

TNI Board of Directors Meeting Summary

July 13, 2016

1. Roll Call

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

2. Approval of June Minutes

Motion to Approve: Jack Farrell
Second: Dave Speis
Abstentions: Myron Gunsalus
Approved: Unanimous

3. Revised Quality Management Plan

Based on comments from George last month, a few minor changes were made to the previous draft.

- New Section 1.4 on funding
- New language in Section 3.1
- Additional responsibilities for the ED in Section 3.2

The revised document was provided as a separate attachment.

Other discussion: None

Motion to Approve the TNI QMP: Daniel Lashbrook
Second: Jack Farrell
Approved: Unanimous

Next Steps: We need a plan for training - see Section 3.2. Jerry is tasked with coming up with the plan for the next call. We also need an "effective date". When can we roll it out? Houston seems like a reasonable goal, including completion of the checklists. Effective date can be January 1.

4. 2016 TNI Standard

A final version of the 2016 laboratory standard has been provided to LASEC by the consensus standard program. The PT committee should finalize Volumes 3 and 4 this week.

- Volume 2 – pt module only changed – just needs to be pulled together.
- Volume 3 & 4 – see program notes

Move forward with Jan creating the final documents. Ken will send Volume 1 to Jan for finalization. The document will not have the ANSI logo on it yet. Ken will get the ANSI approval going at the same time.

5. WET PT Subcommittee (Attachment 1)

Motion to Approve the Recommendation of the Policy Committee in Attachment 1

Motion to Approve: Myron Gunsalus
Second: Daniel Lashbrook
Approved: Unanimous

6. Program Reports (Attachment 2)

Attachment 1
Policy Committee Statement on Formation of Whole Effluent Toxicity (WET)
Expert Committee and WET FoPT Subcommittee
June 24, 2016

The TNI Board of Directors has requested that the Policy committee review the membership arrangement of the WET Expert Committee (WET EC) and the WET FoPT subcommittee.

The Policy Committee reviewed this issue and is recommending these two groups have different reporting structures within the TNI organization and different tasks.

The WET EC reports up through Consensus Standard Development Program and will have a committee Chair, a TNI support role person and vote on meeting minutes, which are published on the TNI website. The general task of the WET EC is to write, revise and receive/respond to comments on the TNI Volume 1, Module 7.

The WET FoPT subcommittee will report up through the PT Program Executive Committee (PTP EC), will have a subcommittee Chair and vote on meeting minutes, which are provided to the PTP EC. The FoPT subcommittee may only be required to meet if the PTP EC makes a request for assistance on issues related to WET FoPT activities. The FoPT subcommittee provides recommendations to the PTP EC; the PTP EC will make final decisions.

It is understood there is a minimal pool of experts in this field, which will likely lead to an overlap of participants in each of these WET-related groups. However, it is clear that the TNI committee reporting structure must be retained as described here in order to keep related work appropriately organized and separated. The PTP EC should reach out to the entire TNI community for volunteers for a WET FoPT subcommittee. It is also suggested that the PTP EC reach out to the WET EC for volunteers and advice on staffing this subcommittee.

Patsy Root
Chair, Policy Committee

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- Volume 1 of the 2016 standard has been assembled, formatted, and submitted to LASEC for review. This final standard comprises the following modules:
 - Modules 1 (PT), 4 (Chem), 5 (Microbiology), and 6 (Radiochemistry) are the new standards; Modules 2 (QS General Requirements) and 3 (Asbestos) are the "2012" standards; Module 7 (Toxicity) is the unchanged 2009 standard.
- The PT Expert Committee will meet by conference call later this week. At that meeting the committee expects to finalize the modifications resulting from persuasive comments on the V3 (PT Provider) and V4 (PT Provider Accreditor) standards, together with the Response-to-Comments documents. These will be published and the Final Standards will then be released.
- The Chemistry Committee continues to work on the guidance document for Volume 1 Module 4, and plans to present it as a draft at the Orange County meeting.
- The Quality Systems Committee is continuing to work on the Small Laboratory Handbook. The format is being finalized as the committee is beginning review of sections. The committee is reviewing Technical Director Requirements and will check with Bob Wyeth for direction on how to begin making changes in this area.
- The Laboratory Accreditation Body Committee AB continues 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. One new application for membership, from a "lab" category stakeholder, will be considered at the July meeting.
- 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 volunteers lined up to lead the efforts for particular issues within the module. This committee awaits the Board's decision about its relationship to the PTPEC. The planned Assessment Forum session about WET is undergoing review by the full committee prior to sending to the Assessment Forum and Mentor Session workgroup of LASEC for final review and acceptance. This session (on Tuesday at conference) should be an excellent opportunity for assessors to learn more about WET labs and how to audit them.
- The Microbiology Committee is continuing to work on the Small Lab Handbook and finalizing their presentation for California.

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. The presentation is being modified and the subcommittee has decided to plan a webinar in addition to the workshop. The subcommittee is working through committee organization in Marlene's absence.

- Membership of the Recognition Committee is being reviewed.
- The Mobile Lab Subcommittee has not met since Tulsa. The Scope for this subcommittee is being reviewed.
- The committee has begun its budget review and has sent it off the Strategic/Marketing Subcommittee for input.
- The NEFAP EC approached the Policy Committee for approval of their definition of AB in NEFAP.
- The Nomination Committee got off to a slow start, but the committee has now been formed and will plan to put a slate of candidates together.

Field Activities Expert Committee (FAC)

- Work on the Scope Guidance document is continuing. A Doodle is out to plan the next meeting.
- Work on the ANSI application has begun this month with the goal to have it completed in Fall.
- 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

- The final site visit is completed, but the required observation could not be scheduled until later in the summer; because of this, Minnesota will be granted a temporary extension of its certificate until such time as the Council can act on the recommendation of the evaluation team. The penultimate site report was delivered and awaits corrective action response; all other evaluations are complete. One of the provisional recognitions was upgraded to full recognition as that AB completed its corrective actions in timely fashion; the remaining provisional recognition continues to submit satisfactory quarterly reports. One renewal vote was initiated on July 5 and will likely be approved by time the Board meets. Oklahoma still expects to submit its long-awaited application this summer.
- The AC has approved a revised NELAP Evaluation SOP 3-102, and Policy Committee review is underway. The major changes are that a TNI staff person will serve as the Lead Evaluator (LE, with at least one alternate, a different staff person); the observance of documented procedures for a lab assessment (formerly known as the "observation") will be verified through document review for renewal evaluations; and all document review and interviews will occur electronically and prior to the site visit, now limited to one day by the LE only. Exceptions to these procedures may occur at the expense of the AB undergoing evaluation, and a new AB will receive "interim recognition," until operations are underway and an observation of an assessment can be conducted.
- We anticipate that AB representatives will be asked to vote, at the July 5 AC meeting, on the recommendations from LASEC for approval of the remaining 5 standards documents for Volume 1, as well as the PT module from Volume 2, after completing their reviews in light of state regulations and statutes. Should this review not be completed, since that is a LOT of information, the vote will be initiated at the August meeting.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC has initiated its final review of the complete Volume 1 of the 2016 TNI ELSS. PT volumes V3 and V4 are not yet final. How to handle Volume 2 remains to be decided – the PT module (V2M2) is upgraded, but revision of the remaining parts of V2 remains to be completed.
- The LASEC Review of Standards for Suitability SOP 3-106 awaits Policy Committee review.
- New volunteers have been recruited to help with creation of policies for the NELAP AC about the on-site assessment (how to select methods for review) and how to document assessment of prep methods in the accreditation process. These are complex issues and will still take some time for consensus to be reached.
- Planning for the Assessment Forum and Mentor Session in southern California is completed and these may be the best sessions yet.

Standards Interpretation Request (SIR) Update

Total	Closed Out	At LASEC Review	In NELAP AC	At Expert Committees
286	258	8	13	7

PROFICIENCY TESTING

- PT Database for FoPT Updates: Confidentiality issues have been resolved and PT Providers are putting data together. This data will be collected through a database for the first time and it will move us closer towards finalizing a database for regular updates.
- 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. Work on this topic will begin this month and be discussed in Orange County.
- SOP Subcommittee: Work is continuing to finalize the Complaint SOP. The next action item will be work on the PTPA checklist.
- WETT FoPT Subcommittee: Work for this committee has been completed and Maria sent a thank-you note to the subcommittee. A new subcommittee will be formed in the future when further work is needed on the WETT FoPT Table
- FoPT Table Format Subcommittee: The updated tables have been sent to the PTPEC for review and finalization. The PTPEC is looking at adding the following to the Scope of this subcommittee to address some of the concerns noted last month: Compare analyte codes and names in FoPT Tables to what is in LAMS; determine which are correct; make corrections to FoPT Tables where applicable, and compile list of corrections to LAMS for later submission to IT Committee, where applicable.
- Microbiology FoPT Subcommittee: An update will be received this month.
- The Chemistry FoPT Subcommittee: This committee did not meet this month.

ADMINISTRATION

Advocacy Committee

- The committee listened to, and then discussed, a presentation by Mary Johnson of Rock River Reclamation, a presentation given to California labs last month. Rock River is a small WW lab, and the presentation focused on their efforts to become accredited.

Non-Governmental Accreditation Bodies

- All on-sites and observations have now been completed. All applicants are working on corrective action. (Final evaluation reports completed and sent.)
- Corrective action will likely be complete in August, but probably not before the Orange County meeting.
- An appeals process for this accreditation needs to be developed.

Policy Committee

- A recommendation about the TNI structural issue of whether the WET Expert Committee may serve as the PTPEC WET FoPT Subcommittee has been returned to the Board for its consideration at the July meeting.
- The NEFAP Nomination SOP 5-103) was reviewed and returned to NEFAP Executive Committee to address a few issues. The NELAP Evaluation SOP 3-102 is now a high priority, followed by the LASEC Standards Review for Suitability SOP 3-106.

Training

- An FSMO webinar was held on June 16 with 25 attendees.

Summer Meeting

- Attendance is now over 450.
- The deadline for early conference registration is July 17.
- The deadline for hotel reservations is July 17.
- The final program is ready to go to print.
- A detailed conference planning spreadsheet was provided separately (oc16sessionssummary).
- There is one sidebar meeting Tuesday am with EPA DW folks and members of the Advocacy Committee and the NELAP AC to discuss the TNI standard and the DW certification manual.

Membership Report

- There were 5 new committee applications that have been forwarded to the committee chair and Program Administrator.
- **Active Members:** 861