TNI Board of Directors Meeting Summary December 10, 2008

1. Roll Call and Approval of November Minutes

Directors	Present
Joe Aiello	No
Steve Arms	Yes
Judith Duncan	Yes
Jack Farrell	Yes
Ken Jackson □	Yes
Tom McAninch	Yes
Sharon Mertens	Yes
Judy Morgan	Yes
Ken Olson	Yes
Aurora Shields	No
Matt Sica	No
Alfredo Sotomayor	Yes
Dave Speis	Yes
Curtis Wood	Yes
Bob Wyeth	No
Ex-Officio Directors	
Brooke Connor	Yes
Kevin Kubek for Deb Szaro	Yes
George Detsis	
Edward Hartzog	
Staff	
Carol Batterton	Yes
Jerry Parr	Yes
Ilona Taunton	No
Jane Wilson	Yes
Janice Wlodarski	Yes

Approval of November 2008 meeting minutes:

Motion to Approve: Dave Speis Second: Jack Farrell All in Favor: Approved

2. Document Control SOP

The draft Document Control SOP and "Specifications for TNI Controlled Documents" documents were presented for review and comment. The following issues/comments were discussed:

- "Responses to Requests for Interpretation" should be added to the Specifications document. Response: Done.
- 2. Will each committee have their own SOP for handling their documents/records retention/ numbering? Response: One numbering system is preferred which is okay for SOPs but not sure how that applies to items such as meeting minutes. Agreed that it would be simpler to have one numbering system/naming convention across all committees. Need to define which

- 3. documents a uniform naming convention applies to. May be driven by the layout of the filing system for the website. See #3 below.
- 4. Do we need a description of the filing system included in the SOP? Response: Jerry has a spreadsheet for the website already started. Staff/Steve can work together to decide on a final process and to memorialize that process for future reference. Naming/numbering of Class 1 documents need to be the most controlled. Class 2 and Class 3 documents a little less controlled. Class 5 documents are so varied in format and substance that they will have the most flexibility in the naming and format conventions. The content and confidentiality of Class 1 and Class 2 documents also lends themselves to needing a more controlled naming/formatting convention.
- 5. Need to decide SOP effective/implementation dates:
 - a. Effective date for the SOP is the date approval by the Board today, 12/10/08.
 - b. Implementation Date: 3 months from approval (3/30/09)
 - c. Date for past documents to be established into system: Staff has up to one year to place Class 1, 2, and 5 documents into the system.
- 6. Alfredo/Steve to visit committees as they discuss the new Document Control System and its implementation, to answer any questions and provide guidance for participating in the program.

Motion to Approve SOP and Specifications documents as written and with provisions as discussed above:

Motion to Approve: Sharon Mertens Second: Ken Jackson All in Favor: Approved

3. Consensus Standards Development Program Issue

The "stakeholder groups" defined for Expert Committees are now too restrictive for the new Stationary Source Audit Sample Committee (SSASC). The CSDP Board is modifying the Procedures Governing Standards Development to add language to Section 2.3.2 ("Interest Groups") to allow flexibility for them to be changed to meet the specific needs of Expert Committees; e.g., the SSASC can't find enough ABs for the committee.

It makes sense to make these changes in the SSASC but do the Bylaws need to be changed to allow this flexibility? Jerry has suggested changes to be made to the Bylaws to provide flexibility in these areas and will come to the meeting in Miami with the proposed language for review.

As there are other changes that may need to be made to the Bylaws in 2009 (as to be discussed in Miami), it was suggested that all changes be bundled in a list for one 2009 Bylaws revision. In the meantime, it is okay for the CSDP to have a different expert committee makeup. This needs to be referenced in their Charter.

4. Program Reports

See Attachment 1.

Attachment 1 Program Reports

December 9, 2008

Consensus Standards Development

- CSDB Board revising policy on standards development.
 - added details on TIA development and approval
 - added flexibility on interest categories for expert committees
- SSAS will post 3 WDSs for review by next week
- Other ECs are preparing for Miami meeting

NELAP

- Six evaluation team recommendation reports have been approved by the NELAP Board for AB
 renewal. These are New Hampshire, LA DEQ, Kansas, PA, UT, and NY. CA was just sent 2nd
 deficiency letter; awaiting overdue response to request for additional information about proposed
 corrective actions from NJ, and FL has received its evaluation report.
- Applications for renewal have been received from all four ABs in the second round of renewals. Completeness reviews are finished on 3 of the 4.
- NFSTC has agreed to reimburse travel costs for 9 ABs to travel to the Miami meeting.
- Standards Interpretation Requests are being processed but are taking significant effort.

Laboratory Accreditation System

- The LASC has completed review of the new TNI standard.
 - Final review tables with questions were submitted to the PT Expert Committee, QS Expert Committee, On-site Expert Committee and AB Expert Committee. Responses have been received from QS, PT and On-site. Response from AB should be received the week of 12/8/08. A subcommittee is being formed to prepare the first DRAFT NELAP Board recommendation.
 - There is some concern as to whether the complete recommendation will be ready before Miami. The chair feels confident that QS, AB and On-site should be done, but some final work on PT may need to be completed in Miami.
- The Standards Interpretation Request process is well underway.
 - 10 new requests were received in November. No final letters were sent out to inquirers.
 - Status of remaining questions:

NELAP Board Reviewing Final Response (Approval needed to send out final letter to inquirer): 7

TAC Preparing Response: 6 (5 > 30 days old – responses expected week of 12/8)

PT Board Preparing Response: 5 (5 > 30 days old - expected to be done with all by 12/18/08)

PT Expert Preparing Response: 0

NELAP Board Preparing Response: 13 (8 > 30 days old)

- The website is still in development for posting the final responses. They will be posted by section of the standard to make it easier for people to find questions related to specific parts

- of the standard. William is also looking at search capabilities and the possibility of pulling up parts of the standard as the question is reviewed.
- A presentation is being developed for Miami to summarize the responses to the questions raised at the Forum in Washington, DC. This will also be an opportunity to review the Standards Interpretation Request process.

<u>PT</u>

- The A2LA review has been completed. A final report will be presented to the PT Board on their 12-18-08 conference call.
- The Board is looking at reorganizing the FoPT tables during their updates to ensure that headers and their meaning are clear to all users. There have been some misunderstandings in the past.
- A PT provider has requested that the effective date of the DW FoPT table be extended to March 1, 2009 instead of January 1, 2009. The Board is contacting other PT providers to determine if they are also having implementation timing issues. The Board is also reviewing the standard to determine if more specific FoPT table implementation requirements are needed.
- Chemistry FoPT Subcommittee:
 - Requests for data have been sent to the PT Providers (Due Date: 1/31/09.)
 - The subcommittee is working on updating the SOP that describes limit updates (TNI SOP #4-001). They have expedited this process so that the PT Board can finalize it before the subcommittee begins working with the data they have requested.

• WET FoPT Subcommittee:

- The subcommittee plans to present WET FoPT tables to the PT Board on 12/18/08. The subcommittee is also preparing a presentation for Miami.

Technical Assistance

- TAC has finalized mentoring sessions for Miami on the new TNI quality systems standards and training for potential ABs.
- TAC has finalized the agenda for the assessment forum for Miami.
- TAC will begin discussing regional workshops for training labs on the new TNI standards at their next meeting.
- TAC will discuss their draft SOP for awarding training credits for attendance at assessment forums at the Miami meeting.
- Quality Assurance Manual Template:
 - Progress has been made on the Quality Assurance Manual template update. The section headings and basic content have been finalized. The sections will line-up with the TNI standard. Some changes from the current template include:
 - It will be organized into a collection of sections. This will make working through the template easier and will make future updates simpler.
 - The website will include tools for each section update: guidance, example forms, tables, procedures, etc ...
 - Format will provide for a little more detail in each section.
 - Quality Systems has volunteered to work on guidance language and examples for document control. Brooke and Ilona will meet with Paul Junio to determine the best method for moving forward and will review other sections that QS may be able to help with.
 - The next step will be to finalize a more detailed list of section content and then begin looking for volunteers to help with these section updates.
- Continued to participate in preparation for Assessors Forum (see Standard Interpretation Requests above.)

NEFAP

Marlene Moore, John Moorman, Jerry Parr, David Spies and Ilona Taunton have begun discussions
on the future of NEFAP. Jerry and Ilona are working on a start for a strategic plan that includes
ideas on organization and how the group will work within TNI. The plan will summarize areas of
concern and possible action items to move forward. The group will meet 12/15/08 to review and
finalize the plan.

<u>Advocacy</u>

- The Advocacy Committee is continuing to review their task list from the strategic plan and assigning
 priorities, particularly with respect to outreach to other organizations and EPA program offices. A
 special effort will be made to reach out to EPA regions following completion of the EPA OW's memo
 on roles of OW, EPA Regions and TNI.
- The committee is reviewing data on DMR QA costs for government laboratories in order to assess the impact of 1 vs. 2 PTs on small government labs.
- Judy Duncan participated in a conference call with APHL and discussed possible avenues of cooperation.

Website

- Membership directory which can be accessed by TNI members finalized. It included names, city, state, phone numbers and affiliation. Does not show addresses and zip codes but does include cell phone numbers.
- A list of recent site updates has been added. It is accessed from a link on the right side of the home page below the "upcoming events" box.
- A news archive section has been added.
- Working on how to charge for access to national database.

Policy

- SOP for Document Control approved.
- Committee is beginning preliminary efforts on an email policy.

Finance

- Budget subcommittee has reviewed preliminary 2009 budget and will finalize for Board review by the Miami meeting.
- Committee plans to have preliminary FY 2008 financial data for review by the Board by 1/16.
- Provided 2006 data for accounting firm to review.
- Meeting scheduled for March 2008 (in conjunction with Pittcon) to work on long-term funding.

Miami Forum

- Registration is light with 137 currently registered. 165 hotel rooms booked and > 20 attendees do not have rooms yet. Projecting attendance to be ~200, about 10% less than Newport.
- Pre-registration closes this Friday
- Hotel room block is at 75%. We need to be at 80% to meet contract requirements. I am positive we will get there this week.
- Current Exhibitors
 - o A2LA
 - o Absolute Standards (Meeting Sponsor)
 - Air Liquide
 - ERA (Meeting Sponsor)
 - o IDEXX

- o ManSci
- o NSI
- o Promium
- o RTC
- o Wibby

Environmental Measurement Symposium (NEMC plus TNI Forum in San Antonio)

- Plan for managing abstracts finalized
- RFP for training to be sent out by 12/17

Membership

• Active Membership: 615