

TNI Board of Directors Meeting Summary October 12, 2016

1. Roll Call

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

2. Approval of September Minutes

No quorum. Held over to the November meeting.

3. SOP 3-106, Review of Standards for Suitability

This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be recommended for adoption by TNI NELAP Accreditation Council (AC) and its component Accreditation Bodies (ABs). As such, this SOP is considered one of the key SOPs in TNI process for implementing laboratory accreditation standards and is being presented to the Board for endorsement.

No quorum. Held over to the November meeting.

4. California Update

On October 6, the California Water Resources Control Board held a contentious public hearing on their plan to use the TNI Standard for their accreditation program. Many concerns by California laboratories were expressed. Most, if not all, of these are unfounded based on a misunderstanding of the requirements and a general resentment towards moving to a quality systems approach. The presentation by the ELAP manager, Christine Sotelo, was provided to the Board as a separate document. Based on the comments presented, TNI should send in comments to try and address the concerns. An outline of these comments will be provided later.

In a related matter, California ELAP announced TNI would be assisting the laboratory community with training. The Advocacy Committee is working on this issue.

TNI agreed to provide the Standard to California labs at the TNI member rate along with a free 3-month membership. This is reflected in the New Members report.

Discussion:

Does the Board support TNI providing comments on this matter? The document provided for today's discussion are just main points, detail has not been fleshed out yet. All agree that TNI should submit a response.

Alfredo, Judy, Lara, and Dave will help Jerry work through the issues and the response. Comments are due October 20. Carol has the full list of volunteers and some notes to provide Jerry.

5. Houston Meeting (Attachment 1)

The preliminary agenda is set and registration for the Forum should open this week. The agenda is attached for review.

6. NEFAP Letter (Attachment 2)

This is one of the strategic planning initiatives and it got handed off to NEFAP. One of the struggles they have with this is that is crossed over between the programs so much that getting people involved and taking it seriously has been a challenge. The committee felt like the subcommittee had pulled a lot of good information together so there's lots of information about what the state programs are like and where some of the differences are. A comprehensive comparison of the programs was also completed. The committee now feels that the information collected should be handled at the TNI Board level because of that crossover between programs. Perhaps putting together a task force or ad hoc group with people from both the NELAP and NEFAP sides would be appropriate and get task would be completed a lot quicker than the progress that they've made.

We will hold this over until we have a quorum to discuss and vote on moving this forward.

7. Program Reports (Attachment 3)

**Attachment 1
Houston Meeting Agenda**

Monday, January 23

8:30 – 9:30 ----- Concurrent Sessions

7:30 – 8:30 Introduction to TNI Programs and Services

8:00 – 10:15 General Session

- Consensus Standards Development Program (CSDP) Report
- National Environmental Field Activities Program (NEFAP) Report
- National Environmental Laboratory Accreditation Program (NELAP) Report
- Proficiency Testing (PT) Program Report
- Report on TNI Administrative Activities

10:30 – 11:00 TNI Quality Management Plan

11:00 – 12:00 Upcoming Changes to ISO/IEC 17025

12:00 – 1:00 Lunch on Your Own

1:00 – 5:00 ----- Concurrent Sessions

ELAB

Mentor Session: Small Laboratory Quality Systems Challenges

Radiochemistry Expert Committee

Tuesday, January 24

8:00 – 12:00 ----- Concurrent Sessions

Assessment Forum

Laboratory Accreditation Body Expert Committee

Proficiency Testing Program Executive Committee

12:00 – 1:00 Lunch Provided

12:00 – 1:00 **Information Technology Committee (Working Lunch)**

1:00 – 5:00 ----- Concurrent Sessions

Assessment Forum (Continued)

Chemistry Expert Committee

Microbiology Expert Committee (1:00 – 3:00)

Non-Government Accreditation Body Working Group (3:30 – 5:00)

Wednesday, January 25

8:00 – 12:00 ----- Concurrent Sessions

Laboratory Proficiency Testing Expert Committee

Field Activities Committee (8:00 – 10:00)

Laboratory Accreditation System Executive Committee (LASEC) (8:00 – 10:00)

National Environmental Field Activities Program (NEFAP) Executive Committee (10:30 – 12:00)

**National Environmental Laboratory Accreditation Program (NELAP) Accreditation Council
(10:30 – 12:00)**

12:00 – 1:00 Lunch Provided

1:00 – 4:00 ----- Concurrent Sessions

Advocacy Committee

Laboratory Quality Systems Expert Committee

Whole Effluent Toxicity Expert Committee

4:15 – 5:00 General Session

Summary of the 2017 Houston Forum

Thursday, January 28

8:00 – 12:00

Training Course on the 2016 TNI Laboratory Standard

Attachment 2

NEFAP Memo: Next Steps for Mobile Laboratories and Accreditations



October 11, 2016

To: TNI Board of Directors

From: NEFAP EC

Subject: Next Steps for Mobile Laboratories and Accreditations

MEMO

To: TNI Board of Directors:

Based on the 2014 charter of the NEFAP EC, the Mobile Laboratory Subcommittee has concluded its charge from the EC has been completed, and has submitted its recommendations for the next steps to the NEFAP EC and NELAP AC.

Based on the NEFAP EC Mobile Laboratory Subcommittees work, the NEFAP EC recommends that the TNI – Board of Directors form an ad hoc committee to work on developing a plan on addressing mobile laboratories..

The TNI Strategic Plan initiative established that TNI; “Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.” Based on the NEFAP EC Mobile Laboratory Subcommittees work, the NEFAP EC recommends that the TNI – Board of Directors form an ad hoc committee to work on consistent mobile laboratory policies for NELAP and to better define mobile laboratory procedures between NELAP and NEFAP so it is clear when each accreditation is appropriate and to ensure the two programs are both operating within their scope. This topic crosses over program lines and handling this at the TNI Board level seems more appropriate than completing this strategic initiative within NEFAP.

The NEFAP Mobile Laboratory Subcommittee has summarized its activities below which lead to their recommendations:

1. The differences between the NELAP and NEFAP were presented at the 2014 Washington DC FAC meeting. At the FAC meeting via telecast, Paul Bergeron presented in a power point the differences.
2. Two different Mobile Laboratory surveys were conducted to acquire information regarding the differences in accreditations and what the mobile laboratories’ were experiencing in their accreditation process. Changes have occurred since the survey and states have started to accept

secondary accreditation for mobile laboratories. However, states such as NY and NJ still accredit to the VIN unless associated with a fixed facility. Still a large set of differences exist between states. It is beyond this subcommittee to address.

3. From the survey it was clear that a consistent definition for mobile laboratory was important to the stakeholders and that TNI/NELAP and NEFAP should all be using the same definition. Therefore, the committee came up with the definition noted above which should be further vetted with other stakeholders.

As noted above, the remaining question to the committee was the TNI Strategic Plan initiative. "From the TNI Strategic Plan: Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP." The subcommittee agreed that this was not within the charge of the subcommittee and that a recommendation should be made to both the NELAP AC and NEFAP EC to form another subcommittee or an ad hoc committee to come to a consensus and document that work to address the treatment of mobile laboratories. Paul Bergeron introduced this topic during the NELAP AC teleconference on October 3, 2016, and made this recommendation.

The subcommittee would like to see language within each states' accreditation process that would address mobile laboratories with a consistent definition and a consistent accreditation process.

In addition, it proposes that the ad hoc committee work on developing a plan on addressing mobile laboratories and address field sampling: specifically, work out the issues of NELAP and NEFAP overlap and help to streamline the NELAP/NEFAP process so not all FSMOs have to have dual accreditations.

Respectfully,

NEFAP EC Chair

Kim B. Watson

Attachment 3 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The NELAP Accreditation Council (AC) has considered for adoption volume 1 of the 2016 standard, and has rejected Modules 1 (PT) and 4 (Chemistry). In each volume, the ABs have identified 4 issues that create problems for them. The standards passed through the consensus voting process without these issues being raised by voters at the voting draft standard or interim standard stages. Hence, the standards are final and have already been submitted for ANSI approval as American National Standards. Substantive changes are no longer possible, but it might be possible to make minor editorial changes that do not alter the sense of the standard. This will require approval of the proposed changes by the PT and Chemistry Expert Committees and endorsement by the Consensus Standards Development Executive Committee (CSDEC), before sending to LASEC and the AC for their consideration.
- The chair of the PT committee met on October 10 with the LASEC chair and the program administrators. Minor editorial changes were formulated and it is thought they will meet the needs of the AC. The Chemistry Committee met on October 7, and discussed editorial changes, but were uncertain if some of them would be acceptable to the ABs. Therefore, the chair of the Chemistry Committee is carrying the committee's suggested editorial changes back to LASEC and the AC before proceeding further.
- The FSMO standards have now been designated by ANSI as American National Standards.
- The two major ISO standards (ISO 17011 and ISO 17025), that are incorporated verbatim in the TNI standards, are being revised. The CSDEC will keep track of the progress, and when finalized the new ISO language will be incorporated into the relevant TNI standards.
- The Radiochemistry committee has completed its first DRAFT of the Small Laboratory Handbook. This has been passed on to the Quality Systems Expert Committee. The committee is continuing to compile examples for inclusion in the Handbook. The 2016 Assessor Checklist is continuing to be worked on. It is at least 50% complete.
- The Microbiology committee is continuing work on the Small Lab Handbook. They received a new format from the Quality Systems Expert Committee and they are now converting their comments into the new format.
- Proposed members of the new Asbestos Testing Expert Committee will shortly hold their first conference call to select a chair and develop a committee charter. At least one more member is being sought.
- The Quality Systems Committee is continuing to work on the Small Laboratory Handbook. How to complete this manual by March 2017 will be a topic of conversation this month. A number of expert committees have been helping with the effort, but more communication will be needed with all expert committees to finish this project. The committee has worked on a number of SIRs that have been forwarded for approval. New committee member: Jacob Oaxaca from CA ELAP – AB.
- The Laboratory Accreditation Body Committee (LAB) continues its review of a draft document combining Modules 1 and 3 of Volume 2 of the TNI Standard. This complete draft will form the starting point for the upcoming revision of Volume 2, when that can begin.
- The Whole Effluent Toxicity (WET) committee is 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. Committee members are also discussing how best to transform the WET Assessment Forum session at conference into a webinar, or series of webinars, that can be used for assessor training.

NEFAP EXECUTIVE COMMITTEE

- The committee is discussing the impact of the pending ISO 17025 Standard update on the current field standard. Carl provided a review of the changes for the people that were not present in Orange County.
- A few short videos were recorded of FSMOs describing why they got accredited. Ilona received one and should have the other two this month to forward to someone who will edit them for posting.
- The Mobile Lab Subcommittee is still finalizing a formal request to the TNI Board of Directors to form a "Task Force" or special committee to continue work on the following strategic initiative: Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP. The subcommittee has collected data that will be helpful to this new group
- The Strategic/Marketing Subcommittee has not met this month.
- The NEFAP EC approached the Policy Committee for approval of their definition of AB in NEFAP. Ilona will be looking at all of NEFAP's SOPs in October to make sure the committee received comments from Policy on provisional SOPs so they can be finalized. The request about defining AB's is part of this process.
- The committee will delay work on their Charter until they receive information from TNI on the new Charter format.
- The committee is still working on the review of the NEFAP website and will be sending recommendations to William in October and November.

Field Activities Expert Committee (FAC)

- The committee did not meet in September.
- The committee will begin reviewing notes from the last Standard update to begin discussing topics, such as PTs, that were not completely addressed in the last Standard update. This way some of the hard work will be done before we start updating the actual Standard with the new ISO 17025 and ISO 17011 Standards.
- Work will begin on additional FSMO tools in November. The committee is looking at preparing a Quality Manual Template and example SOPs/Policies.
- Work on the Scope Guidance document is continuing.
- The ANSI approval of both Field Standards as American national Standards is complete.

NELAP

Accreditation Council

- Only one evaluation remains incomplete, but its site report is in final stages of preparation. The delay was due to difficulties in scheduling the required observation. The one remaining provisionally recognized AB is on track to complete its corrective actions by the end of the year.
- The AC vote is underway to approve changes to address the Policy Committee's recommendations about the revised NELAP Evaluation SOP 3-102, and also an additional AB responsibility to be added to the NELAP Mutual Recognition Policy 3-100, to require biweekly (or more often) reporting to LAMS.
- A small group of AB representatives has been identified to provide EPA's Drinking Water program with specific issues that make the drinking water certification course problematic for states, and some suggestions for how to make the training more available (shorter waiting times for new assessors)

and also to make the final examination more reflective of what an assessor actually needs to do. Non-NELAP state representatives will be consulted, as well.

- NELAP AB representatives have also been asked to help with a committee making a combined effort with NEFAP to streamline the differences between the NELAP and NEFAP standards, particularly but not exclusively pertaining to mobile labs. There are apparently a few points where the two standards conflict, so that an organization fully compliant with one of the standards will be in violation of certain aspects of the other standard, and there are some organizations seeking accreditation under both programs.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC reviewed the problems identified by the NELAP AC with the Chemistry and PT modules of Volume 1 of the 2016 standard, and has contacted the chairs of both expert committees to explain the problems and offer to provide more information if needed or desired, to assist the committees in understanding the specific issues as well as crafting suitable language for technical clarifications to resolve those issues.
- Meanwhile, LASEC also has underway its final review of the complete Volume 1 of the 2016 TNI ELSS. This will of course include the latest versions of all modules, and thus cannot be finalized until we know the outcome of the expert committees' reconsideration in light of the AC's objections.
- The LASEC Review of Standards for Suitability SOP 3-106 will again be revised to address Policy Committee recommendations.
- Work on the Assessment Forum sessions for conference in Houston is underway.

PROFICIENCY TESTING

- No progress was made this month on developing new methods to update FoPT tables.
- The committee is reviewing all FoPT tables to determine where updates are needed. Jennifer Best checked on the Protozoa table and there is no need to update. The committee is still checking on Lead. Radiochemistry will be reviewed and updated.
- The committee has started work on the review and approval of Volumes 3 and 4 of the 2016 Standard. Ken provided copies of the Standard with marked changes and the committee will review this information in October with an expected approval in November. The committee will then determine an implementation date. There are a number of improvements the committee would like to start using, but there are also a number of SOPs that need to be in place before the new Standard can be used.
- Ilona pulled the previous PTPA checklists together and distributed them to the committee for review and update over the next few months. This was originally going to be done by the SOP Subcommittee, but Maria decided to do this as a committee instead.
- Work is continuing on the review of Footnotes 1 and 13 on the DW table. There is a question about the use of "should" or "must" and whether PT Provider instructions can be on the table. After careful review of the 2009 and 2016 Standard, it was determined that the FoPT tables can include PT Provider instruction and the use of "must" is appropriate.

ADMINISTRATION

Non-Governmental Accreditation Bodies

- The NGAB working group and TNRC will meet again on October 18 to finalize a recommendation for an organizational structure to consolidate TNI's recognition programs.

- Review of one of the corrective action reports has been delayed due to workload for a co-assessor. A conference call occurred with the AB and an email will be sent to provide an update so they continue with the corrective action on the items that have been reviewed and a final response letter will hopefully go out early next week. A final response will go to another AB this week and a formal reminder will go out to another AB to complete the corrective action process.
- The group will also continue to finalize an SOP for a complaints and appeals process.

Advocacy Committee

- Target publication date for the next newsletter is November 1. Robin Cook is the editor.
- The Advocacy Committee reviewed the overall schedule planned for the Houston meeting and discussed how to organize a small laboratory mentor session for Monday afternoon of the meeting.
- The committee is discussing training and outreach needs for California laboratories including webinars, live training, and mentoring.

Policy Committee

- Policy Committee has reviewed and approved the transmittal memorandum and examples of draft checklists for committee self-audits as mentioned in the TNI QMP. These will shortly be distributed to the individual committees for their review and approval, and adjustments if needed due to SOP modifications for the particular committees. This review should be completed by mid-December, so that the checklists can be in place for the anticipated QMP implementation at the beginning of 2017.
- SOP 3-106, Review of Standards for Suitability, has been reviewed by the committee and has been provided to the Board for endorsement.

Training

- The first part of William Lipps' Webinar, "How to Select Laboratory Instruments for Environmental Testing", occurred on 9/21/16. The second part will be complete on 10/12/16. Both webcasts will be made available on the TNI training site.
- The FSMO workshop still needs to be converted to a Webcast. Ilona will complete this information for William in October.
- A Basic Assessor class will be held in Springfield, IL from December 6-8.
- Discussions have started with Marlene Moore to help prepare a NELAP Evaluator training update for the new Evaluation SOP. We are looking at a day of training in Houston and preparation of a Webcast. Marlene and Ilona are expected to present this training.

NEMC

- The Call for Abstracts for the 2017 conference should go out this week.

Membership Report

- There was 1 new committee application that was forwarded to the committee chair and Program Administrator.
- Active Members: 956