

Registration Form

(Please complete all information)

To register on-line for the "Technical Assessor Training – Assessing Organic Chemistry". Course offered in **Austin, Texas** on **July 29 to 30, 2013**. **PLEASE SIGN UP BY:** June 1, 2013.

Registration information: www.nelac-institute.org
 Register on-line: <https://www.regonline.com/asiorgtexas>
 For Questions email: mmoore@advancedsys.com
 This Course will be held: TCEQ Campus, Building B, Room 201A
 12100 Park 35 Circle, Austin, Texas 78753



Please enroll me in the following Course

JULY 29 TO 30, 2013

2 day course "Technical Assessor Training – Assessing Organic Chemistry"

\$550 per person for Federal, State and Local Governments

\$750 per person for all others

\$50.00 discount if you bring your own copy of the printed 2009 TNI Environmental Laboratory Standard Volume 1 and 2, Checklist, and other materials provided prior to the course

TNI Volume 1 with ISO language and TNI Volume 2 without ISO language hardcopy required for exam.

SPECIAL REFRESHER FEE: \$450 per person for attendees not taking the exam - refresher training
\$50.00 discount if you bring your own copy of the printed Course book, exercises and other materials provided prior to the course

Prerequisite: Students must read the 2009 TNI EL Standard before coming to class. It is recommended that students complete basic assessor training prior to taking this course.

The following information is requested to sign up for this class using the TNI website.

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Payment:

Payment must be received prior to the beginning of the course.
 No refunds for cancellations made two weeks prior to the course offering.



DO NOT FAX OR EMAIL REGISTRATION: GOTO: www.nelac-institute.org

Administrative Support: Payment made to The NELAC Institute at www.nelac-institute.org. The NELAC Institute (TNI) is a 501(c)(3) non-profit organization whose mission is to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. a 501c3 not for profit organization

Course Offered by: Advanced Systems conducts training for environmental sampling, quality control, laboratory operations and field operations and designs Management Systems based on ISO/IEC Management System Standards and ISO/IEC 17025, TNI, DoD and other Environmental Technical Competence Standards.

OBJECTIVES OF COURSE

This course provides examples of the assessment process for organic technologies, based on The NELAC Institute (TNI) Environmental Laboratory standard. The principles for assessing specific technical disciplines within the laboratory operations are presented. The emphasis of this course is sample preparation, Gas Chromatography (GC) and GC/MS volatiles testing with an overview of performing assessments for other organic technologies.

The rationale for assessing is based on proven quality principals that allow the determination of adherence to the defined system for the technical operations. The system standards used during this course are the 2009 TNI Environmental Laboratory (EL) standard. Personnel with a basic science background in this technical area assess operations by conducting an assessment of a laboratory system and technical operations to assure conformance to the stated quality system and where applicable the mandated methods.

Personnel successfully completing the course will acquire the following:

- Knowledge sufficient to assess the implementation of the technology by the laboratory.
- An understanding as to how the technology is used in the various methods.
- An understanding of the key elements of data packages, and raw data to review and check effectively.
- How to write non-conformances and track corrective actions, evaluate root cause analysis,

The course presents the fundamentals of how to assess technical operations for the following technologies:

1. Gas Chromatography (GC)
2. Gas Chromatography / Mass Spectrometry (GC/MS)
3. Sample Preparation – Extractions for Organic methods
4. Other related techniques – HPLC, LC/MS

Final Exam

Students should prepare for the final exam prior to attending the class and in the evening of day 1. *Students must read TNI EL Volumes 1 and 2. Students are expected to be thoroughly familiar with the technology and standard before arrival at the course. You must obtain a 70% score to “successfully complete” the course. (NELAP assessors: You are required to have successfully completed technical assessor-training.)*

All students receive a certificate of course attendance if attending both days of class and not successfully completing the test. Students with test scores of greater than 70% receive a certificate of course completion.

COURSE BACKGROUND

Accreditation of laboratories is based on a single set of standards developed by The NELAC Institute (TNI). Members represent federal agencies, state programs and the private sector. This single standard is a uniform standard for all laboratories.

The standard developed by TNI incorporates current state program requirements and the International Standards Organization (ISO) standard ISO/IEC 17025:2005, "General Requirements for the Competence of Calibration and Testing Laboratories." The standard includes all quality assurance (QA) policies and quality control (QC) procedures that must be presented in either a QA Manual or laboratory procedures to help ensure and document the quality of the data produced.

Laboratories seeking accreditation under NELAP must assure implementation of all QA policies and the essential applicable QC procedures specified in Volume 1 of the TNI standard. The QA policies are applicable to environmental laboratories regardless of the size and complexity.

This course has been revised and materials updated to meet the requirements of the 2009 TNI Environmental Laboratory Standard for basic assessor training.

The NELAC standards may be downloaded from the web at www.nelac-institute.org. Click on "Standards", "Standards Home" to find the 2009 TNI Standards. The standard is purchased from TNI with the full version of the 2009 TNI standard including the ISO/IEC 17025 language.

Specific link to the 2009 TNI Environmental Laboratory (EL) Standard

http://www.nelac-institute.org/standards.php?pab=1_5#pab1_5

The TNI Checklist: (2009 TNI Version in Excel), 2009 TNI EL Standard Volume 1 with ISO language and Volume 2 without ISO language are used throughout this course. The hardcopy of these materials is required for the final examination.

COURSE AGENDA

July 29, 2013

08:00 AM Introductions & Logistics

08:15 AM Chapter 1: TNI Standards, PTs, Theory

- Review standard requirements, V1M1, V1M2, V1M4
- Review theory for organic analysis
- Professional conducts and ethics refresher
- Interviewing techniques to gather objective evidence

10:00 AM Break

10:15 AM Chapter 2: Basic Principles

- Review technology including instrumentation and software
- Extractions, purge and trap, gas chromatography and detectors (e.g.; FID, PID, ECD, NP and confirmation including MS)
- SOP review and assessment

12:00 Lunch (1.0 hour on your own)

01:00 PM Chapter 3: Quality Control and criteria

- Essential QC V1M2 5.9 and V1M4
- Writing non-conformances

03:00 PM Break

03:15 PM Measurement Uncertainty

- Major sources of error, and how to assess them

05:00 PM Course Ends for Day

COURSE AGENDA

July 30, 2013

08:00 AM Review and Questions from Day 1

08:30 AM Chapter 4: Assessment Process and Data Review

- ◆ Managing the assessment – Sampling and thoroughness site visit
- ◆ Record keeping review
- ◆ Assessment report writing
- ◆ Corrective Action/root cause review and evaluation of corrective actions

10:00 AM Break

10:15 AM Chapter 5: Summary and Questions

- Data Exercise including ways to detect improper practices
- Answer questions related to technologies

12:00 Lunch (1.0 hour on your own)

01:00 PM Chapter 5: Continued - **Class Ends at 2 PM for students not taking Exam**

02:00 PM Chapter 6: Final Examination

- ◆ Scoring

03:30 PM Break

03:45 PM Chapter 7: Wrap-up

- ◆ Review Examination Answers
- ◆ Evaluation Forms

04:30 PM Course End

COURSE NOTES

Course starts promptly each day at 8:00 a.m.

Lunch is scheduled for 1 hour at noon each day. More or less will be allowed depending on availability of lunch locations.

Lunch is on your own.

Class ends each day at 5:00 p.m.

Students must stay until the end to complete the course.

Day 1 students should prepare for the final exam each evening.

At the end of Day 1, students should prepare for the final exam by reading and reviewing the course materials.

Final Exam

You must obtain a 70% score to “successfully complete” the course. (NELAP assessors: You are required to have successfully completed a basic assessor-training course.)

All students receive a certificate of course attendance if not successful in completing the examination.

Students with test scores of greater than 70% receive a certificate of course completion.

This course is not approved by TNI, NELAC or NELAP. It is up to the accreditation body to approve a basic assessor-training course in order to qualify its assessors

State accreditation body assessors have attended this class. Accreditation bodies have accepted this course for meeting the basic assessor training requirements of its assessors.

This course was prepared in accordance with the TNI standard and the relevant parts of the TNI training guidance document.

BRING TO CLASS: Hard copy of the 2009 TNI Laboratory Standard Volume 1 with ISO language and Volume 2 without ISO language and Checklist and other class materials emailed to you prior to the start of the class will be provided to each student not requesting the discounted fee. The discounted fee is for students printing and bringing their own copies of the standard, checklist, and other materials to class. **Computer use during the exams is not allowed.**

Students should come to class knowing the contents of the TNI standard in order to successfully complete the course.

LOGISTICS

Dates: July 29 to 30, 2013

Instructor: Marlene O. Moore, President, Advanced Systems, Inc.

Location: TCEQ Campus, Building B, Room B-201A
12100 Park 35 Circle, Austin, Texas 78753

Local Contact: Melissa Kelly, TCEQ, (512) 239-4927
Melissa.Peters-Kelly@tceq.texas.gov

Parking: No additional fee

Hotels: Several Hotels are available in the area

Hours: 8:00 AM to 5 PM

Lunch is on your own

Coffee, soda, water and break foods provided.