

TNI Board of Directors Meeting Summary

December 9, 2009

1. Roll Call and Approval of October Minutes

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

**Motion to Approve October Minutes,
adding Aurora and Brenda to the Roll Call:** Ken Jackson
Second: Sharon Mertens
Approved: Unanimous

2. TNI Organization

This topic will be on the agenda for the NELAP Board call this week. Aaren, June, etc. will make sure it is clear that the NELAP Board/Council, is a standing committee which would have the same makeup as it has now, that it is not an expert committee, and not *under* the new program board. The functions of current NELAP Board would not change, responsibilities would not change, and the workings between NELAP Board and LASC would not change. Each group still operates independently but all are part of the same program. There are no decisions to be made at this time. We will wait to get input from the NELAP Board.

3. IRS Questions on Organization Governance

The IRS is starting to scrutinize non-profits that operate inappropriately. The revised Form 990 filed with the IRS asked several questions regarding governance (shown below).

IRS Questions from Form 990

- 12 a Does the organization have a written conflict of interest policy?
- b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?
- c Does the organization regularly and consistently monitor and enforce compliance with the policy?

- 13 Does the organization have a written whistleblower policy?

- 14 Does the organization have a written document retention and destruction policy?

- 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision:
 - a The organization's CEO, Executive Director, or top management official?
 - b Other officers of key employees of the organization?

We don't *have to have* all of these policies in place, however, we are hoping to solicit funding from foundations and other organizations down the road so it would be a good idea to have these items in place. It may be a red flag to these organizations if we don't have them in place. All 990 forms will be posted on the website for viewing by anyone interested.

Motion to assign project to Policy Committee: Sharon Mertens
Second: Dave Speis
Approved: Unanimous

3. NEFAP and EPA's Lead Program

Discussion of two documents presented for review by the TNI Board relative to TNI's NEFAP potentially working with EPA on a new program related to lead abatement. Our primary role would be to recognize accreditation bodies; our secondary role may be in training. This effort was started this summer in San Antonio, and Marlene and the field group have been working to try and get something together by January. If it's far enough along, we may have a special meeting in Chicago devoted to this program to roll it out.

4. Program Reports

See Attachment 1.

**Attachment 1
Program Reports**

December 8, 2009

Consensus Standards Development

- CSDB developed and approved a revision to SOP 2-100 standards development procedures regarding the TIA process. The revision stipulates that the revision indicated by the TIA can be processed as a discrete revision without having to open the entire standard for revision at the same time. This was added to help ensure the 2 year time limitation for TIAs could be met on a consistent basis. The revision will be forwarded to the Policy committee.
- Expert Committee Chairs have reviewed current membership and reported on committee openings. On Site Assessment Committee is out of balance and needs Labs and ABs. Chairs are reviewing committee applications sent by Jerry to fill current openings.
- CSDB discussed the current requirements of SOP 2-101 Expert Committee Operations and reviewed some proposed changes. The Board discussed whether the annual membership review requirements should be revised to provide more flexibility to consider new members on a rolling basis throughout the year, and it has been difficult to adhere to the current requirements. Proposed changes are being drafted. Changes to this SOP may also impact SOP 1-101 TNI Committee Operations, so CSDB may provide a recommendation on that SOP as well.
- PT Expert Committee continues to work on the PT frequency issue, and has started work on PT appendices from the NELAC standard.
- QS Expert Committee has been developing an updated checklist based on new TNI standards and other Expert Committees may also develop checklists or contribute to the QS checklist. CSDB is planning a review of the checklist(s) to ensure consistency. Checklists and other guidance documents are a continuing topic of discussion.
- SSAS standards were finalized on 11/13. The Expert Committee continues to work on guidance material, design and function of the TNI central database, and is starting to work on revisions to the SSAS reference table due to changes that will occur when the EPA regulation is finalized.

NELAP Board

- In the second round of renewals, the NELAP Board voted to renew LADEQ's recognition as an accreditation body. The NELAP Board will consider a recommendation to renew as a NELAP Accreditation body at their next meeting.
- The NELAP Board voted to approve VA DCLS as a new NELAP Accreditation Body.
- MN will submit their application for recognition as an AB by the end of December. The OK application is tentatively scheduled for summer 2010.
- The NELAP Board has approved the final report from the QA officer on the first round of evaluations.
- The NELAP Board is developing draft policies for secondary recognition and dispute resolution.
- EPA appointed Kevin Kubik as the EPA liaison to the NELAP Board.
- Letters have been sent to each AB indicating TNI will begin assessing a fee in 2010.

Technical Assistance Committee

- The TAC Detection and Quantitation subcommittee has developed a PowerPoint guidance document for LOD/LOQ determination to deliver for comment at the Chicago meeting.

- The regional training schedule for new standards is in final development.
- Planning for the assessment forum is underway and will include continued discussion of assessor inconsistencies.

Advocacy Committee

- The next newsletter is scheduled for publication in April 2010.
- The Advocacy Committee drafted a letter to the FEM requesting development of an MOU between TNI and EPA. The Advocacy Committee expects to receive feedback on the status of that request at the Chicago meeting.
- The Advocacy Committee reviewed the comments on Judy Morgan's survey and will be drafting referrals to various TNI programs for consideration and possible follow up.

Consistency Improvement Task Force

- The CITF under the leadership of Alfredo Sotomayor has met several times. The CITF is fully constituted and has developed a draft work plan and goals.

Laboratory Accreditation System Committee

- Standards Interpretation Request process:
 - Eight requests were received in October and November. The system has now been updated and all requests have been forwarded to the various committees and boards. Some responses have been received from the Quality Systems Expert Committee and these have been forwarded to the NELAP Board for approval.
 - The LASC reviewed their SOP for this process and found that it is in need of an update. A subcommittee will be meeting this week to finalize a draft update that will be reviewed by the LASC on Friday.
 - The LASC has started reviewing final responses to requests and they are providing feedback for the NELAP Boards consideration.

PT Board

- The final version of SOP 4-001 R 3.0 (Limit Updates) was forwarded to the Policy Committee.
- The Chem FoPT Subcommittee is continuing to work on limit updates. The group was refocused to specifically address Experimental PT analytes and they only have two analytes left to complete the Drinking Water FoPTs. These will be forwarded to the PT Board before their December 17th meeting for review and approval. Originally the goal was to complete the review of all Experimental Analytes by December for a July 1, 2010 implementation. This time frame is not feasible and the PT Board will look at this issue in their upcoming meeting. Initially the subcommittee thought they might use a default to move over all the experimental analytes to accreditation tables, but the NELAP Board wants each analyte technically reviewed.
- Patrick Yellin approached the Board about setting PT limits for low level mercury and low level total residual chlorine. An agreement could be reached on low level mercury, but low level total residual chlorine is still being reviewed. The NPW FoPT table has been updated to include the low level mercury and has been forwarded to the NELAP Board for approval. The implementation date is January 1, 2010.
- A2LA plans to implement the new TNI standards for the 2010 renewal assessments of the PT providers. They will have a new checklist to the PT Board for review in December. They plan to begin using the new checklist as early as February 2010.

- A2LA forwarded two documents associated with the new TNI SSAS Program to the PT Board for their review:
 - A2LA C315 – Specific Checklist: TNI Stationary Source Audit Sample Provider Accreditation Program
 - R303 – General Requirements: NELAC Proficiency Testing Provider / Stationary Source Audit Sample Provider Accreditation Program

The PT Board will provide its final comments to A2LA after their December 17, 2009 meeting and then the documents will be forwarded to the TNI Board.

- The Board is responding to 5 Standard Interpretation Requests.

NEFAP (and FAC)

- The new NEFAP Board has started meeting and four subcommittees have been formed:
 - Evaluation and Selection of ABs.
 - Development of Operational Policies and Procedures.
 - NEFAP Board Procedures
 - NEFAP Strategic Planning (includes focus on budget)
- It is anticipated that an MOU will be formed between TNI and the EPA Lead Program before the end of the year. Jerry is working on this with Eric Winchester.
- The Environmental Lead Subcommittee has prepared a final proposal to the EPA on Environmental Lead Regulations (see Attachment 2). The Subcommittee is proposing a 3 tier program. The distinction between personnel certification (Tier 1) and the other tiers is the production of analytical data for decision making purposes.

FAC will focus on the development of the standard and the NEFAP Board should focus on the accreditation of the Accreditation Bodies. The focus will be on Tier II at this time. The committee reviewed their charter and decided that it will need to be updated after the NEFAP Board becomes fully operational.

Information Technology

- Added a comprehensive document index to the website.
- Developing plan for implementing national database.

Conference Planning

- Registration for the Chicago meeting has opened.
- A special session for ABs on enforcing their program is under development.
- Several AB's will require funding support to attend. Several options are being considered.

Membership

- Active Members: 632