

**TNI Board of Directors and Committee Chairs
Meeting Summary
August 14, 2009
San Antonio, Texas**

1. Roll Call

Directors	Present
Joe Aiello	
Aaren Alger	x
Steve Arms	x
Judith Duncan	x
Jack Farrell	x
Ken Jackson ☐	x
Tom McAninch	x
Sharon Mertens	
Judy Morgan	x
Ken Olson	
Aurora Shields	x
Matt Sica	
Alfredo Sotomayor	x
Dave Speis	
Curtis Wood	x
Bob Wyeth	
Ex-Officio Directors	
Brenda Bettencourt	x
Brooke Connor	x
George Detsis	x
Edward Hartzog	
Staff	
Carol Batterton	x
Jerry Parr	x
Ilna Taunton	x
Jane Wilson	
Janice Wlodarski	

Committee Chairs	Present
Joe Aiello	
Art Clark	x
Judith Duncan	x
June Flowers	x
Maria Friedman	x
Ken Jackson ☐	x
Dan Hickman	x
Paul Junio	x
Betsy Kent	x
Kristin McCracken	
Marlene Moore	x
Denise Rice	
Alfredo Sotomayor	x
Eric Smith	x

The TNI Board received the following committee and program reports:

1. **Consensus Standards Development Board**

Ken Jackson presented the CSDB report. Ken announced that Bob Wyeth would become the chair after this meeting.

CSDB organized two sessions. The first, a review of the new standards was held on Monday morning. Approximately 100 people attended and feedback was positive.

The second session on Tuesday afternoon included a presentation from the copyright attorney addressing issues that accreditation bodies have with using the new standards in a regulatory context. Ken reported that the attorney had indicated that:

- Labs may be provided with a checklist using the ISO copyrighted language as long as the lab has purchased the TNI standards. Just having a copy of the ISO 17025 or 17011 is not sufficient.
- Copyrighted language may be embedded in state regulations. State ABs that incorporate the TNI standards by reference may have to provide a copy for the public in the agency library or other public place.
- There is some concern that there may be ISO language in a “non-ISO” version of the standards on the web. Jerry will check on this.

The other discussion topic for the CSDB was proposed policy on guidance documents. The CSDB is concerned about the use of the term “guidance document”. They are concerned that guidance documents can become de facto standards. Another name may be needed.

Alfredo Sotomayor, Chair of the Policy committee, stated that if a committee chair feels that guidance is needed, there will be a process to approve the development of guidance.

2. **LASC**

June Flowers reported that the major accomplishment for this group had been the review of the new standards. She expressed appreciation for staff support and the cooperation of the Expert Committees.

She expressed concern that the committee was having difficulty getting all members to participate on conference calls. She may need to replace some members. She also raised a question about the TIAs and how these would be reviewed in two years.

June also mentioned that LASC had 82 standards interpretation requests to process, but that she felt that LASC would have time to take on more projects.

Some of the next items for LASC to be involved in will include: quality systems checklist, review of NELAP Board policies and SOPs for the new standard, developing ways to reach out to permit writers and consultants to educate them on method issues, monitoring the effectiveness of implementation of the new standards, and looking at consistency of AB applications for labs.

3. **NELAP Board**

Dan Hickman indicated that he had intended for the NELAP Board to vote on the new standards this week. Early this week, he felt he did not have consensus, but after the discussions of the week, he felt that the NELAP Board was ready to vote soon. The two issues that were causing concern were experimental PTs and PT reporting. There seem to ways to resolve both issues and he will set up the NELAP Board vote for August 24. He also noted that adoption of the standards and the implementation date would be separate votes.

The QAO report will be presented to the NELAP Board in greater detail at a later time. The NELAP Board will need to determine if the deficiencies noted were random or represented a few weak ABs. The NELAP Board will do a follow up on corrective actions by the ABs.

Dan reported that the NELAP Board had a good discussion on the SW 846 issue. One solution that was developed involved referencing SW 846 with no letter designation. By show of hands, all ABs present indicated that this was a feasible approach for them.

Jerry Parr indicated that he would be working with Lara Autry and Brenda Bettencourt to identify an EPA person to sit on the NELAP Board.

Dan announced that he would be retiring September 30 and Aaren Alger would be the new chair.

4. PT Board

Eric Smith reported that the PT Board met in joint session with the PT Expert committee. They discussed the review of A2LA as PTOB and approved the new draft statement of work for A2LA. They also facilitated development of the new WET FoPT tables which were posted in May.

Eric indicated that the PT Board would be doing a systematic review of the current experimental PTs with the goal of retiring the experimental tables. The goal is to finish by December. Where there is enough data, experimental PTs will be moved to the regular FoPT tables and others will be dropped. The NELAP Board will be consulted during this project.

A2LA's next review of PT providers will be in the spring. The PT Board will need modify their scope to include stationary source audit samples. Can the next review of PT providers be to the new TNI standards?

5. PT Expert Committee

Shawn Kasseddy reported that the PT Expert Committee had processed and reviewed 5 tentative interim amendments. They had released and discussed the PT frequency subcommittee report. Shawn requested volunteers for a micro PT subcommittee.

6. ELAB

Jack Farrell, ELAB Liaison to the TNI Board, reported that 60-70 people attended the ELAB meeting. The report comparing the DW standards to the new TNI standards was presented to ELAB for review.

ELAB is continuing cooperative efforts with EPA to resolve the SW 846 issue and how to handle retired methods. EPA has suggested the term "superseded" for retired methods. Now the term has to be defined.

Jack reported that David Speis was the new chair of ELAB and Judy Morgan is vice chair. ELAB also discussed the need for the NELAP Board to adopt a mutual recognition policy since that requirement is not in the new standard.

7. Field Activities

Marlene Moore reported that the Field Activities standard was being promoted nationwide through articles in journals and presentations. They will be focusing on forming a NEFAP Board. Right now the committee has 13 members and about 40 contacts on their distribution list. They are having good responses for their meetings. Marlene will be proposing a membership rotation plan where interested individuals can join the committee as an associate first, and then become members after a period of time.

FAC will be establishing some subcommittees: 1) Acid rain (and an accreditation program in place for stack testers) and 2) a group to evaluate whether or not the TNI standards would be appropriate for lead field testers.

Marlene indicated that her committee needed guidance on how to interact with LASC, TAC, and other TNI committees. Jerry indicated that TNI would be considering a reorganization plan soon that could answer these questions.

8. Stationary Source Audit Samples (SSAS)

Maria Friedman reported that the SSAS committee met for a full day on Tuesday. They focused on addressing comments to their standards. The SSAS standard has three modules. They had 50 comments on the 1st and 3rd modules and 20 comments on the 2nd module. They will need to have one more meeting to finish addressing comments and then the new standard will be published on the TNI website for vote the week of September 7. The deadline for taking this program over from EPA is October 1. The committee will then need to write guidance and focus on testing the database.

8. Technical Assistance

Betsy Kent reported that the TAC will continue focusing on assessor consistency at the Assessment Forum at the Chicago meeting. The focus of the mentoring session will shift from method modification to the new TNI standards. The Chicago meeting will cover "General Requirements" and the summer meeting will focus on Microbiology.

Current and upcoming projects include: regional workshops for the new standards, comments on method update rule 2, and the subcommittee on verification of LOD/LOQ.

9. Administration

Jerry Parr reported that there were approximately 435 attendees at this meeting. A draft schedule has been developed for Chicago. Jerry will need feedback from committee chairs on meeting time requirements at that meeting. Some considerations for the 2011 meetings include:

Winter - Tampa, Jacksonville, and Savannah
Summer - Seattle, San Francisco, Denver

Jerry indicated that he had two action items from this meeting. The first is the need to develop an assessment consistency action plan. This should be a joint effort of the TNI Board and the NELAP Board. The next is the development of an MOU between EPA and TNI.

Ideas on assessor consistency included:

- Outreach is needed to state enforcement programs to explain the program
- TNI needs to develop a plan to have "card carrying" auditors like some other organizations
- We need to form a small committee to come up with a plan
- We could hire someone to do lab shadows with current assessor and do a needs assessment before we design a program
- VA needs help with how to define their new state program
- We should look at common findings
- TNI should look at lab reports done by different ABs
- TNI needs a best practices document for management of a lab accreditation program
- Should identify systematic errors versus random errors among assessors
- Management oversight is important for random error detection
- Need outreach to data users

Comments from assessment forum – need more data review, need more training on writing reports and documenting deficiencies, ABs should share assessors to cross-train, assessors

should have scorecards, management should perform an annual surveillance of assessors, and assessors should focus more on corrective action follow up

This will be an action item for the next Board meeting on Sept. 9.

As a follow up to the PT presentation, there was discussion about allowing the PT Board to adopt the TNI standard ahead of the NELAP Board. This would allow A2LA to perform the next round of oversight evaluations of PT providers to the new standard, specifically V3 and V4.

Jack Farrell moved to allow PT Board to adopt V3 and V4 ahead of the NELAP Board. Judy Duncan seconded. All present voted in favor.

Meeting was adjourned.