

# TNI Board of Directors Meeting Agenda June 9, 2010

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## 1. Roll Call and Approval of April Minutes

Directors	Present
Joe Aiello	X
Aaren Alger	X
Steve Arms	X
Susan Boutros	X
Judith Duncan	X
Robert DiRienzo	X
Zonetta English	X
Jack Farrell	X
Ken Jackson	X
Sharon Mertens	X
Judy Morgan	X
Matt Sica	
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Curtis Wood	X
Bob Wyeth	
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	
Edward Hartzog	X
Staff	
Carol Batterton	X
Jerry Parr	X
Ilona Taunton	X
Jane Wilson	
Janice Wlodarski	X

### Approval of April 2010 Meeting Minutes:

Motion to Approve: Judy Duncan  
 Second: Judy Morgan  
 Approved: Unanimous

Note: The Board did not meet in May.

## 2. TNI Organization and Bylaw Changes

Below is a summary of the proposed changes to the bylaws. The revised Bylaws are provided in Attachment 1.

### Article III, Membership

- Add language to require members to agree to follow Code of Ethics.

**Article VI, Core Programs**

- Revise to be consistent with new organizational structure.

**Article VII, Committees**

- Add NELAP Accreditation Council as a Standing Committee.
- Change composition of Executive Committee to be Officers

**Motion to Approve Bylaw Changes and Amendment to eliminate Article 8 – Section 5:**

Motion: Jack Farrell  
Second: Dave Speis  
Approved: Unanimous

Additional Proposed Change: Eliminate Article 8 – Section 5: “50 members present shall constitute a quorum at an annual business meeting.”

**3. Corporate Governance**

Changes were made in response to the discussion in the April Board call. See the April minutes. Revised document is being provided separately for review and comment by the Board.

**Review and send comments via email to at Jerry and the Board within one week’s time.**

**4. TNI Code of Ethics**

Changes were made in response to the discussion in the April board call. See the April minutes. Revised document is being provided separately for review and comment by the Board.

**Review and send comments via email to at Jerry and the Board within one week’s time.**

**5. Strategic Planning**

Agenda for meeting will be provided late this week or early next week. If you have not made travel and hotel arrangements these should be done soon. Meeting will be announced on TNI website before June 14.

**Agenda will be ready by end of week. Ideas for items to discuss? Send to Carol.**

**6. April Tabled Item: 2009 Financial Report and 2010 Budget (Attachment 1)**

The Finance Committee has completed a review of the 2009 Financial Report and has prepared a 2010 budget for the Board's review and approval.

**Motion to Approve 2009 Financial Report and 2010 Budget:**

Motion: Dave  
Second: Jack  
Approved: Unanimous

**7. April Tabled Item: Director Participation on Committees**

- Attachment 3 itemizes which Directors are serving on various committees of TNI.

**8. Program Reports from April, May and June (Attachment 2)**

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**Attachment 1**  
**2009 FINANCIAL REPORTS**

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**The NELAC Institute**  
**Statement of Activities**  
**January through December 2009**

**Ordinary Income/Expense**

**Income**

Meetings	\$306,674
Membership Dues	\$49,498
Publications	\$12,472
Grants and Cooperative Agreements	\$119,929
PTOB Recognition	\$2,500
NELAP	\$30,775
Other	\$25

**Total Income** \$521,873

**Expense**

Administration	\$114,413
Consensus Standards Development Program	\$9,508
National Environmental Laboratory Accreditation Program	\$35,590
Proficiency Testing Program	\$13,364
Meetings	\$325,197
National Environmental Field Activities Program	\$4,601

**Total Expense** \$502,673

**Change in Net Assets** \$19,200

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**Attachment 2**  
**PROGRAM REPORTS**  
**March – May 2010**

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**CONSENSUS STANDARDS DEVELOPMENT**

- QS is also taking up questions from Jerry that have arisen during presentations of the new TNI standard.
- Silky Labie elected as chair of QS

Ilona has contacted the CSDB and the relevant individual Expert Committee chairs about LASC tracking of implementation related activities, so all CSDB committees should be contributing to that information. Items under discussion:

- final changes to SOP 2-101 Procedures for Expert Committee Operations
- follow up actions to standards interpretations requests
- guidance documents/POL-105

**SSAS Expert Committee**

- EPA has pushed finalization of new rule back into June 2010
  - Expert committee is reviewing forms and process developed for utilization of the central database subcommittee continues to work on updates to SSAS acceptance limits table and expert committee agreed to not have "experimental" values for new analytes in table
  - SSAS has finalized an updated version of their FAQ document and it will be posted on the TNI site this week. The committee is continuing with development of the central database and a subcommittee continues to work on updates to the audit sample table. The committee is still working with the expectation that EPA will finalize its new rules by the end of April.

Other Expert Committees continue to work on standards interpretations and items needed for implementation of the TNI standards. QS will discuss the potential decision to revise ISO 17025.

**NEFAP (including Field Activities Committee)**

- Four SOPs have been finalized and forwarded to the Policy Committee for review: General Operations, Voting, Nomination, and Dispute Resolution. The DRAFT Evaluation Procedures SOP is complete and will be voted on this week. The Board is also working on audit checklists, an application and the certificate. The audit checklists, application and certificate will be complete before the end of the month.
- A first pass of the budget has been distributed to NEFAP Board members. Comments are being incorporated. The budget is being considered in determining the evaluation and accreditation process. The budget will be worked on at the 6/16/10 meeting and then a meeting will be set-up with Dave Speis to prepare a Final DRAFT for TNI Board consideration. The Board is also preparing an overview document to accompany the finalized SOPs, documentation and budget. This should give the TNI Board background information to consider when approving all the new documents.
- The MOU between TNI and EPA regarding the Lead Program has been approved. It should be publicized by April 22, 2010 (Renovation and Paint Rule goes into effect.)

- The Evaluation SOP has been forwarded to the Policy Committee and comments are expected this week. The NEFAP Board will address these comments immediately and pass the document back to the Policy Committee.
- Comments on the Dispute Resolution SOP have been addressed and this SOP will be sent back to the Policy Committee within the week.
- NEFAP would like to be accepting applications from ABs by August 2010.
- The Board is working with the Field Activities Expert Committee (FAC) to plan a full day program on Tuesday in DC that will include training and presentations for FSMOs and ABs.

### **FAC**

- A subcommittee has been formed to review the LQSR III requirements for the Lead Program. The intent of this review is to look for any possible issues in using the LQSR III for the field work. Bob has commented that the TNI standard is flexible enough to work with additional requirements and there should not be any problems.
- Three new members have been approved by the committee and these names are being forwarded for TNI approval.
- Quite a few presentations were given the last few months to groups such as the DoD, the Ground Water Summit and various clients. The response has been very favorable. There are FSMOs that are already reviewing the standard and starting implementation. Over the next few months committee members will speak with the Department of Interior and a presentation will be given at the Pacific Northwest Pollution Control meeting in October.

### **NELAP**

#### **NELAP Board**

- The NELAP Board has delayed taking action on the IL renewal recommendation pending additional information from the Evaluation Team. The Evaluation Team recommended renewal and a surveillance assessment in one year to verify corrective action. The NELAP Board is inquiring about the evaluation team's thoughts on the extent of the requested surveillance assessment.
- OK representatives indicated that their application to become an AB may be delayed until mid-2011. A state statute and regulations need to be revised.
- The NELAP Board has reviewed and discussed the memo from the TNI Board and has prepared a preliminary response. A work group has been formed to prepare a more detailed action plan.
- A review of AB renewal dates is ongoing in order to determine if the next round of renewals can be done to the new TNI standard.
- It appears that at least one AB may not be able to pay the recognition fee that will be assessed to all ABs in July 2010. The NELAP Board will be having further discussion on fee assessment and consequences if an AB cannot or does not pay the assessed recognition fee. An SOP will be developed.
- The MN onsite evaluation and lab observation have been conducted and the report is in preparation.

- The NELAP Board has finalized a detailed action plan in response to the memo from the TNI Board. The action is in final review and will be forwarded to the TNI Board before the next Board meeting.
- The NELAP Board SW 846 subcommittee has met and is exploring some potential solutions to standardize SW 846 accreditations.
- According to a poll of ABs taken at the last meeting, only LADEQ and FL are currently discouraging (but not refusing) applications from out of state labs for primary accreditation. Some states are deciding case by case depending on lab location and current workload (ability to maintain the 2 year assessment frequency). There is concern about restraint of trade issues if an application for accreditation is refused. Two ABs indicated they could not accept a 3<sup>rd</sup> party as an accreditation body if that solution were proposed for accreditation of out of state labs.
- Invoices for AB recognition fees have been mailed.

### **Technical Assistance Committee**

- TAC is planning the following for the summer meeting :
  - Mentor Session – Monday 9:00 am – 12:00 pm
  - Quality Manual Working Session – Monday 9:00 am – 12:00 pm
  - Methods Panel – Monday 1:30 pm – 5:00 pm
  - Assessment Forum – Tuesday 9:00 am – 5:00 pm
  - Assessor Training Volume 2- Thursday morning 1.5 hours
  - Assessor Training – Enforcement Thursday 1:30 pm – 5:00 pm
  - Accreditation Workshop (The TNI Standard) – Friday 8:00 – 3:00 pm

The Mentor session will include Part I “An introduction and Review of the ISO Changes Incorporated in the TNI Standard” (Betsy Kent) and Part II “LOQ Reporting for PT Samples as Required by the TNI Standard” (Maurice Downer). The afternoon session will include a Methods Panel with speakers from EPA.

- Workshops on the new TNI Standard have been held in Chicago, Syracuse, Edison, Boston, St. Petersburg, Salt Lake City, and Salem. The next workshops will be held in Texas on June 17 and California on July 9. Over 400 have participated so far.
- TAC has formed a sub-committee to develop “The TNI Standard for Dummies” intended for use by small laboratories. Gary Dechant has completed the first part of a draft. His first draft covers V1M1 and V1M2. TAC and SLAG will give him comments by June 1.
- A subcommittee has been formed to review Standard Interpretation Requests.
- A subcommittee is looking at the best way to continue to share the information from the LOD/LOQ presentation in Chicago. A PDF is currently posted on the TNI website, but it is missing all of the animation. The group is looking at possible webinars.
- Special sessions for the ABs and EPA evaluators will include an overview of the accreditation body requirements in the new TNI standards and an enforcement workshop.
- The Quality Assurance Manual (QAM) Template subcommittee is continuing to make progress. The manual has been split into sections and each section has been formatted and assigned to a subcommittee member. Each member will update the section and prepare a tool needs list. The list will be used to look for examples that will be posted on the website for use when updating a QAM. These tools will be helpful to everyone – not just the purchasers of the template. meet in July in

Southern California. A new document sharing program will be used to prepare this manual. Each section will be posted on the website and people can add comments and make updates to the document as the manual is being updated. The target is August for an initial DRAFT of the template and then the team will work on finalization and tools with an effective date in December 2011.

#### **Laboratory Accreditation System Committee**

- Standards Interpretation Request (SIR) process:
  - 1 request was received in March and forwarded to the Quality Systems Expert Committee. The SIR Table has been updated and additional follow-up is needed on outstanding SIRs.
  - The LASC has received comments from the Policy Committee, NELAP Board and CSDB regarding the recent update of the SIR SOP. These comments have provided some insight to help improve the process. The NELAP Board and CSDB were concerned that responses from the Expert Committees and Boards include opinions and grammatical errors that are inappropriate for posting on the TNI website. Through various discussions the following actions are being taken:
    - All responses must be reviewed by the committee or board Program Administrator before they are finalized and forwarded to the LASC.
    - All current responses that are awaiting NELAP Board review will be reviewed by June, Aaren and Ilona to look for needed changes – removal of opinions, correct grammar and spelling, appropriateness, etc ... Any needed changes will be forwarded to the original committee or board for an update. They will then be posted to the new website that is now fully functional to allow NELAP Board members to give their approval of SIRs on-line.
    - LASC has formed a subcommittee that will rewrite the SIR SOP to improve flow and incorporate the Policy Committee's suggestions. They will be meeting on Friday, 4-16-10.
  - 5 requests were received in May. One was not an interpretation request and was forwarded to TAC. It was a question about the QAM template. The inquirer was informed and Betsy is working on a response.
  - June, Aaren and Ilona are reviewing the 36 SIR responses that were originally forwarded to the NELAP Board for approval. Concerns were raised about the responses: grammatical errors and opinions were added to the response beyond the interpretation requested. These responses are being reviewed and suggested changes are being forwarded to the Expert Committees and Boards to verify their acceptance of any changes. They will then be reposted to the website for NELAP Board review and voting.
  - The LASC is continuing to work through comments received from the Policy Committee on the SOP for the Standards Interpretation Request process. June will be talking to Alfredo regarding comments.
  - Program Administrators have started reviewing the responses from the Committees and Boards before they are forwarded to Ilona as a final response. There will be a few recent final responses forwarded to the NELAP Board next week.
- The LASC has been working on preparation of an Implementation Project Summary to help TNI track action items needed to smoothly implement the new standard. Many of the committees and boards have provided input. A DRAFT will be sent to the Program Administrator's for comment and then it will be distributed to all the committee and board chairs for comment. The final step will be to post it on the website so that members can see the progress that is being made, chairs can make sure that efforts are not being duplicated, LASC can follow-up on due dates, etc ... It will be a living document that will receive continuous updates. The DRAFT is still missing many implementation and follow-up dates. These dates will be added after the PA review.



- The DRAFT Implementation Project Summary that has been prepared to help TNI track action items has been distributed to the Program Administrators (PAs) for comment. The Program Administrators are meeting on Thursday morning to review and provide comment on the document. An updated summary will be forward to LASC by Friday.
- The DRAFT Quality Systems checklist has been forwarded to LASC. There was a lot of discussion on what the format of the checklist should be and how it should be used. The committee decided to contact each of the ABs and ask for information on what kind of checklist they currently use, what the AB thinks should be done to improve the current checklist and how they feel about a checklist that is a line by line review of the standard. They will also look at the checklist of other organizations like DoD. Responses will be compiled and discussed on Friday. A subcommittee will be formed to review the new DRAFT checklist based on the feedback received.

### **Consistency Improvement Task Force**

- Jack Farrell and Alfredo Sotomayor are coordinating on elements of the CITF projects that will be included in the Assessment Forum as well as an overview of new EPA regulations.
- The CITF has developed an outline for the white paper: **Establishing Realistic Expectations about Consistency.**
- The **On-Site Assessments of Laboratories** workgroup is developing a blue print for onsite assessment reports, keeping in mind points of major inconsistency in current reports.
- The **Evaluations of Accreditation Bodies** workgroup is developing the elements of a consistency plan for ABs.
- The **Laboratories and Users of Laboratory Services** workgroup is focusing on a Bill of Rights for labs.
- CITF will be presenting their progress and work products to date at the summer meeting during the Assessment Forum.

### **PROFICIENCY TESTING**

- The Chem FoPT Subcommittee is continuing to work on limit updates. The goal for effective dates for upcoming table updates are as follows: July 1, 2010 effective date for DW, October 1, 2010 for NPW and January 1, 2011 for SCW. The NELAP Board has not yet approved the new Drinking Water FoPT table so an implementation date of July 1, 2010 will no longer be possible. The NELAP Board will be asked for an estimated approval date and a new implementation target will be established. The PT Board will be finalizing the NPW FoPT table at their next meeting on May 17<sup>th</sup>. The subcommittee is continuing to work on the Solids and Chemical Wastes FoPT table. An issue was raised whether each analyte that is considered needs to have a Low Level and Mid Level concentration PT. There is an instance where an analyte has data for Mid Level, but not Low Level. Approving this Mid Level PT may put labs in a position where they will be required to purchase an additional Mid Level PT to be accredited for one analyte because it is not in the Low Level mix they would normally analyze. The subcommittee is seeking input from the PT Board on this issue.
- The Field PT Subcommittee is working through procedures for developing limits for the EPA Lead program. They are working with various agencies and companies to accumulate enough data to set some initial limits. Questions are being raised regarding the ability of the field instruments to hit required limits that are being met in fixed based labs.

- ACLASS has sent in an application and supporting documents to be a TNI recognized accreditor of environmental proficiency test providers. This application will be reviewed on the PT Board conference call (4-15-10.)
- The Board is working through the issue of using the data in the PT database for future FoPT table updates. The PT providers want to ensure that any data that is forwarded is only used for limit updates. They would prefer that the number of studies (“n”) not be public record. The PT Board will only ask for data where “n” is above a certain number.
- The issue of how the PT Board’s adoption of Volume 3 and 4 of the new TNI standard impacts PT provider audits was discussed. It was decided that A2LA will provide the PT Board with a written transition plan that will be implemented during the upcoming audits. There are some requirements that cannot be immediately implemented and the transition plan will discuss how these items will be assessed during the audit and how follow-up will be performed to ensure the provider is in compliance after July 2011. Reporting is an example. The Board also provided A2LA with a detailed comparison of the 2003 NELAC Standard vs. Volume 3 and 4 of the TNI Standard. This document should make it possible to determine any requirements that need special consideration as part of the transition plan. This topic will be discussed at the next PT Board meeting (4-15-10.)
- The Board is working on an update to the PTOB/PTPA Assessment SOP. A DRAFT has been provided to the PT Board for review at the next meeting (4-15-10.)
- The Board has responded to all outstanding Standard Interpretation Requests.
- The PT Board is finalizing a PTPA Evaluation SOP. This SOP has been updated to include a new checklist based on the new standards. General information about fees for the program has also been incorporated. A final DRAFT should be forwarded to the Policy Committee within the week and needs to be expedited if possible.
- The review team is ready to begin work on the ACLASS application and supporting documents. ACLASS has applied to be a TNI recognized accreditor of environmental proficiency test providers. The addition of a second PTPA raises some questions that will require TNI Board involvement – How will the database requirements be handled? Does there need to be one database, or will each PTPA have its own?
- Eric Smith will lead the review team for A2LA’s renewal.
- The PT Board reviewed the updates to the PT Board SOPs that Eric and Jerry made. All SOPs were approved and will be forwarded to the Policy Committee.

## **ADMINISTRATION**

### **Advocacy Committee**

- Susan Wyatt and Judy Morgan are working on an outreach brochure for non-NELAP states. Based on meetings that Jerry has had with non-NELAP States at the regional standards training events, state sovereignty and the lack of EPA sponsorship is still a major issue for some states. The Advocacy Committee will research other accreditation programs that have worked without EPA sponsorship.
- The next newsletter is scheduled for publication in July and will highlight the summer meeting.

- Advocacy has prepared and a discussed a draft status report letter to stakeholder organizations offering them the opportunity to visit during the TNI meeting in Washington, DC, in August. Organizations that will be invited are WEF, AWWA and NACWA.

#### **Conference Planning (including NEMC)**

- Moved date of Savannah meeting date to January 31, 2011 in return for \$10K rebate
- Signed contract for Winter 2012 meeting in Sarasota, Florida
- Signed contract for Summer 2015 meeting in Chicago
- Signed contract for July 2014 meeting for Washington, DC
- Conference registration for summer meeting has opened. Brochure at printer and will be mailed this week.
- 123 presentations will be given at the NEMC portion of the meeting. Most of the abstracts have been posted on the NEMC website. Biographies have been requested and about 60 have been turned in. These will be posted next week and the remaining biographies will be posted as they come in. The posting of the abstracts has encouraged some people to update their abstracts. Instructions for preparation of papers have been distributed and the final papers are due July 15<sup>th</sup>. A paper is not required, but people are being encouraged to prepare one. All presenters have been told they need to register for the conference by July 9, 2010 in order to keep their spot in the program.

#### **Information Technology Committee**

- Launched new design of website
- Transferred Laboratory Accreditation Management System from contractor to TNI and have begun to populate the database with real data.

#### **Policy Committee**

- The revised SOP 5-101: Standards Interpretation was reviewed and returned to the LASC with comments.
- The Policy Committee is continuing to define the needed elements for a global TNI complaint SOP.
- The Policy Committee approved the following policies and SOPs for the NEFAP program: SOP 10-101-General Operations, 102-Voting, and 103- Nominations. NEFAP 10-104 Dispute Resolution has been sent back to the NEFAP with questions and NEFAP 10-105 Evaluation Procedure is currently being reviewed. The Policy Committee recommends that the TNI defer approval of these SOPs until the planning meeting in Orlando.
- The Policy Committee is discussing levels of approval needed for guidance and will be proposing a Guidance SOP soon.

#### **Finance Committee**

- Developed 2010 budget for Board review

**EXECUTIVE DIRECTOR'S REPORT**

- Retained Ken Olson as general counsel
- Retained Lynn Bradley as contractor to assist with NELAP evaluations and develop Quality Management Plan for TNI.

**Membership Report: May 2010**

Active Members: 662