

TNI Board of Directors Meeting Summary

May 11, 2016

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	
Steve Arms	X
Justin Brown	
Scot Cocanour	X
George Detsis	X
Jack Farrell	X
Keith Greenaway	X
Myron Gunsalus	X
Daniel Lashbrook	X
Judy Morgan	
Lara Phelps	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Past President	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of April 2016 Minutes

Motion to Approve: George Detsis
Second: Steve Arms
Approved: Unanimous
Abstentions: Patsy, George, Lara, Jordon, Justin, and Myron

3. Position Statement on Proficiency Testing

A Position Statement on Proficiency Testing (PT) was developed by the PT program and then reviewed by the Advocacy Committee. This will be the second Position Statement developed by TNI. The document is being provided separately.

The goal for developing this document is to communicate one of TNI's fundamental beliefs. This is the second such paper to endorse. Lynn started this movement – to develop a series of position statements – so that we can communicate what it is we stand for, and that it be documented so everyone can go out and say the same thing. Everything TNI does trickles down from these beliefs.

Changes: The Policy Committee Review date should be 4/17/2016. Also the year is incorrect on the approval dates – should read 2016, not 2015.

Motion to approve: Steve or Dave?
Second: Patsy Root
Approved: Unanimous

4. Program Reports (Attachment 1)

**Attachment 1
PROGRAM REPORTS**

CONSENSUS STANDARDS DEVELOPMENT

- Voting is complete on Volume 3 (PT Providers) and Volume 4 (PT Provider Accreditors) Interim Standards. The vote tally on Volume 3 is 27 affirmative, 6 affirmative with comment, 4 negative with comment, and one abstention. The tally on Volume 4 is 29 affirmative, 5 affirmative with comment, 0 negative with comment, and one abstention. The PT Expert Committee has already started to resolve the comments, and plans to hold conference calls every two weeks until the work is complete.
- The Chemistry Committee has almost completed the slides to be used as training for the new sections of V1M4. They have also prepared a preliminary draft of a written guidance document.
- The Consensus Standards Development Program Administrator is formatting and compiling the modules that will comprise Volume 1 of the 2016 Standard.
- The Quality Systems Committee did not meet this month. The committee will begin work on the Handbook in May.
- The Laboratory Accreditation Body Committee is working through committee member comments on a draft consolidated module from V2M1 and V2M3, and will soon consider how to incorporate the two SIRs affecting Volume 2. When CSDEC notifies this group that they can formally announce the planned revision for AB operations, this preliminary work should speed up the process considerably. LAB now has four members from the “other” stakeholder category and can bring on additional members from other stakeholder categories! One Associate Member from the “lab” category has been elected to full membership, but additional lab and AB members are still needed.
- The Whole Effluent Toxicity (WET) committee is also gearing up to revise its module (V1M7) of the TNI ELSS as soon as the 2016 standard is completed, with two volunteers already to lead the efforts for particular portions of the module. One WET member now serves as liaison to PTPEC, and when needed, a small group of WET members will function as the FoPT subcommittee for WET under the PTPEC. Several members are developing a WET session for the summer Assessment Forum, in conjunction with LASEC’s working group, and then part of the WET committee session afterwards can be used for further discussion if needed. This committee also discussed whether to accept the role of responding to questions about WET.
- The Radiochemistry committee is continuing to discuss tools such as audit checklists, the small lab handbook and trainings to help with the implementation of the new standard.
- The Final Standard for Microbiology has been sent to the LASEC for review. The committee is continuing to work on the Small Lab Handbook.

NEFAP EXECUTIVE COMMITTEE

- The strategic planning/marketing subcommittee is continuing to put plans for marketing in place as they start implementing opportunities that arise. The subcommittee is working on the Workshop planned for Orange County and a webinar planned for June 13, 2016.
- Membership of the Recognition Committee is being reviewed.
- The Mobile Lab Subcommittee has not met since Tulsa. The Scope for this subcommittee will be reviewed in May.

- The committee will begin reviewing its budget in May to determine ways to better support marketing efforts.
- The NEFAP EC will be approaching the BoD for approval of their definition of AB in NEFAP.
- The Nomination SOP has been finalized and the Nomination Committee is beginning work to put a slate of candidates together for a vote in late May.

Field Activities Expert Committee (FAC)

- The committee did not meet in the month of April.
- Work on the Scope Guidance document is beginning. The subcommittee hopes to have a DRAFT for the Orange County meeting.
- Work on the ANSI application will begin in May.
- The committee plans to re-establish the FSMO Implementation Tools Subcommittee to begin evaluating development of tools to help FSMOs apply for accreditation. One tool being discussed is a Quality Manual Template.

NELAP

Accreditation Council

- Only one site visit remains to be completed, to Minnesota, which was the most recent addition to the NELAP list of states. Two more evaluations are wrapping up with eleven ABs renewed -- two provisional recognitions and nine unqualified recognitions. One of the provisional recognitions should have its conditions completed by summer, and the other must submit materials verifying that its conditions are met by the end of calendar 2016. Still no word from Oklahoma about when it may submit its long-awaited application.
- The AC continues fine-tuning desired modifications to the NELAP Evaluation SOP 3-102, and hopes to reach approval of the new procedures at its June meeting. Our EPA Liaison, Donna Ringel of Region 2, is working with the drinking water program to provide feedback about EPA's potential involvement and possible concerns with the changes proposed thus far.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC did not meet in April, due to multiple schedule conflicts. Members continue to review revised standard documents, and at the May meeting, we should be able to consider the limited number of comments and approve recommendations to forward to the NELAP AC for all remaining finalized modules. The Microbiology module (V1M5), the Detection & Quantitation standard (a portion of V1M4), the full Chemistry module (V1M4), the Quality Systems Module and both PT modules (V1M1 and V2M2) are in some stage of review. PT volumes V3 and V4 are not yet final.
- Planning for the Assessment Forum and Mentor Session in southern California is underway.

PROFICIENCY TESTING

- PT Database for FoPT Updates: No update this month.
- No progress made this month: The committee is continuing to collect information and ideas to re-evaluate how FoPT tables have been updated in the past. It is currently a very time consuming and costly process. There may be more effective ways to target problem or potentially problematic analytes and concentrate

on these during updates. There have been concerns expressed about whether prep methods should be considered in PT limits. Most feel is not required, so it would be difficult to collect the information. This will be re-evaluated at a future date.

- In Progress: The NELAP AC has approved the 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. A request for data has been sent to the PT Providers. The data will be given to the Chemistry FoPT Subcommittee for review and recommendation.
- The committee is considering an ARA for removal of 3,3'-Dichlorobenzidene on the NPW FoPT table. A request for feedback is being sent to the NELAP AC and Maria will contact Lem Walker for input.
- The SOP Subcommittee: Completed SOP-4-102. The PTPEC has begun review and plans to finalize the SOP in May.
- WETT FoPT Subcommittee: They are reviewing the new instructions on the DMR study and checking to see if any further work is needed from this subcommittee.
- FoPT Table Format Subcommittee: CAS numbers have been getting added to the FoPT Tables and they are still being reviewed for finalization by the PTPEC.
- Microbiology FoPT Subcommittee: A letter has been drafted to the PT Providers to receive information so the committee can start to work.
- The Chemistry FoPT Subcommittee: This committee did not meet this month. They are waiting for further instruction after the PTPEC addresses the second bullet item above.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee considered the ED's question about whether and how to share information about programs and training offered by other laboratory groups that might be useful to our members, and by consensus, advised that putting such notices in the newsletter seems appropriate. We also began reviewing the committee's assignments from the TNI Strategic Plan, to evaluate progress and what more should be worked on in the future.
- Presentations by TNI members that occurred in April and May and that are scheduled for May are:

Texas Water
Fort Worth, Texas
April 22, 2016
Jerry Parr and Carol Batterton

Kansas Laboratory Education Association
Manhattan, Kansas
May 3, 2016
Robin Cook

Texas Commission on Environmental Quality Trade Fair
Austin, Texas
May 3—4, 2016
Jerry Parr and Richard Burrows

Oregon Environmental Laboratory Association
Salem, Oregon
May 11, 2016
Jerry Parr

Florida Society of Environmental Analysts
Sand Key, Florida
May 25—27
Steve Arms

- The Newsletter is ready to go out once conference registration opens.

Non-Governmental Accreditation Bodies

- Evaluations have been conducted on all three applicant NGABs. Observations have been completed for two applicants and the third is in the process of being scheduled. We are on-schedule to announce recognitions at the summer meeting.
- The NGAB working group and TNRC are working together to develop a new charter for their next phase of work planning the reorganization of TNI's recognition activities for non-governmental accreditation bodies.
- Final reports will start going out this week for the two ABs that have completed their onsite observation.

Policy Committee

- The QMP review is approaching closure, but may not be ready for the Board until June. Several follow-on activities will come next – a few SOP updates and some of the self-audit materials will need to be made, once the concepts in the QMP are approved by the Board.
- Over recent months, while waiting for QMP “pieces” to be finalized, Policy Committee has addressed some minor SOP revisions that have been sitting in the “parking lot” for many months. Those SOPs that got minor tweaks and upgrades to match current practices are:
 - Decision-Making Rules for TNI Committees, SOP 1-102
 - Format Guidelines for SOPs of TNI, SOP 1-100
 - Process for Creating Guidance, SOP 1-105
 - Operation of TNI Committees, SOP 1-101
 - Determining Stakeholder Category of Committee Members, POL 1-122

Summer Meeting

- All abstracts and biographies are now available on the website.
- Conference registration should open this week.
- The preliminary program is being printed.

Membership Report

- **Active Members:** 862