

Summary of Advocacy Committee Meeting
July 2, 2014

1. Call to order

Steve Arms called the meeting to order at 12 Noon CDT, July 2, 2014. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the June 5, 2014, meeting were reviewed. Elizabeth Turner moved approval, and Michael Wichman seconded. All present voted in favor.

3. Newsletter

Jerry reported that the TNI newsletter came out today.

4. Advocacy Meeting in DC – Thursday

The following topics were suggested as agenda items for the regular Advocacy meeting in DC on Thursday from 1:30 to 5:00 pm:

- Advocacy Committee Accomplishments over the past year
- Highlights from the DC meeting and discussion about any follow-up needed by Advocacy
- The next newsletter
- Status of the Handbook on Good Practices for Environmental Laboratories
- Exploring the Future of National Environmental Laboratory Accreditation- this is a teaser topic to generate interest in the Friday session and also to discuss any remaining logistical issues

5. Exploring the Future of National Environmental Laboratory Accreditation – Friday workshop

The following is the suggested agenda for the Friday workshop. Jerry said he would put times to the bullets. The session is scheduled in the program from 8:00 am to 3:00 pm, but all agreed that we should be able to finish by 2:00 pm.

- Re-cap of purpose and background of the project
- Summary of issues identified by non-NELAP states
- Summary of issues identified by other stakeholders
- Identification of key issues/barriers to national accreditation
- Breakout sessions on key issues/barriers for brainstorming solutions
- Report back to full group on breakout discussion

The following Advocacy members volunteered to assist as note takers and/or facilitators for the breakout sessions: Elizabeth Turner, Zonetta English, Paula Hogg, Lara Phelps,

Lynn Bradley, and Sharon Mertens. Steve Arms, Carol and Jerry will also assist as needed.

Carol will prepare a format and suggested outline with questions for each breakout topic.

6. Webinar

Jerry will send out an announcement for webinar that is planned for July 17. The purpose of the webinar is to get input from other stakeholders on the future of national accreditation. Steve Arms will moderate. Michael Wichman volunteered to assist if needed.

Jerry explained that the registration software could capture demographics as people register. We will need to develop some questions for participants to answer at the end of the webinar. The following questions were suggested:

- What do you think are the benefits and/or successes of NELAP accreditation? Do you see any benefits in a national accreditation program above the state by state programs?
- What do you see as areas for improvement in the current program? What assistance could TNI provide to help you?
- If the program were being designed today, how would it look given that EPA is not directing the program?
 - What critical elements would be important to you?
 - What changes do you think TNI should make to facilitate a true national accreditation program?
- Is it important to you for EPA to be more involved? How so?
- Would your laboratory use a third party accreditor?
- Do you prefer accreditation to ISO 17025 over the TNI standards?
- Is there anything that the TNI standards should cover that is not already covered?

7. Laboratory Practices Handbook

Lynn Bradley developed a draft proposal for developing guidance that will need to be approved by the Policy Committee to cover the handbook development. The draft proposal was approved by acclamation and will be sent on the Policy Committee.

Elizabeth brought up the issue of sample collection and internal sample handling and asked how the committee thought these should be approached, either in one chapter or separately. Elizabeth will discuss this with Rebecca Pierrot who is drafting the sample handling chapter.

The next step will be to merge the outlines received so far and let the editors review to see if it makes sense, and that everything we intended is covered.

6. Next meeting

The next meeting is Thursday, August 7, 2014, in Washington, D.C. at 1:30 pm EDT.

Attachment 1

	Name	Stakeholder Group	Present/Absent
1.	Lara Phelps	EPA (Other)	Present
2.	Steve Arms	AB	Present
3.	Lynn Bradley	Other	Present
4.	Stephanie Drier	AB	Absent
5.	Judy Duncan	Other	Absent
6.	Kenneth Jackson	Other	Absent
7.	Martina McGarvey	AB	Present
8.	Zonetta English	Lab	Present
9.	Paula Hogg	Lab	Present
10.	Marlene Moore	Other and NEFAP	Absent
11.	Elizabeth Turner	Small Lab Advocate	Present
12.	Gary Ward	AB	Absent
13.	Michael Wichman	Lab	Present
14.	Janice Willey	Federal	Present
	Associate Members		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Present
	Keith Chapman	Other	Absent
	Karna Holquist	AB	Absent
	Sharon Mertens	TNI Board Chair	Present
	Staff		
	Jerry Parr	TNI ED	Present
	Carol Batterton	TNI PA	Present

Attachment 2

Item	Status	Assigned to	Due Date
Small Lab Position Paper	Approved by TNI Board	Carol	
Prioritize future position papers	Agenda for next meeting	Committee	
PT position paper	Pending with Advocacy Comm.		
QS position paper	Pending		
FEM/ELAB response letter: Future Planning for National Accreditation	Letters sent to non-NELAP states for input.	Carol, Jerry and Committee	DC summer meeting
Non-NELAP state interviews	Interviews completed.		
Webinar	July 17 -completed		
Workshop	August 8		
Good practices handbook: Assign chapters for review/revision	Chapters assigned 3-6-14 Preliminary reports 5-1-14 Outlines due June 5 Merge outlines	Committee and chapter editors Carol	 DC meeting
Follow up on Benefits Panel, webinars? Newsletter articles?	Newsletter article assigned	Committee	
Small Lab Handbook revisions	In progress	Carol	
Newsletter assignments	Articles assigned 5-1-14	Lynn Bradley, editor	June 15