

TNI Board of Directors Meeting Summary September 13, 2017

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	X
Steve Arms	X
Justin Brown	
Jack Farrell	X
Chris Gunning	
Myron Gunsalus	X
Daniel Lashbrook	X
Judy Morgan	X
Cheryl Nolan	
Lara Phelps	X
Patsy Root	
Debbie Rosano	
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	
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. Roll Call and Approval of July Minutes

No quorum. Hold over for next month's meeting.

3. Review of Committee Reports from DC (Attachment 1)

Attachment 1 contains the notes from the closing session in DC. This is included to both brief the Board on activities in DC and to document this meeting.

4. Policies and SOPs for Review

SOP 1-104, Document Control

This SOP was first approved by the Board in 2008. The SOP is one of TNI's key SOPs and has been extensively vetted by the Policy Committee and by use, but requires approval by the Board. Most of the changes are clarifications reflecting actual practice with an emphasis on cloud storage.

This document needs some editorial changes:

There is a real inconsistency in the SOP regarding capitalization, i.e., standards vs Standards, throughout the entire document. Perhaps someone can take a good look at the document and clean this up.

Section 4.1, the first sentence under “Control...”, the 3rd line, the letter “a” was struck, but not deleted.

Throughout the document and Section 4.4, it says that “selected sensitive information by the secretary...” – it refers to “the secretary”, but it doesn’t identify the secretary of “what”.

Section 10.1, “notifying the secretary or designee...” – who could be designated? Designee should be covered in another SOP. Even though the secretary is noted, the TNI staff does all of these things. Jerry will check related SOPs and add links, etc.

This SOP is non-substantive and reflects the process(es) that have been used for many years, including the use of Cloud storage.

These next three documents do not require Board approval, but are provided for the Board’s review.

- SOP 3-105, SIR Management
- SOP 5-102, NEFAP Voting
- Policy 1-113, Procurement

Comments:

SOP 3-105, Sir Management: “Implementation Guidance” – The old SOP used the work “clarification”. This SOP needed to be updated because we wanted the wording to match. Also, some details were added in about what needed to be in the Implementation Guidance. We are making sure all the wording in the documents match.

SOP 1-113, Procurement: This SOP has been hanging around for a while but has not gotten a final review. There were no significant changes, but the document reads clearer than it did.

SOP 5-102, NEFAP Voting: One large change was made, which talks “Abstention”. The definition was changed – so there is nothing negative about it and it is clear it doesn’t count towards the vote.

5. **CSDPEC Charter for Review**

The Consensus Standards Development Executive Committee Charter was provided to the Board in June, but the Board felt this charter did not meet the new format for committee charters.

The vote for this Charter will be held over to next month due to not having a quorum. The Charter format now does match the new format for committee charters.

6. **Changes to Pricing for TNI Standards**

ANSI has substantially revised the agreement we have for using language for ISO 17011 and 17025 in our standards. As a result, the TNI Finance Committee has decided to raise the price for a single-use version of the standards as per the table below. For site license subscriptions (i.e., network use), the new ANSI agreement now requires an **annual fee** ranging from \$300 to \$8,300 depending on the number of users and standards purchased. Because of this, the network versions of the standards will no longer be available for purchase online and subscribers wanting this will need to contact TNI for a quote. These prices changes went into effect on September 10, 2017.

Item	TNI Member Price		Non-Member	
	2016 Price	2017 Price	2016 Price	2017 Price
NELAP Volume 1 (2009)	\$75	\$195	\$130	\$250
NELAP Volume 1 (2016)	\$75	\$195	\$130	\$250
NELAP Volume 2	\$75	\$150	\$130	\$175
NELAP Volume 3	\$50	\$50	\$120	\$120
NELAP Volume 4	\$50	\$50	\$120	\$120
NEFAP Volume 1	\$75	\$195	\$130	\$250
NEFAP Volume 2	\$75	\$150	\$130	\$175
SSAS Volume 1	\$50	\$50	\$120	\$120
SSAS Volume 2	\$50	\$50	\$120	\$120
SSAS Volume 3	\$50	\$50	\$120	\$120
DOD Quality Systems Manual	\$100	\$250	\$180	\$350

If you buy 17025 from ANSI by itself, it's \$178 so our markup is not that much. The website will only have the current prices – that's what is up on the website now. We have responded to people who have inquired about the price change on an individual basis.

Should we have some kind of statement about the change in pricing and why? We will place the information in the newsletter.

7. Board of Directors Work Plan

An updated work plan was provided.

8. Comments on Proposed California Regulations

Jerry Parr drafted comments on the proposed California regulations, which were then reviewed by the Advocacy Committee and then approved by the Executive Committee. These comments were provided separately.

9. Implementation of the New 600 Series Methods

An ad-hoc group met by teleconference with EPA representatives to discuss issues with the new 600 series methods. It was a very productive meeting and EPA is expected to issue a clarification memo or FAQs soon.

At some point, this information needs to get out to the greater laboratory community – there are lots of laboratories very concerned about implementing these methods. It also needs to get out to the laboratory assessor community because they will be reading the methods and interpreting them too. This applies to the states as well, and on and on.

After EPA has the time and space they need to write something up and publishes it, then we will need to decide what to do about communicating the information.

10. Program Reports (Attachment 2)

Attachment 1
Summary of Committee Reports to the TNI Board of Directors
Forum on Laboratory Accreditation, Washington, DC
August 10, 2017

This is a summary of reports on TNI committee sessions, presented at the end of the Forum on Laboratory Accreditation conference. To open the session, Jerry Parr briefly described the next conference, three days in Albuquerque, NM, from January 22-25, and noted that the TNI Annual Meeting will be the opening session for that event. Jerry asked that each committee specify how much time they will need in Albuquerque.

Consensus Standards Development Program

Proficiency Testing Expert Committee, Nicole Cairns, Chair, reporting – ¼ day

The brief PTEC meeting noted that the PT modules of the 2016 standard are all complete. They reviewed the PT portion of the checklist as well as the PT portion of the Small Lab Handbook, and discussed planned activities for the rest of the year.

Laboratory Accreditation Body Expert Committee, Carl Kircher, Chair, reporting – ½ day

Since Houston, LAB has considered comments on TNI language that will need to be transferred from Modules 1 & 3 of Volume 2 into the new module in development, but realized that most comments cannot be addressed until the language of the revised ISO 17011 is available. Discussion during the session focused on topics that were dropped from the standard, going from 2003 NELAC to 2009 TNI, and whether they should be addressed in the upcoming revision of Volume 2, or in some other fashion (perhaps as a policy.)

Quality Systems Expert Committee, Paul Junio, Chair, reporting – ½ day

The Small Lab Handbook is in final editing stages. Paul noted that, when the guidance about implementing the 2016 Chemistry module is received for incorporation, some additional changes may be needed, so the handbook completion date remains uncertain. The Quality Systems (QS) module part of the checklist is completed. The committee awaits the final version of revised ISO 17025, which will require major revision of the QS module.

Microbiology Expert Committee, Robin Cook, Chair, reporting – no meeting (unless some crisis arises)

The microbiology module's portion of the checklist is completed, as is the microbiology portion of the Small Laboratory Handbook.

Radiochemistry Expert Committee, Ilona Taunton, Program Administrator, reporting – none or ¼ day

The session included an overview of the past six month's activities. The radiochem portion of the checklist is "friendlier" now than before, and the radiochem portion of the Small Lab Handbook was reviewed. This committee is contemplating creating training for radiochem assessors, to be offered at the winter meeting in Albuquerque, but no final decision has been reached.

Field Activities Committee, Kevin Holbrooks, Chair, reporting – ½ day

This abbreviated session was a public meeting to discuss the Field Activities standard review schedule and assignment of sections to various committee members, as well as which areas of the standard require greater attention. Several public comments on the revision were discussed and a webinar is planned for September 15.

Whole Effluent Toxicity Expert Committee, Lynn Bradley, Program Administrator, reporting – ½ day

In May, the WET committee presented a successful webinar, Understanding WET Testing. The public session at conference summarized the recent communication with the PT Executive Committee about ways to enhance data comparability of WET PT/DMR-QA results and also the meeting of WET committee members with ELAB and EPA representatives to discuss ELAB's communications with EPA about the 2015 white paper that WET sent to the EPA DMR-QA coordinator. Then, session participants discussed in detail four issues needing to be addressed during revision of the WET module of the 2016 TNI standard, but focusing on requirements for demonstrations of competency and appropriate QA/QC for water chemistry measurements in WET testing that ensure suitable habitats for test organisms.

Chemistry Expert Committee, Lynn Bradley, substitute Program Administrator, reporting – ½ day

This was a working session where Chair Val Slaven led the committee in finalizing the chemistry portion of the checklist and then reviewing comments received on the "outline" version (pre-voting draft) of the revised Chemistry module. The committee will begin revisions to the draft guidance documents, as requested by the NELAP AC, as time permits and then will devote full time to that, once the revised module is final.

Consensus Standards Development Executive Committee, Bob Wyeth, Chair, reporting – ½ day

CSDEC worked on its glossary, which now has almost 400 entries. They identified combinations and cleaned up details. Plans are to publish the draft document for comment, and then discuss the comments in Albuquerque.

Stationary Source Audit Sample Committee, Michael Schapira reporting – ¼ day

Participants discussed the latest module, that people still have questions about, making some progress. The unresolved PT issues still continue, with every audit seemingly different.

Proficiency Testing Program Executive Committee, Maria Friedman, Chair, reporting – ¼ day

The PT Provider Accreditors (PTPAs) made their reports, and PTPA educational training was discussed. The TNI PT database is now "live" on the TNI website, so that PT providers (PTPs) can populate it and PTPAs may also participate. The database is only accessible to those groups. William Daystrom, TNI webmaster, will provide introductory training for PTPs using the database. PTPEC has compared the FoPT analyte names with the analyte names in LAMS, and found some inconsistencies; they hope to standardize the names between the two resources. PTPEC will ask the AC to agree to the changes; there are fewer than fifty (50) corrections that need to be made.

National Environmental Field Activities Program, Justin Brown, Chair, reporting – ¼ day

The NEFAP session was a good interactive discussion where participants looked at how to improve the program, examining obstacles and issues to address as the program grows, with some ideas and actions identified for committee focus.

National Environmental Laboratory Accreditation Program, NELAP Accreditation Council, Aaren Alger, Chair, reporting – ¼-½ day

The status of evaluations in the current (new) cycle was discussed. Scheduling is problematic, as are the remote document reviews. Paul Bergeron, Vice Chair, will review the active issues and make recommendations about possible revisions to the NELAP Evaluation SOP 3-102. As for the LAMS database, nearly all ABs are committed to providing updates to the database, with automatic uploads being planned for most. NY will not have resources to upload its FoA in the foreseeable future but has offered to provide *.csv files to any NELAP AB requesting them, from its existing database (which is, unfortunately, not compatible with LAMS). The Council is considering separating its AB recognition

and renewal cycle from the triennial evaluation cycle, in order to spread out the evaluation timing more smoothly across the 3 years. The 3-year interval for evaluations will remain unchanged, however this process is accomplished. Standard Interpretation Requests (SIRs) are no longer backlogged, but the slowest part of their processing seems to be getting through the Council's voting procedure. A draft policy addressing method selection for lab assessments is still in development. The need to specify how to choose methods and what constitutes "review", while factoring in the drinking water program's expectation that all methods will be fully reviewed, makes this a complex process. Hopefully, a review draft will be available in time for discussion in Albuquerque.

Laboratory Accreditation Systems Executive Committee, Lynn Bradley, Program Administrator, reporting – ¼ day

Participants received an update on LASEC activities since the Orange County meeting, the status of SIRs and also of review of the 2016 standard. An open discussion of "lessons learned" from the 2016 TNI Standard's review process took place, and audience feedback will be included in the final compilation. Action items will be incorporated into the LASEC Standards Review SOP and shared with CSDEC. The Mentor Session was successful, thanks to Dorothy Love's efforts (along with the workgroup). The format of small groups working together to develop implementation guidance for various areas of the 2016 standard was well received, and provided unexpected networking and idea-sharing benefits for participants. Those new to TNI seemed to find that format especially valuable.

Environmental Laboratory Advisory Board, Lara Phelps, Designated Federal Officer, reporting – 2 hours

This was a working meeting of ELAB. Updates on current activities addressed in-line and on-line monitoring; the WET PT issue; correspondence between the NELAP AC and EPA's drinking water program about the Certification Officer course; user-generated library acceptance criteria for library spectra, both NIST and in-house resources; cyanide methodology and the problem of elevated levels in method blanks; criteria for selective ion monitoring (SIM) in GC/MS, to improve QC; the IDQTF DQO process (ongoing discussion of the need for engineers developing QA Project Plans to work with labs about available methods to meet data quality objectives); and a wrap-up of the methods harmonization project, that is being dropped for the time being since method development seems to be a generally low priority now. Regarding methods harmonization, Lara noted that the EPA's Forum on Environmental Measurements will be more vigilant in reviewing for this aspect when new methods are published.

Administrative and Policy, Jerry Parr, Executive Director, reporting. Multiple side meetings, not on Forum Agenda (but parts were in the technical sessions)

Dan Hickman, TNI Database Administrator, met with the non-governmental ABs (NGABs) to discuss LAMS and how they will be able to use it while not confounding the NELAP state ABs or the co-accreditations that NGABs offer with Defense and Energy Department accreditations.

The Method Approval session with Jerry and Lara was good discussion, but did not lead to consensus on future directions. TNI's Advocacy Committee will be briefed on the meeting.

The NEMC Session on California ELAP identified four primary issues where TNI assistance is sought. First, as CA starts from scratch, there are 600 labs that have never yet been accredited, and they want some definitive evidence that accreditation actually does improve data quality. Second, CA wants TNI to reconsider one PT per year instead of two. Third, CA seeks to have the qualifications for Technical Director relaxed. And fourth, CA would like to have criteria for the use of third party assessors.

Planning for implementation of the 2016 standard began with a lunch meeting among CSDEC, NELAP (AC and LASEC) and staff. A short list of items has been identified, and most are already underway. The Chemistry committee's guidance (about LOD/LOQ especially) will need to be fast-tracked due to having the Method Update Rule finally published.

A NEMC session about the 600 series methods has prompted an ongoing conversation about what does not work, what the labs don't like, and possible ways to improve the problems for labs running these new methods. Jerry noted that, at the point when a state implements the MUR (and it is now published), the "old" 600 series methods will become invalid for data reported to that state, and for some states, implementation is automatic and immediate, as of the regulation's effective date. Other states will require rulemaking, thus taking several years or longer.

The theme for the summer 2018 NEMC in New Orleans will be "The Future Landscape for Science" including the role of science and how the scientific workforce is changing.

Comments on the California draft regulation were discussed. This rule has a long enough comment period that TNI has time to collect and consolidate review comments from multiple sources within the organization. The Advocacy Committee has been involved with the review and both Aaren and Patsy Root indicated they would like to review TNI's comments on this regulation.

A question was asked about "when" the new 2016 TNI Standard (Revision 1) will be implemented. The NELAP AC might choose an earlier implementation date than with previous new standards (it has been 2 years) but even so, there will be considerable lag time for those ABs needing to do rulemaking to implement a new standard. Most importantly, mutual recognition will continue regardless of which standard is used by a particular NELAP AB, and the PTPs will need to continue scoring differently, state by state, according to which standard is "official" in each state.

Bob Wyeth offered congratulations to the entire TNI team, saying that we improve every year! Alfredo Sotomayor, TNI Board Chair, thanked everyone and adjourned the meeting.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Chemistry Expert Committee has posted a Voting Draft Standard (VDS) for sections of Volume 1 Module 4 (Quality Systems for Chemical Testing). This VDS was prepared to address objections from some accreditation bodies on the 2016 standard. Voting will be complete on October 15. If the VDS passes without persuasive comments it will become the Final Standard and it will replace the existing Module 4 in the 2016 standard. If there are persuasive comments, the committee will make appropriate modifications and will then be required to proceed through Modified Voting Draft Standard or Interim Standard voting stages.
- The 2016 Environmental Sector Standard is undergoing final editorial formatting. To date, Volumes 2, 3 and 4 have been completed, and Volume 1 is being worked on.
- The Asbestos Expert Committee has agreed on a proposed format for its modified Volume 1 Module 3. This will be arranged by technology (transmission electron microscopy; phase contrast microscopy; polarized light microscopy), differing from the existing Asbestos module and all of the other program-specific modules (Chemistry, Microbiology, Radiochemistry, and Toxicity), that have similar formats (method validation; DOC; calibration, QC, etc.).
- The Laboratory Accreditation Body Committee members have put further revision of V2M1 on hold until such time as the updated ISO/IEC 17011 is published. The final version is expected by fall or winter. The committee discussed at conference whether to include a number of policy aspects in the revised standard, items that were dropped from the 2003 NELAC standard, but have not been formally addressed since the 2009 TNI standard was implemented. As noted previously, all comments from outside of the committee will be tracked in an expanded response-to-comments spreadsheet, even though responses will not be provided to the individuals providing comments in public sessions.
- WET Committee members met with ELAB and EPA representatives to discuss ELAB's correspondence with the Agency about the committee's 2015 white paper, its first effort to improve the data comparability of WET PT/DMR-QA data. All parties involved with this discussion agreed to continue considering possible ways forward. Separately, the committee delivered a proposal for PTPEC, asking to work together in finding ways to increase the statistical power and usefulness of WET PTs. Since its delivery, neither committee has met to discuss the issue further. Committee members are beginning to draft revisions to the WET module of the standard. The committee session at conference discussed revising requirements for initial and ongoing demonstrations of competency and also, what would be appropriate and adequate QA/QC requirements (i.e., data quality) for the water quality chemistry measurements used in WET testing, where water quality is important to sustaining the test organisms. As with the LAB committee, all comments from outside of the committee will be tracked in an expanded response-to-comments spreadsheet.
- The Small Laboratory Handbook (SLH) was reviewed by the Radiochemistry Committee in Washington, DC and a few additional changes were made. The SLH has been distributed to the committee for finalization by email and will be complete in September.
- The Microbiology committee reviewed the Small Laboratory Handbook (SLH) after the formatting was complete. The committee did make some additional changes in their July and Washington, DC meetings. A final version has been distributed to the committee for finalization by email and will be complete in September.

- The Quality Systems committee is continuing work on the Small Laboratory Handbook (SLH). The committee is continuing to review sections using Webex during meetings and a small subcommittee is pulling together any missing pieces. Ilona has started combining the multiple parts that will make up the first section (Accreditation Overview) and presenting them as one cohesive section. The other sections of the SLH are module specific. The Radiochemistry and Microbiology Sections are essentially complete. The PT section has been formatted, but sent back for possible additions from the first 3 sections of Module 1. Module 4 has been formatted and will be sent to the Chemistry Expert Committee for review. This section may be delayed as the Chemistry Expert Committee needs to finalize the guidance documents referred to in this section. Examples are still being worked on for Module 2 and then the section will be formatted and presented for final review. The committee is also reviewing terms on the committee and Paul Junio has requested to remain as Chair for one more year to prepare the next chair and to begin the process of reviewing the Standard for the new ISO 17025 format.

NEFAP Executive Committee

- The PTP/NEFAP Evaluation Workgroup – see report under PTP.
- Justin used the meeting in DC to solicit feedback on the NEFAP Program. It sparked a lot of discussion that has been captured and will be reviewed in detail by the committee in September.
- The Strategic/Marketing Subcommittee did not meet in August. The committee will begin meeting again after the discussion noted in bullet 2 above.
- The committee has started reviewing the combined Evaluation SOP in detail and hopes to have final comments to the Workgroup by 9-11-17.
- The review of an old FAQ document still needs to be added to an agenda, but other priorities have taken precedence,

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee did not meet this last month. Scott Haas is working on a DRAFT that will be reviewed by the FAC in the next month.
- The committee accepted public comments on the Standard in Washington, DC and did receive comments that are being updated in the comment tracking spreadsheet. A webinar is being held on September 15th for more public comment. The committee hopes to get started on the Standard soon, but is waiting for either the new ISO 17011 or ISO 17025 to be finalized. Kevin has started assigning sections of the Standard to committee members so they can begin reviewing the TNI requirements for possible updates.

NELAP

Accreditation Council

- For the current round of evaluations, eight renewal letters have been issued thus far. All eight applications are in various stages of review, with two site visits completed. The first AB to have a site visit has submitted its corrective action report, which is undergoing review.
- The General Operations SOP 3-100 was approved and submitted for Policy Committee review; Policy's comments will be addressed in the coming weeks. The workgroup of Council members finalizing the draft "method selection for assessment" policy continues its work.
- AC and LASEC members have been notified that revisions to the Chemistry Module, V1M4, are posted for voting.

Laboratory Accreditation System Executive Committee (LASEC)

- The Assessment Forum sessions at conference focused on drafting implementation guidance for multiple issues where California has asked for additional clarification to the standard. These will be provided to LASEC for final formatting and reviews prior to posting on the SIR web page.
- LASEC has compiled some “lessons learned” from its efforts to review and make meaningful, useful comments on the 2016 TNI Environmental Lab Sector Standard’s modules. These were discussed at conference and during the fall, they will be incorporated into the LASEC Standards Review for Suitability SOP 3-106 and shared with CSDEC.

PROFICIENCY TESTING

- FoPT Table Format Subcommittee: The committee has finished their review of the FoPT tables verses LAMS except for WETT. They have found naming consistency issues and spelling problems. Maria has approached the NELAP AC to begin discussions about how the tables are used and to get their input on where changes should occur. Should the LAMS take precedence or should the FoPT tables? This lead to further discussion about how changes to LAMS occur and the PTPEC would like to be in the loop before changes are made.
- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: Carl reviewed the information and thinks the Chemistry FoPT Subcommittee can address this ARA without further data. The Chemistry FoPT Subcommittee will begin meeting again in September and this item will be addressed.
- Radiochemistry FoPT Table Update: Carl has reached out to Stephen Arpie and Andy Valkenburg to begin work on crunching the Radiochemistry data. Once this work has been completed the subcommittee will meet to begin review of the data. Carl hopes to begin meeting in September.
- Microbiology FoPT Table Update: The EPA statistician has gotten through some of the data received from the PT Providers and Jennifer Best needs to go through it before she plan to have another subcommittee meeting.
- The PTP/NEFAP Evaluation Workgroup: The first DRAFT of the combined evaluation SOP has been shared with both the PTPEC and NEFAP EC. It is taking longer than expected for the Executive Committees to do their reviews. Each committee has committed to having comments complete in September, but this moves the estimated completion data out another 45 -60 days because they would like to do one more review after the changes are made.
- PTP SOP Subcommittee: The subcommittee is still working on SOP 4-101 – FoPT Table Updates.
- Matt Sica and Shawn Kassner provided training in Washington, DC on the PTPA roles to help clarify what information they can and cannot provide. The presentations were titled “Responsibilities of the AB and the CAB – Understanding AB & Customer Relationships” and “PTPA Data Files & Review”. The presentations were very informative and well received.
- The PTPA trainings sparked questions about including preparatory method information when reporting PT results. Labs can now report this information, but most do not. Nicole Cairns commented that everyone in TNI would need to be on board to make this change and ABs are concerned that this would cause a need for huge changes to their databases.
- William (IT) provided a presentation of the status of the PT database. It provides user management, PT data upload and allows users to retrieve anonymized information. Access will be available to the FoPT Table Subcommittees and PTPAs.

- The WETT Expert Committee would like PT Providers to provide the same PT instructions that require all labs to use the same toxicants, temperature, organism, reporting, etc. The PTPEC has been involved to look at this issue and to help determine how PT Providers can have a similar set of instructions. Maria is requesting copies of the current instructions from each PT Provider.
- The PTPEC is investigating requests about Cyanide footnotes and analyte codes for TPH and TRPH. These will be discussed in September.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee reviewed and discussed TNI's draft comments on the California ELAP preliminary rules.
- The Advocacy welcomed Lily Sanchez as TNI Ambassador to California.
- Articles for the next newsletter are due October 15 with a target publication date of November 1. Sharon Mertens is the editor.

Policy Committee

- Policy committee is presenting a number of documents for Board endorsement at the September meeting. In particular, the TNI Document Control SOP 1-104 requires Board review, since it originates with Policy Committee. For the other documents presented today, Policy Committee was the secondary review, so that complete Board review is optional, prior to endorsement. For now the five-year reviews of the various administrative SOPs and policies originating with Policy Committee have resumed.

Training

- The TNI Standard Implementation for Small Laboratories Series was finished up on August 1, 2017. There were 127 people that participated in the training.
- The "Implementing and Assessing the Environmental Laboratory Standard Interpretations" course has been completed. There were 66 individuals and 4 groups that participated in the class.
- A class on the MDL procedure has been scheduled for September 12, 2017 at noon Eastern. The webinar will summarize the new Method Detection Limit Procedure finalized by EPA on August 28, 2017 that will become effective in September 28, 2017. The webinar will thoroughly review the new procedure and provide examples of how to implement the procedure using real data. The webinar will also include a Frequently Asked Questions section. Registrations for this class are 178 individuals and 63 groups.
- A class on preventive action and how this relates to implementing change in laboratories/ organizations has been scheduled for September 19, 2017 at 11am Eastern. The objective of the two-hour class is to demonstrate how to use the preventive action requirements found in the TNI standard (V1M2 4.12) to prepare and implement the changes in regulations such as the Method Update Rule (MUR) published in September 2017. Other types of changes will also be discussed. The course is being taught by Marlene Moore. There are more than 70 registrations so far.
- The RFPs for training based on a list of courses that have been requested in the past or are needed to complete a series and for preparation of a chapter and training for the "Handbook for Good Laboratory Practices" have closed. There was response to these RFPs and ideas have been presented that warrant more review. The target announcement date of award has been pushed back into September to give Jerry time to meet with the Finance Committee.

- Other ideas for future classes came out of comments at the Washington, DC meeting. These ideas are being followed up on.

Forum on Laboratory Accreditation

- The preliminary schedule for Albuquerque is being reviewed by the committee chairs. Currently the plans are for the annual meeting to occur Monday am with committee meetings thru Wednesday and a radiochemistry assessor class on Thursday.
- Exhibit registration will open in about a week and attendee registration is scheduled to open October 2.
- The Finance Committee has approved the budget which contains a 5% increase in registration fees.

NEMC

- We ended up with 619 attendees for the DC meeting, a new record.
- NEMC Steering committee members reviewed comments and suggestions from the summer meeting and discussed how or incorporate (or not) into planning for the next meeting.
- The timeline and budget for next summer's meeting have been developed.
- The abstract upload system will be activated in September and abstract due date is January 29, 2018.

Active Members: 1061