

Summary of Advocacy Committee Meeting
August 7, 2014

1. Call to order

Steve Arms called the meeting to order at 1:00 pm EDT on August 7, 2014, in Washington, DC. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes were not considered at this meeting.

3. Newsletter

Janice Willey volunteered to be the editor of the Fall edition of the newsletter. Elizabeth Turner volunteered to be editor of the spring edition.

Articles will be due on October 31 for the Fall edition with a target publication date of November 15.

Suggested articles included:

TNI Newsletter Assignments Due October 31 to Janice Willey, issue editor janice.willey@navy.mil Publication date – November 15		
Report on Strategic Planning Meeting	Sharon Mertens and Carol Batterton	
Status of standards development	Lynn Bradley	
NEFAP article on mobile labs	Paul Bergeron	
Summary of DC meeting	Lynn Bradley	
Member profile (Cheryl Morton)	Stephanie Drier	
Exploring the Future of National Accreditation	Steve Arms and Carol Batterton	
Update on Recognition of NGABs	Carol Batterton and Alfredo Sotomayor	
Information about Winter meeting in Crystal City	Jerry Parr	
Report on Assessment Forum and Methods Panel	Barbara Escobar	
MUR update	Zonetta English	
What's in LAMs (sidebar)	Dan Hickman	
NELAP update? (to be discussed at September meeting)	Lynn Bradley	
Summary of MDL article*	Richard Burrows	

* We will ask Richard to write an article on the MDL project to submit to WEF. We will put a summary of that article in the newsletter.

4. Highlights of the Meeting in DC – potential action items for Advocacy Committee

Steve asked attendees to note significant issues from this meeting that might need action by the Advocacy Committee in the future. Issues suggested included:

- California’s withdrawal from NELAP. Does TNI need to take any follow up action? We concluded that TNI should send a letter to the new program manager and offer to help them if we can. We could also offer to have a sit down meeting with them when they are ready.
- Oklahoma. It was noted that OK was just about ready to apply for NELAP recognition.
- There is low member turnout to vote for new standards. Only 71 members voted the last time. Jerry will look into sending reminders along with changes noted, i.e., a fact sheet.
- The Advocacy Committee will have action items to review from the Future of National Accreditation Workshop.
- The keynote speakers were all well received. We should plan on having a TNI speaker deliver a keynote address at the next summer meeting.
- We should consider re-instating the “first timers” breakfast at our meetings.

5. Laboratory Practices Handbook

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

Jerry noted that the list of chapters in the presentation outline did not include the Regulatory Overview chapter. Jerry proposed that this chapter include an overview of the major regulations. Elizabeth offered to help with the chapter on data management.

One attendee asked how this handbook would be published. Suggestions included publishing as an e-book and also in hard copy.

At the next meeting we need to set a timeline for publishing the handbook. We will ask each editor for an estimate of the time needed to finish their chapter. We should consider a staggered publishing schedule and plan to revise every five years.

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

Steve reviewed the format for the Friday workshop session. It was suggested that if the size of the group permitted, we should rotate all participants through each breakout group. All agreed this was a good approach. Note takers should not identify participants in the notes.

Next steps include communication of findings and recommendations. Carol will prepare a high level summary in time for the TNI Board's strategic planning meeting. A full report will be presented at the Crystal City meeting.

6. Next meeting

The next meeting is Thursday, September 4, at 12 Noon CDT.

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	Present
13.	Michael Wichman	Lab	Absent
14.	Janice Willey	Federal	Present
	Associate Members		
	Kirstin Daigle	Lab	Absent
	Judy Morgan	Lab	Absent
	Aurora Shields	Lab	Absent
	JoAnn Boyd	Lab and FAC	Absent
	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	
Non-NELAP state interviews	Interviews completed.		
Webinar	July 17 -completed		10-7-14
Workshop	August 8-completed		1-15-15
Compile responses and summarize			
Prepare report			
Good practices handbook: Assign chapters for review/revision	Chapters assigned 3-6-14 Preliminary reports 5-1-14 Outlines due June 5	Committee and chapter editors	
	Merge outlines	Carol	9-4-15
	Set timeline		9-4-15
Follow up on Benefits Panel, webinars? Newsletter articles?	Newsletter article assigned	Committee	
Small Lab Handbook revisions	In progress	Carol	
Newsletter assignments	Articles identified 8-7-14	Janice Willey, editor	October 31
Letter to new management of CA program offering help	In progress	?	?