

## TNI Board of Directors and Committee Chairs Meeting January 28, 2010

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### 1. Call to Order and Roll Call

A joint meeting of the TNI Board and committee chairs was called to order at 1:15 PM on Thursday, January 28, 2010. Sharon Mertens, Vice Chair of the TNI Board, chaired the meeting in Steve Arms' absence.

| Directors            | Present |
|----------------------|---------|
| Joe Aiello           | x       |
| Aaren Alger          | x       |
| Steve Arms           |         |
| Judith Duncan        | x       |
| Jack Farrell         | x       |
| Ken Jackson          |         |
| Tom McAninch         | x       |
| Sharon Mertens       | x       |
| Judy Morgan          | x       |
| Ken Olson            |         |
| Aurora Shields       | x       |
| 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       |         |
| Staff                |         |
| Carol Batterton      | x       |
| Jerry Parr           | x       |
| Ilon Taunton         | x       |
| Jane Wilson          | x       |
| Janice Wlodarski     |         |
| Committee Chairs     |         |
| Kirstin McCracken    | x       |
| Marlene Moore        | x       |
| Paul Junio           | x       |
| Eric Smith           | x       |
| Maria Friedman       | x       |

### 2. Program Reports

The Board and Chairs heard the following reports from activities that transpired in Chicago from January 25-28, 2010.

#### a) Conference Planning

Jerry Parr reported that the conference planning committee did not officially meet, but held a short discussion as part of the NEMC Board meeting. The Conference Planning committee recommends that the TNI winter meeting become the primary working meeting for TNI committees.

The NEMC meeting (Environmental Laboratory Symposium) will continue to be a summer meeting with TNI training sessions and other specific topic focused sessions. Jerry asked the committee chairs to let him know if they would need a committee meeting in Washington, DC, this summer. He expects that many committees can meet for an hour over lunch if needed.

**b) Information Technology**

Jerry reported that the major project for this committee is launching the Laboratory Accreditation Management System (LAMS). They are currently in the process of migrating the system from the vendor to TNI and then will perform a Quality Assurance test. After that step is completed, the process to migrate the data from the Accreditation Bodies will begin.

The committee is also exploring a major reorganization of the TNI website. The major changes will be in format and improving the committee application process.

This committee will need a one hour meeting in DC.

**c) Policy**

Alfredo Sotomayor reported that this committee has two major projects. The first is development of an SOP for technical guidance documents. The second is development of a complaint resolution policy for TNI. The committee has already identified the essential elements of this policy.

This committee will need a working session in DC.

**d) Advocacy**

Judy Duncan reported that Susan Wyatt and Judy Morgan had summarized the comments from Judy Morgan's survey and that the Advocacy committee recommends forwarding some of these comments to the expert committees and other programs for consideration.

Judy also stated that the Advocacy committee would be making a request to LASC to develop an SOP for handling accreditation issues that are serious, but do not merit a revocation or non-renewal.

The committee also discussed articles for the next newsletter and how to use the regional training events as an opportunity to reach out to non-NELAP states.

Advocacy will need a one hour meeting in DC.

**e) Consensus Standards Development Board**

Jane Wilson reported that CDSB did not meet, but will need a one hour meeting in DC.

**f) On-site Assessment**

Denise Rice is leaving as committee chair and John Gumpfer will be the new committee chair. This committee is creating 3 guidance documents based on the appendices to Chapter 3 in the 2003 standards. These appendices do not appear in the new standards.

They are also launching lab assessor surveys.

The committee will need a working session in DC to work on checklist development for V2M3.

**g) Accreditation Body**

Joe Aiello reported that the AB committee was working on revision to the SOP for Evaluation of Accreditation bodies to reflect the new TNI standards. They have a draft almost ready to circulate to the NELAP Board for comment. The committee is available to help LASP or the NELAP board with other SOPs and policies.

The AB committee will need a one hour meeting in DC.

**h) Proficiency Testing**

Kirstin McCracken reported that the PT Committee was preparing a survey for the Accreditation Bodies to identify the purpose of PTs. The survey questions will be final in March and will be sent to the ABs in April. The results will be shared in August at the DC meeting.

The committee is also working on completing TIAs and expects to have a working draft standard by June. They will also have some new TIAs in May.

The question was posed as to whether the new standards for PT providers could be implemented prior to July 2011. It was noted that ABs are currently in the process of changing regulations to adopt the TNI standards. They may be able to implement prior to finalizing state regulations if this volume is not part of the state regs. If it only affects the PT providers and not the AB's program, then it may be possible to implement. Aaren Alger will discuss this with the NELAP Board.

It was also noted that the PT standard for WET was written as if for chemistry and not for WET. Some clarification or guidance may be needed on this issue.

PT will need a full working session in DC.

**i) Quality Systems**

Paul Junio reported that Quality Systems intends to introduce a working draft standard to make permanent the changes made by the TIA that addressed V1M6 1.7.1 (c) and 1.7.1 (c) iii. The WDS will be available by June so that public comment can be received and discussed in DC.

Paul also reported that there was inadvertent inclusion of ISO language in Modules 3-7, specifically in regards to validation. The will be addressed in the same WDS as above, Additional ISO language will need to be added to M2 5.4.5.

Quality systems will need a full working session in DC.

**j) LASC**

Ilona Taunton reported for the LASC that two main topics were discussed. The first is development of an electronic system for the NELAP Board to vote on standards interpretation requests. The second is the development of an implementation project plan for the new standards to include tracking and coordinating guidance documents, SOPs, training, etc.

LASC will need a meeting in DC, but not a full half day.

**k) NEFAP and Field Activities**

Marlene Moore reported that NEFAP was working on four SOPs and one policy document. More may be needed. She expects to post the drafts on the website before the final vote. Marlene also requested expedited (< 30 days) Policy Committee and TNI Board approval after the final committee vote on the SOPs. Jerry indicated that this timeframe would probably not be possible, but they could certainly fast track the approvals.

Marlene indicated that NEFAP would be ready to accept applications from potential ABs by June 1, 2010, and would also be accepting applications from FMSOs at that time.

The Field Activities Committee is working with EPA to determine whether the standard meets EPA's need for stack testers and the Pb program. They are considering an MOU for the Pb program.

The Field Activities program will need to develop a PT program. The committee would like to add Justin Brown or Jo Ann Boyd to the Advocacy Committee to make sure that FMSOs are represented in TNI's Advocacy efforts.

NEFAP will need a working session in DC. They may also need a special session to work on the Pb program.

#### **l) NELAP**

Aaren Alger reported that the NELAP Board had reviewed the status of various activities at their meeting. She indicated that the NELAP Board would be giving more detailed reports to the TNI Board on their activities in the future.

The NELAP Board had a very spirited discussion on accreditation of SW 846 methods and their continuing inability to find a means to accredit for these methods consistently. Aaren reported that implementation of the new accreditation database will require the ABs to find a consistent means to accredit for these methods. Dan Hickman will facilitate entering the states' data into the new system. Once the QA check of the new database is complete, the NELAP Board will pursue the SW 846 consistency issue again. They will also explore ELAB's recommendation to go back to the programs to request a change in permit requirements, so that accreditation can be done more consistently.

Aaren reported that a dispute resolution SOP was in development. This SOP will deal with AB to AB disputes. Another one dealing with labs and ABs will also be developed.

The NELAP Board is also facing a large backlog of standards interpretation requests that need approval. Some have estimated that there may be as many 50 SIRs waiting for NELAP Board approval. The suggestion for a method to vote electronically might help expedite the process for the NELAP Board.

Aaren indicated that a meeting may be needed in DC, but it is not certain at this time.

#### **m) PT Board**

Eric Smith indicated that the PT Board held the PT caucus at this meeting. A major topic was the status of experimental analytes. Eric indicated that the PT Board would complete review of the DW experimental analytes in a few weeks. The new group to be reviewed is non-potable, then solids. Their goal is to have final recommendations on DW by July 1, 2010, non-potable by October, 2010, and solids by January 2011.

Eric reported that the PT Board had adopted new non-potable FoPT tables for low level Hg and total residual chlorine (TRC). He reported that the NELAP Board had adopted this table with the request that low level analyte codes be assigned for low level Hg and TRC. The form for requesting new analyte codes is on the website. The PT Board will work with the NELAP Board to get this done.

Eric requested input on whether the DMRQA FoPTs should be a separate table or incorporated in to the other TNI PT tables. Consensus was that they should be incorporated into TNI tables. Other issues the Board will be working on include the need to develop a procedure to request a new analyte and the timelines. They also need to discuss the development of the FMSO PT table.

The PT Board will need a ¼ day meeting in DC.

**n) Stationary Source Audit Samples**

Maria Friedman reported that the SSAS Committee had developed three standards for SSAS. They are also working on an FAQ for the program. A subcommittee has been established to update the FoPT tables. The PT provider checklist to be used by the PT accreditor is still under review.

The committee is working on a database for audit sample results. The stack testing community would like to be able to access the database to see data results identified by laboratory. Facilities want to see the data identified by stack testing company. Not everyone agrees who should have access to what data. Currently summary statistics are provided. After discussion, the consensus of the Board was that direct access to specific audit sample data should remain on a need to know basis as it has been in the past.

SSAS will need a meeting in DC.

**o) ELAB**

Dave Speis reported that ELAB was continuing to meet with EPA to resolve and finalize policy related to the SW-846 issue.

Dave also reported that ELAB heard a report on the comparison study between the DW certification manual and the TNI standards. ELAB plans to identify the most serious differences between the programs and make recommendations to EPA about how these can be reconciled.

ELAB will continue to discuss the PT frequency issue and will be gathering information on the purpose of PTs and how the states use PTs in their programs.

**p) *Cryptosporidium* special meeting**

Jerry Parr reported that as a result of TNI's response to a Federal Register notice on EPA's *Cryptosporidium* lab approval and PT program, EPA had requested a meeting to explore opportunities for TNI to do take on these efforts. The meeting included several members of the Board as well as several ABs.

**q) EPA/TNI Board/NELAP Board meeting**

Jerry Parr reported that a meeting was held with representatives from EPA, the NELAP board, and the TNI board to discuss issues related to the recent letter to TNI from Mike Shapiro in the Office of Water. The TNI Board will be developing a response.

**r) Assessment Forum**

Jack Farrell reported that the Assessment Forum was well attended with a range of 65-85 people present throughout. The theme was improving assessment consistency. Topics included an overview of the consistency improvement Task Force (CITF), an EPA panel on methods, and assessing continuous improvement. Jack suggested that the methods discussion could be expanded for the mentoring session in DC.

He requested an Assessment Forum in DC to continue with the consistency theme and feature CITF projects.

**s) Mentoring Session**

The mentoring session featured a draft PowerPoint presentation on the concepts of detection and discussion of two draft guidance documents on recommendations for verifying LOD and LOQ. A TNI disclaimer has been placed on these documents and they will be posted for comments. The LASC

and NELAP will also be given copies to review. There was also discussion of making the final presentation available for download for a fee from the TNI website.

A mentoring session will be needed in DC.

### **3. Board Nominations**

The Nominating Committee consists of three members to develop a slate of new board members. One member may be the past chair and the two others may not be current members of the board. TNI Board members with expiring terms are Steve Arms, Tom McAninch, Sharon Mertens, Judy Morgan, Aurora Shields, and Alfredo Sotomayor.

Dave Speis moved to form a nominating committee with Judy Duncan as chair. Alfredo Sotomayor seconded. All TNI Board members present voted in favor. Judy will select the two additional members. Jerry will send the SOP for selecting Board candidates to Judy and she will have the two additional members selected by the next Board meeting.

### **4. Improving TNI Programs**

Jerry Parr reported that discussions related to re-organization of TNI had been in progress for over a year. TNI has heard criticism that the current organization includes too many "boards" and reporting relationships are difficult to understand. The current proposal uses "executive committee" instead of "board" and attempts to show the TNI Board's oversight responsibilities more clearly. The biggest change in the new structure involves LASC and the relationship between the LASC and the NELAP Accreditation Council.

There was general consensus on the basic proposal shown below for NELAP and LASC, but some questions remained on the detail. The TNI Board directed the staff to put together a more detailed organization with responsibilities. This matter will be on the February Board agenda or discussed on a special called meeting at the end of February.

The meeting was adjourned at 5:00 pm.