

TNI Board of Directors Meeting Agenda

March 8, 2017

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	X
Steve Arms	X
Justin Brown	---
Jack Farrell	X
Chris Gunning	X
Myron Gunsalus	X
Daniel Lashbrook	X
Judy Morgan	X
Cheryl Nolan	X
Lara Phelps	X
Patsy Root	---
Debbie Rosano	X
Scott Siders	---
Alfredo Sotomayor	X
Dave Speis	---
Past President	
Sharon Mertens	---
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of February 2017 Minutes

Motion to Approve: Jack Farrell

Second: Judy Morgan

Approved: Unanimous

3. Welcome New Directors

- Chris Gunning, A2LA
- Cheryl Nolan, Louisiana DEQ
- Debbie Rosano, DOE

4. 2017 Officer Election

The Officers shall be a Chair, Past-Chair, Vice-Chair, Secretary, and Treasurer. Other Officers may be established by the Board of Directors. The Officers, with exception of the Past-Chair, shall be elected annually at the first meeting of the newly elected Board of Directors, from among its members.

4. 2017 Officer Election cont.

The current officers are:

- Alfredo Sotomayor, Chair
- Aaren Alger, Vice-Chair
- Patsy Root, Secretary
- David Speis, Treasurer

These individuals have indicated a willingness to continue to serve.

Motion to accept the slate of officers as presented: Lara Phelps

Second: Jack Farrell

Approved: Unanimous

Comment: Our officers did a dynamite job last year. When something works, don't change it. Welcome aboard again and keep it up!

5. 2016 Annual Report

Each of TNI's programs provided a report on accomplishments for 2016 and plans for 2017 at the Houston meeting. These presentations were converted into a document – the TNI 2016 Annual Report – that was provided as a separate file. As discussed in the TNI Quality Management Plan these annual reports are reviewed and approved by the Board.

One Issue: NEFAP taking up Cannabis – to be discussed later in this meeting.

Committee Chairs should be able to do a review for the final version – we'll run it by them.

Move approval of the Annual Report back one more meeting so committee chairs can have input before BOD endorsement.

6. Revision of Bylaws

At its February 8 meeting, the TNI Board of Directors approved a restructuring of TNI's evaluation and recognition activities for programs that include Non-Governmental Accreditation Bodies (NGABs). While NELAP remains unaltered, it will become a subset of the new TNI Environmental Laboratory Accreditation Program (TELAP).

The existing TNI Non-Governmental Recognition Committee will have a few additional members and become responsible for conducting evaluations for the NGAB recognition to accredit to the NELAP standard, as well as for PT Provider Accreditors and NEFAP ABs, making recommendations to the program executive committees (LASEC, PTPEC and NEFAP).

For all recognition activities other than NELAP, the relevant executive committee will make the final decision and grant the recognition. Appropriate language was agreed upon and was provided as a separate file.

In accordance with the bylaws, these proposed changes cannot be voted on at this March meeting of the Board. They are being provided for discussion only. There is a 28-day period in which to present the changes. The vote will take place the following month.

A couple of small edits were suggested:

Section A – Terminology: “state agencies” vs “governmental agencies”? Yes, we can change. Make the same change to Section D so the terminology is consistent.

Jerry will circulate the amended draft. Please get comments in as quickly as possible for next month’s approval.

7. Revision of SOP 1-110, Educational Delivery System

This SOP was first approved by the Board in 2011. It was revised to reflect current practices by:

- Adding training categories, procedures for use of Training Course Templates and course evaluation requirements.
- Updating procedures for training material reviews and handling training renewals.
- Removing self-paced training, need for program training committees, advertising training provider courses offered outside of TNI.
- Updating the training application and confidentiality agreement.

The SOP was reviewed and approved by the Policy Committee on March 3, 2017. It is being made available to the Board to conduct an additional review if warranted.

Motion to Endorse the Revision to SOP 1-110: Jack Farrell

Second: Judy Morgan

Approved: Unanimous

8. Board of Directors Work Plan

In January, the Board approved a new committee charter process that requires every TNI committee to track their efforts in a work plan. This seems to be something the Board should do as well, and a preliminary draft was provided as a separate file. Minutes from 2016 were reviewed for any outstanding action items.

9. Program Reports (Attachment 1)

10. Cannabis Issues

(Debbie, Lara, and Jordan are not part of this discussion. Detailed notes regarding this discussion were distributed after the Board meeting in March.)

The Board was provided background materials related to cannabis laboratories on March 3. There are three issues to discuss and act on.

Issue 1: Use of the TNI accredited laboratory symbol for Oregon Laboratories

The Oregon environmental laboratory accreditation program also has authority for the accreditation of cannabis laboratories and uses the TNI Standard to do so. Oregon has requested permission to allow those laboratories to use the NELAP-Accredited Laboratory symbol. Is this appropriate? Should this issue be delegated to the NELAP Accreditation Council? As an alternative, could these laboratories use the Accredited to the TNI Standard symbol developed for the NGAB program? Both symbols are shown below.

Yes, we can approve the use of our logo.



Issue 2: NEFAP efforts related to sampling cannabis.

In their annual report, the NEFAP Executive Committee indicated an interest to pursue changing the scope of accreditation for this program to include accreditation for organizations involved in sampling cannabis and food. As documented in the January 2017 Board minutes, the committee is considering changing its charter to go beyond environmental.

Issue 3: TNI efforts related to cannabis laboratories in general.

Given the two issues above, should the Board revisit the decision made in 2015 to stay out of the cannabis testing sector?

After much discussion regarding cannabis testing, it was decided that a smaller group of people should look at this issue and make a presentation of other ideas at another meeting.

The following people have volunteered to participate in this group: Jack, Ilona, Jerry, Justin, Shawn Kassner, Chris Gunning, Alfredo, and Tracy from PGLA. The group will be doing a feasibility study on a potential business opportunity.

Jerry will get this set up and going.

Attachment 1
PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- Finalization of the 2016 Environmental Sector Standard awaits the Accreditation Council's acceptance of editorial changes to V2M2 (PT requirements for ABs), and V1M4 (chemistry quality system requirements for laboratories).
- The Chemistry Expert Committee has outlined its proposed substantive changes to V1M4 that will be incorporated into a new standard. Acceptance of this outline by the Accreditation Council is awaited, and then preparation of the new standard can begin.
- The need to create a new V1M4 will not only delay implementation of Volume 1 (the laboratory volume), but also Volumes 3 and 4 that encompass requirements for PT Providers and the PT Provider Accreditors, because these volumes contain requirements that are incompatible with the 2009 standard (e.g., laboratories must report to proficiency test reporting limits rather than detection limits).
- Pursuant to Section 5.2.1 of SOP 2-100, a notice of the Laboratory Accreditation Body Expert Committee's proposal to merge Module 1 and 3 of Volume 2 of the Environmental Sector Standard has been published on the TNI website and has been e-mailed to stakeholder groups. Stakeholders providing input will be invited to a webinar to discuss the proposed content of the new module.
- The Consensus Standards Development Executive Committee (CSDEC) is nearing completion of its new charter, as are the Expert Committees.
- The CSDEC has proposed small changes to the draft internal audit checklists, and has submitted them to Ilona.
- The CSDEC has submitted a proposed Format and Style Guide for Consensus Standards (SOP 2-103) to the Policy Committee.
- The Quality Systems Committee continue working on the Small Laboratory Handbook. More sections are complete and the committee is working through them using Webex. Bill Ray (Other) has been added to the committee. The committee prepared a DRAFT Charter and will finalize it during their March meeting. Work has been started on the Assessor Checklist. A subcommittee has been formed by email that will update the current checklist with all changes made to the 2016 Standard.
- The Laboratory Accreditation Body Committee updated and revised its Charter. Committee members expect to approve the document after reviewing a clean copy at the March meeting. Committee membership stands at ten members, with several associate members not interested in becoming full members. Additional volunteers would be welcome, up to a full roster of fifteen individuals.
- The WET committee began updating its Charter and will continue at the March meeting. Committee members have made progress with plans to transform the WET Assessment Forum session at conference into a webinar that can be used for assessor training, probably for presentation in late May. Consultation with Ilona will ensure that all aspects are properly coordinated per the new SOP 1-110.

- The Radiochemistry committee updated their Charter and will review the DRAFT for finalization in March. The committee reviewed nominations for addition to the committee and voted to add Candy Friday and Yoon Cha. The nominations will need to be finalized by the CSDPEC Chair. The Small Laboratory Handbook is in final review with an expected handoff to Quality Systems in April. The 2016 Assessor Checklist is still in progress, but was not worked on this month due to schedule conflicts.
- The Microbiology committee continued review of the Handbook at their monthly meeting and then by email. Robin submitted the document to Quality Systems on 3/3/17 to ask for review. The committee will begin work on the Checklist during their March meeting. The committee will be updating their Charter before May.

NEFAP Executive Committee

- Candidates are sending in applications or being nominated to the NEFAP EC. The nomination period closes on 3/10/17 and a vote will occur before 4/1/17. A new chair will be elected since Kim Watson will be rotating off.
- The PTP/NEFAP Evaluation Workgroup – see report under PTP.
- The TNI Board has requested more specific information about the recommended “Task Force” or special committee to continue work on the TNI Strategic Initiative to develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP. The Draft needed more work and the subcommittee plans to have it to the NEFAP EC by the end of March so the TNI Board can review it in April.
- The Strategic/Marketing Subcommittee met and discussed the issue of an FSMO working with Cannabis requesting NEFAP accreditation. The subcommittee concluded that a TNI NEFAP AB is being asked to accredit sampling procedures using the NEFAP Standard. The NEFAP Standard is general and does not specifically describe how to perform sampling. The 2014 Field Standard has a matrix definition that can apply to anything as long as you make a measurement on it or a sample is collected. The subcommittee does not think there is an issue with the NEFAP Standard being used for any type of sampling. Justin and Ilona will share this as appropriate during the Cannabis discussion at the Board meeting.
- The NEFAP website is under review and Marlene will be preparing a flowchart for the website update so the subcommittee can start finalizing the new site.
- A number of presentation opportunities are being looked at – ACS in Washington, DC, AOCS in Orlando, FL, Pretreatment Coordinators in Dallas, and the Gas Producers Association in Louisiana.
- The committee is continuing review of SOPs for finalization.
- The committee has prepared a DRAFT charter that will be reviewed for approval at the March meeting.
- The committee is reviewing an old FAQ document that will be updated on the website.
- Two documents on the NEFAP website were submitted to the Policy Committee for approval as Guidance Documents. The proposals have been approved and the Policy Committee will begin reviewing the accreditation process review document. The other document will go back to the FSMO Tools Subcommittee for a final update before submitting for final approval to the Policy Committee.

- “Why NEFAP?” video shorts are still needed from Kim and Justin to complete the first phase of this activity for the website.

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee did not meet this last month.
- The committee reviewed the notification documents, but some information was missing. Ilona will complete the final DRAFT for email approval and then send to Ken.
- The committee reviewed their DRAFT charter. Ilona will update some of the language on voting and committee membership and then the committee will vote for approval of the charter in March.
- The FSMO Tools Subcommittee will review and update the “priority” document for final submission to the Policy Committee. They will also determine timing for additional tools such as a possible Field Quality Manual Template.

NELAP

Accreditation Council

- The AC is voting on the final renewal from the 2014-2016 round of evaluations. *Update: This voting will be delayed another month due to another finding and corrective action.* Six renewal letters have been issued thus far, with five applications received. The remaining AB, LA DHH, is in process of replacing its sole staffer and will submit its renewal application as soon as possible.
- The evaluator training webinar was conducted February 24, for those evaluators who could not travel to Houston, and was recorded for use by future new evaluators.
- The AC is voting on an updated Field of Proficiency Testing tables for Drinking Water. *Update: FoPT needs a minor correction and to go back to the PTPEC.*
- At its March 6 meeting, the AC reviewed proposed revisions to the 2016 Chemistry module, as sought by the Chemistry Committee.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC has transitioned responsibility for planning the Assessment Forums and Mentor Session to a new set of individuals within the committee. Planning for the sessions at this summer’s conference will begin later this month.
- Revisions to the LASEC Charter are underway.
- LASEC will inquire of the NELAP ABs to find out what information should be added to the generic application to address mobile labs, so that those may be included in the current Version 3.
- Several new members have been approved for full membership by the committee, and the Board Chair will be asked to formally appoint them along with a replacement EPA representative (as soon as that individual joins TNI).

PROFICIENCY TESTING

- An email was sent to the Chair of the TNI Board (2/23/17) to approve three new committee members: Fred Anderson (Other), Scott Haas (FSMO), and Jennifer Mullins (Lab). They will be replacing Andy Valkenburg (Lab), Joe Pardue (Other), and Justin Brown (FSMO).
- The committee has put the implementation of Volumes 3 and 4 on hold until the NELAP AC approves V1M1 and V2M2 of the new Standard. This has eliminated the immediate need for a new PTPA checklist since the committee will now have to use Volume 3 and 4 from the 2009 Standard. A checklist has already been prepared for this version of the Standard. Shawn Kassner and Ilona will work on updating only the SASS portion of the checklist.
- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: A request for data is being worked on.
- The collection of radiochemistry data is complete and the Chemistry FoPT Subcommittee is waiting for the data to be masked so they can begin work.
- The Microbiology FoPT Subcommittee is also waiting for data to be masked so they can begin work.
- An implementation date of 7/24/17 was determined for the updated NPW and SCM FoPT tables that were approved by the NELAP AC on 1/23/17. The tables will be forwarded to William to post as preliminary tables and an email will be sent to the PT Providers and PTPAs.
- The final vote on the DW FoPT table updates has been completed and the table has been forwarded to the NELAP AC for approval (2/25/17).
- SOP 4-105 (Voting) is still being finalized. It is on the agenda for a vote in March. Maria will be sending a message to Policy about how to document SOP reviews where an SOP does not need to be updated. SOP 4-102 Policy Committee comments are being addressed and an update will be sent to the Policy Committee in April.
- There was some confusion on updating the checklist with new SOPs, so Ilona will be handling this and the committee will review the final checklist for acceptance during their March meeting.
- The PTP/NEFAP Evaluation Workgroup has had their second meeting. The Program Comparison document is being reviewed and conclusions are being recorded. Feedback has been received on a few questions sent to the NGABs and this information was incorporated into the comparison. There has been general agreement that ISO 17011 performed by TNI is an acceptable alternative to the Lead Evaluator being required to have formal ISO 17011 training. The workgroup is looking at doing the office review online through email of documents and use of something like Webex and relying heavily on the ILAC/APLAC reviews for the ISO 17011 portions. They would like to do more witnessing/observations.
- Progress was made this month on developing new procedures to update FoPT tables. The SOP subcommittee will begin working on figuring out which SOPs will be affected by the preliminary ideas. Maria will also be sending out a request for information from stakeholders.
- A final response on the TDS limits complaint went out to the complainant.
- The committee worked on their Charter and expects to finalize it in March.

ADMINISTRATION

Advocacy Committee

- TNI will be sending speakers to the following regional meetings:
 - DOD Environmental Data Quality Working Group – April
 - California Water Environment Association – April
 - Oregon Laboratory Association – May,
 - Florida Society of Environmental Analysts – May
 - TCEQ Trade Fair – May.
- The next newsletter will be published around April 1. Trinity O’Neal is the editor. Article assignments have gone to authors. All committees are welcome to submit articles.
- Advocacy is preparing a revised charter.
- Advocacy will discuss expanding the TNI ambassadors to additional non-NELAP states at upcoming meetings.

Non-Governmental Accreditation Bodies

- The working group proposes to delay finalizing the SOP for disputes and appeals until such time as a uniform SOP can be developed for all NGAB programs.
- The TNRC and working group prioritized the implementation tasks as: reviewing the composition and charters of the LASEC and TNRC first, amending the TNI bylaws next, and then revising SOPs.

Policy Committee

- Policy Committee provided revised language for the TNI Bylaws to accommodate the Board’s adoption of the TELAP at its February meeting. This language is being provided to the Board today.
- The committee also reviewed and approved an update to the Educational Delivery System SOP 1-110, which is being provided today for the Board’s endorsement. They also reviewed and approved two proposals from NEFAP to develop guidance documents for that program.

Finance

- The Finance Committee has begun efforts to develop the 2017 budget and plans to present the budget to the Board for approval in the April meeting. The preliminary budget is projecting a \$100k increase in income primarily due to training efforts underway.

Training

- Quite a bit of work was done to update the TNI Training Plan, tracking forms, SOPs and fees. The updated Educational Delivery System (EDS) SOP has been approved by the Policy Committee and the CEU SOP review is being scheduled. New opportunities will be rolled out to vendors in early April. A comprehensive list of potential training classes was developed and priorities are being finalized and included in the budget.
- An Assessor Refresher course has been planned for 3/6/17 – Marlene Moore, ASI. There are fifteen individual students and four groups registered for the class.
- A NEFAP Assessor course took place on 3/3/17 – Marlene Moore, ASI. There were nine attendees.

- A NELAP Evaluator Webinar took place on 2/24/17 – Marlene Moore, ASI. There were eight attendees.
- A TNI Standard Implementation for Small Laboratories Series will start-up in April. The series consists of (10) two-hour courses beginning April 18th and running through the end of July – Marlene Moore, ASI. A posting should be ready to go out by mid-March.

NEMC

- Over 150 abstracts have been received for the NEMC portion of the summer meeting. Work is well underway towards finalizing the sessions.
- There are four lunch and meeting sponsors. Additional sponsors are still coming in and more are expected after Pittcon.
- Lara and Jerry will conduct a site visit soon to visualize the space available so that Jerry can begin assigning sessions to space.

Membership Report

- Thirteen inquiries were made and responded to through the Contact Us button on the TNI home page.
- There were three new committee applications that have been forwarded to the committee chairs and Program Administrators. All three were for NEFAP.
- We are now able to export both new and renewed members from the database.
- Active Members: 870