "recycled" SIRs from Quality Systems EC were reviewed by the SIR Subcommittee and will soon be posted to the AC's voting web site, and one will be returned to Quality Systems for revision.
- Standards Interpretation Request (SIR) Update:

Total Number	Closed Out	LASEC Review	NELAP AC Voting	Expert Committees
281	255	8	5	15

### PROFICIENCY TESTING

- Still in progress: The committee made progress on the two old SIRs that were returned by the LASEC due to controversy over the response. They center around asking labs to run PTs for methods that they were not designed for. Usually a concentration issue. This was tabled for a number of months. The committee received a response from the NELAP AC and this will be discussed during the December meeting. Initially there was some confusion as to whether these SIRs were still open.
- The committee chair and PA met with PTPAs and PT Providers to finalize the format for collecting data to make FoPT updates much easier. The information is in review and the committee expects to have instructions for William by Tulsa.
- The SOP Subcommittee has started work on addressing Policy Committee comments to SOPs.
- The new Analyte Request submitted by Carl Kircher to add cis-1,3-Dichloropropene and trans-1,3-Dichloropropene to the SCM FoPT Table at the low-level and medium-level concentration ranges has been forwarded to the NELAP AC for comment.
- The WETT FoPT Subcommittee has approached Brian with DMR to find out if the instructions in question can be added to the DMR instructions. No update yet.

- The FoPT Table Format Subcommittee. The subcommittee will begin meeting again in December.
- The Microbiology FoPT Subcommittee Scope is being updated and this committee will begin meeting again in December or early January.
- The Chemistry FoPT Subcommittee finished review of SCM data and the committee is now reviewing its work and preparing the updated FoPT table.
- The committee completed its Charter and hopes to approve it at the December meeting.

## **ADMINISTRATION**

### **Advocacy Committee**

- The Advocacy Committee has developed an outline for a webinar to explain how TNI standards development process works, explain the advantages of NELAP accreditation, and the resources TNI has available for labs. The target audience is California labs.
- A mini-newsletter will be published this month with a link to the letter sent to EPA's FEM, registration and hotel information for Tulsa, and the California expert panel report.
- The Advocacy Committee is continuing to develop ideas for a young (new) professionals event in Tulsa.

### **Non-Governmental Accreditation Bodies**

- Processing is continuing on recognition applications from three NGABs, and evaluation teams have been formed. Evaluations will begin mid-February.
- The NGAB working group is seeking feedback from the NELAP AC before proceeding with the options paper recommending an organizational home for the NGAB activities.
- The revised evaluation SOP has been forwarded to the Policy Committee for approval by the TNI Board.
- The NGAB Evaluator Webcast is now available and has been forwarded to persons required to take the course.
- All Technical Checklists will be complete by the end of the month.

### **NEMC**

- The Abstract submission process is now open on the NEMC website. The database to begin review abstracts is in progress.
- Joel has started to market the exhibit program.
- Potential Plenary and keynote speakers are being approached for the conference.

- Jan expects to have the 2014 and 2015 Proceedings complete before the end of the year. The Proceeding will include papers.

### **Policy Committee**

- Policy Committee continues to review documents and processes for internal audits that will be included in, or accompany, the draft TNI Quality Management Plan. The committee utilized the first completed self-audit checklist for itself, at its last meeting.
- Due to the urgent need to finalize the document, the NGAB Evaluation SOP could not be approved at the most recent meeting due to lack of a quorum but has been put forward for an email vote, in hopes that it can be ready for Board review at the December meeting. The NELAP Mutual Recognition Policy 3-100 awaits a quorum for approval.

### **Training**

- The updates to the Ethics and Data Integrity webcast have been completed by William.
- Additional certificates for the EPA Regulations and Testing Requirements webinar were prepared and distributed.
- NEFAP will be submitting a proposed webcast based on the Workshop they will be doing in Orange County.

### **Membership Report**

- There was 1 new committee application that has been forwarded to the committee chair and program administrator. The summary was updated and information was sent to committees seeking new members. The chairs were also asked to provide updates to the database.
- **Active Members:** 928