

# TNI Board of Directors Meeting Summary

## February 13, 2013

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### 1. Roll Call

Directors	Present
Joe Aiello	
Aaren Alger	X
Steve Arms	X
Susan Boutros	
Judith Duncan	X
Zonetta English	X
Jack Farrell	X
Keith Greenaway	
Sharon Mertens	X
Judy Morgan	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Susan Wyatt	X
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	X
Jordan Adelson	X
Staff	
Lynn Bradley	X
Carol Batterton	
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	

### 2. Approval of December and January Minutes

#### December 2012 Minutes

**Motion to Approve:** Elizabeth Turner

**Seconded:** Dave Speis

**Approved:** Unanimous

#### January 2013 Minutes

**Motion to Approve:** Judy Morgan

**Seconded:** Patsy Root

**Approved:** Unanimous

### 3. Board Election

Nominations for the 2013 Board of Directors are open. If you know of anyone that is interested, please encourage them to nominate for consideration for the BOD.

#### 4. **Non-Governmental Accreditation Body (NGAB) Working Group (Attachment 1)**

There was good feedback on the NGAB concept paper and process for TNI recognition at the Denver meeting. Next steps will include the formation of a working group to develop the evaluation SOP and other processes to be used by the Recognition Committee. The TNI Board will appoint the working group and the recognition committee. Attachment 1 is a draft charter for this NGAB Working Group.

Discussion in Denver was very positive and people were comfortable with the process that was outlined. This is the inaugural group that will launch the effort – and is not the same as the recognition committee that will be ultimately functioning to administer this program.

Proposed members: Carol, Sharon, Jerry, and Alfredo wanted to come up with a group of people that would be fairly open and neutral. The proposed members have not yet been contacted. There may be a face-to-face meeting at the end of May in Florida.

#### **APPROVAL OF CHARTER, with the understanding that members currently proposed on the Charter may change...**

Discussion: (Scott Siders) Concerned, as a TNI Board Member, if this progresses, that a state laboratory could go to a NGAB and obtain TNI accreditation in lieu of obtaining that accreditation from their state. This would erode the number of primary accredited states that the state has and would reduce the state's program fees and revenues.

Response: Except that your state is the one that sets the regulations and requirements for accreditation. No third party can effect what you do in that regard. If that lab wants to continue to do work in that state, they would have to hold the state accreditation. You'd have to write it into your rules to allow it, or to accept it if it is not in your scope.

**Motion to Approve:** Dave Speis  
**Seconded:** Judy Duncan  
**Approved:** Unanimous

#### 5. **ELAB Letters**

In November, 2012, the Environmental Laboratory Advisory Board sent a letter to EPA about the health of national accreditation and TNI was mentioned several times. A copy of this letter was provided to the Board in January and also provided as part of the documents for this call. In Denver, the Board briefly discussed an action item by TNI to send a response to this letter and the Executive Director notified the ELAB Designated Federal Official, Lara Phelps that that action would occur. Subsequently, Sharon, Jerry, Lynn and Carol met and discussed plans for how to respond and are now recommending that the Board direct the Advocacy Committee prepare a briefing package for EPA that updates EPA on recent actions of TNI while indirectly addressing the ELAB concerns.

There are several people on the BOD that are on ELAB as well. There are several items that may have been interpreted differently than the way they were intended. It may be a good idea to, when you send the list of accomplishment to FEM, copy ELAB and if there are concerns about how it was interpreted, they have the opportunity to respond if they like.

Do we need to have another group (Advocacy sub-committee) take a look at the ELAB report and see how we can use it to improve operations or make recommendations to the

EPA? One of the TNI/ELAB members that were involved in the production of the report should be part of the group, if it is formed. This could be a great way to improve communication.

Should we ask ELAB for any additional information that was available for the report (that did not apply to EPA)?

#### **NEXT STEPS:**

1. Heard overall support to put together some sort of a progress report as an outreach document to the FEM... we have not done this in quite a while. Are there any concerns with Advocacy taking this task on? Need to be thoughtful about how and to whom this is distributed. Can use it for other outreach efforts as well. **Assigned to Advocacy.**
2. Concept of getting back to ELAB with regard to the report itself and obtaining any additional information available. Jerry will send a letter to Aurora requesting additional information.

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More recently (1/9/13), ELAB sent a letter to the EPA Office of Water asking for their help in creating an ELAB stakeholder group to monitor TNI's efforts in developing a consensus standard to address detection and quantitation limits. This letter was also provided as part of this Board agenda. No Board action is needed on this at this time.

## **6. Merger of TAC into LASEC**

### **Background**

1. Of the 16 members of the Technical Assistance Committee, 5 are due to rotate off this year, including the chair and the most active members, and another 3 are inactive (no participation in the last 6 months). Of the remaining 8, only 3 participate regularly.
2. The committee was originally chartered to develop tools and focus on training. Since then, we have discovered that tools (e.g., Small Lab Handbook) are best accomplished by assigning to staff or a small ad-hoc group. We have also established the Educational Delivery System, which has taken on most of the training efforts. The committee is justly concerned about being too heavily involved in training issues such as selecting contractors.
3. The committee has done very well at organizing the Mentor Sessions and Assessment Forums at the TNI meetings, but this is usually done by a subcommittee.
4. LASEC has similar issues with committee participation, with 6 of the 13 members due to rotate off and the chair about to resign.

### **Proposal**

1. Merge the two committees under the LASEC name; allow individuals to rotate off or apply for new terms. Limit committee size to 15 and ensure balance.
2. Revisit the Charter by incorporating the TAC Charter into LASEC. (Note: The Laboratory Accreditation Body committee is taking on "tools" for laboratory assessors.)
3. Create subcommittees to manage the Mentor Sessions and Assessment Forums.
4. Form ad-hoc groups as needed to work on tools for labs.

## **Motion to merge the two committees as outlined above**

**Motion to Approve:** Jack Farrell  
**Seconded:** Alfredo Sotomayor  
**Approved:** Unanimous

## **7. Committee Member Terms**

According to the current SOP governing non-expert committee operations, SOP 1-101, committee members may serve no more than 2 three-year terms. If this SOP were to be implemented across the board, 13 individuals would need to rotate off committees, including 2 committee chairs. The Policy Committee is looking into revising this SOP to allow for additional terms following a request for waiver, and as well is looking into which committees this SOP applies. The Committee is recommending the Board grant a one-year extension to all current committee members while the committee expedites revision of this SOP.

### **Motion to grant the one-year extension...**

**Motion to Approve:** Alfredo Sotomayor  
**Seconded:** Dave Speis  
**Approved:** Unanimous

## **8. San Antonio Meeting Schedule**

The original plan for the TNI meeting in San Antonio in August was for there to be no more than 3 concurrent sessions per day and for the meeting to end Thursday afternoon. This is proving to be a little problematic, and an option was presented to extend the TNI meeting through Friday am.

## **OPTION 1: TNI MEETINGS OVER 4 DAYS**

### **Advantages**

- Keeps meeting to 4 days.
- Slight reduction in hotel cost due to coffee and CB on Friday am.

### **Disadvantages**

- Conflict with Advocacy special session and NEFAP on Wednesday pm
- 4 sessions Thursday am.
- Some committees (e.g., FAC) will only have very short meeting times, but this may be acceptable.
- Microbiology and Quality Systems meeting at same time.

## **OPTION 2: TNI MEETING EXTENDS THROUGH FRIDAY A.M.**

### **Advantages**

- Removes conflicts from Option 1 schedule.
- Will help meet hotel room block.

### **Disadvantages**

- 5 day meeting.
- Will compete with Training Courses.

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Jerry will go with Option 2 for planning.

## **9. Proposal for Laboratory Accreditation Body for Third Party Assessors (Attachment 2)**

Comments:

- BOD requests the Committee to come back with a proposed schedule/timeline for each phase.
- Change the title so it more accurately describes the activity, i.e., "Proposal for the documentation of third-party assessor qualifications".
- Part of Phase III should be to determine whether a vetted credential is achievable or not. This section needs to be re-worded so it comes across correctly.
- Appendix A: Seems like the Organization requirements is just a duplication of the Individual requirements? A question about "degree(s) required" – needs a little clean up for clarity.

**Motion to approve with the understanding that it is a work in progress and that the committee should incorporate specific comments provided by the BOD...**

**Motion to Approve:** Judy Duncan

**Seconded:** Scott Siders

**Approved:** Unanimous

## **10. SOPs for Review and Discussion**

The TNI Bylaws requires the Board of Directors to endorse all Policies and Standard Operating Procedures. This review by the Board is to ensure the policy or procedure “does not create a program that cannot be funded or puts the organization at risk.” The following documents have been reviewed and approved by the Policy Committee and are being provided to the Board.

### **Policy 1-109: Whistleblower Protection**

This Policy is one of several that are required by amendments to the IRS rules governing non-profit organizations passed in 2010. IRS Form 990 requires non-profit organizations to answer Yes or No to a series of questions. The IRS does not require organizations to prove they have such policies, and a No answer is acceptable, but No votes are indicative to the IRS that the organization may not adhere to the basic expectations for operations of non-profit organizations. The other required policies are conflict of interest, records retention and destruction, and compensation of key personnel.

The IRS provides this guidance on the whistleblower policy:

- A whistleblower policy encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.

**Motion to Approve:** Patsy Root  
**Seconded:** Dave Speis  
**Approved:** Unanimous

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### **SOP 1-118: Developing Position Statements**

Over a year ago, the Advocacy Committee embarked on the path of developing Position Statements to document TNI’s beliefs on certain key items. Position Statements are commonly used by trade associations. As defined in this SOP, a Position Statement “address TNI’s stance on significant professional and technical issues of relevance to the environmental monitoring community, in support of and consistent with TNI’s Vision and Mission.”

Some examples of Position Statements in development are:

- Consensus and Balanced Representation,
- Small Laboratory Quality Systems, and
- Documentation of Method Proficiency.

This SOP has undergone a thorough review and discussion by the Policy Committee.

**Motion to Approve:** Judy Duncan  
**Seconded:** Steve Arms  
**Approved:** Unanimous

## **11. Program Reports (Attachment 3)**

Note that a new section summarizing committee applications received in January is included.

**Attachment 1**  
**Non-Governmental Accreditation Body Working Group Charter**

<b>1. Committee Name:</b> NGAB Working Group	<b>2. Version:</b> Rev 0	<b>3. Date:</b> as approved by the board
<b>4. Mission Statement:</b> The purpose of this committee is to develop the SOPs and policies necessary for TNI to approve non-governmental accreditation bodies (NGAB) to grant laboratory accreditations in conformance with the applicable TNI standards, and to assure that the NGAB is capable of managing an accreditation program in a consistent, uniform manner.		
<b>5. Program Administrator:</b> <i>Carol Batterton (Jerry Parr, Ex-Officio)</i>		
<b>6. Committee Members:</b>		<b>7. Stakeholder Group:</b>
<b>Proposed Members</b>		<b>Representation</b>
Alfredo Sotomayor, Chair		TNI Board member
Marlene Moore		NEFAP EC
Cathy Westerman		NELAP AB
Jim Todaro		Laboratory
Cheryl Morton		Non-governmental accreditation body
<b>8. Objectives:</b> <i>(insert rows as necessary for additional objectives)</i>		
✓ Develop Evaluation SOP for NGABs		
✓ Determine what additional SOPs and policies are necessary for NGAB program (complaints, etc)		
✓ Develop additional SOPs and policies as determined above		
✓		
<b>9. Success Measures:</b>		
<ul style="list-style-type: none"> <li>• Implementation of the NGAB program by January 2014</li> </ul>		
<b>10. Key Milestones:</b> <i>(significant events and corresponding dates)</i>		
<ul style="list-style-type: none"> <li>• Present draft SOPs and policies at summer meeting in San Antonio</li> <li>• Submit final SOPs and policies to TNI Board for approval by October 2013</li> <li>• Implement the program in 2014</li> </ul>		
<b>11. Considerations:</b> <i>(assumptions/constraints/obstacles/risks)</i>		
The working group will consult with the NEFAP on development of SOPs and consider the NEFAP model to the extent possible. The process designed for approval of NGABs should be no less rigorous than that used for recognition of state NELAP ABs.		
<b>12. Available Resources:</b>		
TNI staff support will be provided.		
<b>13. Additional Resources Required:</b>		
.		
<b>14. Anticipated Meeting Schedule:</b> <i>(specify meeting format and frequency)</i>		
The working group will conduct most business by conference call on a schedule set by its members, but at least one face to face working meeting may be needed prior to San Antonio.		

## Attachment 2

### Proposal for the Evaluation of Third Party Assessors

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Date: Jan 8, 2013

Scope: Third Party Assessors that are hired by Accrediting Bodies to support on-site assessment activities. Not State Assessors.

Work Plan: Four-phase Program

- I Produce and publish on the TNI website names of individuals and/or organizations conducting on-site assessments (for initial list see Appendix B)
- II Using contact information from Phase I, collect information on criteria outlined in Appendix A and produce a report of findings.
- III Develop a program to vet information found in Phase II.
- IV Implement program based on information found in Phases I, II and III.

#### **PHASE I**

Phase I will help to understand the extent of the community involved in providing on-site assessment activities. It should include only those persons and organizations having an interest in supporting NELAP.

The goal of Phase I is to develop a listing of individuals/companies that either provide or are interested in providing accreditation services in support of the NELAP. Also, the list would only include individuals/companies that have expressed an interest in having their names and qualifications published on the TNI website. At this phase the list will be for informational purposes only and will not in any way be in a format that would imply a TNI endorsement. The list would make available contact information that could be used to support NELAP AB activities when soliciting third party assessors. Individuals and/or companies would also gain some visibility by having their names published on the TNI web site. The list would also be used to provide contact information for any future activities relating to Phases II, III and IV below.

#### Implementation plan:

- (1) Add Bullet in the NEWS section of the TNI web page to announce Phase I.
- (2) Add a page on the TNI website to provide plans and the criteria given in Appendix A. WEB Page will also include all future information relating to TNI's activities with Third Party Assessors.
- (3) Publish an article in the next TNI Newsletter on TNI's Third Party Assessor activities.
- (4) Discuss plans at the Denver Conference

#### **Resources Needed by the LAB:**

LAB will need access to the web master and possibly the Information Technology (IT) Committee for design and production of the web page announcements. LAB will prepare an announcement article for publication in the Newsletter.

#### **PHASE II**

The goal of phase II is to get the information on as many of the qualification criteria (Appendix A) from the group of participants as possible. These criteria have been reviewed by the LAB and discussed at public meetings during two conferences. While some of the informational items will not apply to every respondent, they in total do help a reader understand more about an individual assessor or an organization conducting assessments. For example, the geographical location item will help the reader understand where that firm operates normally, but is not a 'requirements type'

item. At this phase the list will continue to be for informational purposes only and will not in any way be in a format that would imply a TNI endorsement.

**Resources Needed by the LAB:**

Access to the Web Master, and possibly the IT committee, for design and production of the web page form to collect and display information. This may use a survey form or something of less technology if the number of participants is low as well as web posting of the collected information.

**PHASE III**

Develop a program in TNI that provides a vetted credentialed community of Third Party Assessors (individuals and/or organizations) found qualified to conduct on-site assessments in support of NELAP Accrediting Body activities. Phase III is the most challenging to produce. The product of this phase could be of several different forms and as of yet has not been determined. It could be in the form of an SOP, an additional TNI Program or some other TNI format.

**Implementation Plan:**

The development of this phase will take some time to design and finalize. It will take the next 1 to 2 years to complete. Implementation plan will be addressed once approval is granted by the TNI BoD.

**Resources Needed by the LAB:**

Significant resources will be needed from the LAB over the next 1 to 2 years. The full extent of resources needed is yet to be determined and will be dependent on findings from Phases I and II.

**PHASE IV**

Implement the program based on the findings from Phases I, II and III.

**Implementation Plan:**

Yet to be determined.

**Resources Needed by the LAB:**

Yet to be determined. Depending on the final development of the program there could be a long term commitment from TNI to administer future and ongoing activities.

## Appendix A

### INDIVIDUALS

- Degree(s) Held
- Years Experience in an Analytical Laboratory (positions & duration)
- Years Experience as an Environmental Laboratory Assessor
- Total Number of Environmental Laboratory Assessments Completed
  - Number of the Total That Were NELAP Assessments
  - Number of the Total that Were ISO/IEC Assessments
- Experience Related to Conducting Assessments for State Accrediting Bodies
- Training Courses Completed (with dates)
  - Non-NELAP Assessor Training
  - NELAP Assessor Training
  - USEPA Drinking Water Certification
  - Technical Training
  - Other Specialized Training
  - Refresher/Continuing Training
- Specialized Program Knowledge (TNI, NELAP, NQA-1, ISO/IEC...)
- Specialized Technical Knowledge (micro, inorganic, organic, radiochemistry...)
- Computer Software Expertise
- Memberships in Trade/Professional Organizations
- Current Activities Related to National Organizations
- Current and Past Membership in TNI Committees, Councils and Boards
- Presentations Made
- Publications Authored (name and date)
- Name of Individual
- Geographic Area Covered
- Contracts Maintained and Duration
- Statement of Financial Stability (DB)
- Insurances Maintained Amounts (liability, errors & omissions, workman's comp...)

## **Appendix A (cont)**

### **ORGANIZATIONS (Assessor Requirements)**

- Degree(s) Required
- Years Experience in an Analytical Laboratory Required (positions & duration)
- Years Experience as an Environmental Laboratory Assessor Required
- Total Number of Environmental Laboratory Assessments Completed Required
  - Number of the Total That Were NELAP Assessments
  - Number of the Total that Were ISO/IEC Assessments
- Experience Related to Conducting Assessments for State Accrediting Bodies
- Training Courses Required
  - Non-NELAP Assessor Training
  - NELAP Assessor Training
  - USEPA Drinking Water Certification
  - Technical Training
  - Other Specialized Training
  - Refresher/Continuing Training
- Specialized Program Knowledge Required (TNI, NELAP, NQA-1, ISO/IEC...)
- Specialized Technical Knowledge Required (micro, inorganic, organic, radiochemistry...)
- Computer Software Expertise Required
- Memberships in Trade/Professional Organizations
- Current Activities Related to National Organizations Required
- Current and Past Membership in TNI Committees, Councils and Boards Required

### **ORGANIZATIONS (General Information)**

- Number of Qualified Assessors
- Name of Business and Number of Years Business
- Geographic Area Covered
- Contracts Maintained and Duration
- Statement of Financial Stability (DB)
- Insurances Maintained Amounts (liability, errors & omissions, workman's comp...)
- Organizational Compliance with 17025 and 17011 for Operation

## Appendix B

### Potential Third Party Assessors

Richard Sheibley	rhsheib111@yahoo.com
Michael Miller	mwmillerenviron@yahoo.com
Larry Jackson	lpeytonj@comcast.net
Jack Farrell	aex@ix.netcom.com
John Gumper	jgumper@chemcal.com
Marlene Moore	mmoore@advancedsys.com
Matt Sica	matthew.j.sica@gmail.com
Michael Shepherd	Mike@sheptechserv.com
Diane Lawver	DLawver@QASolutions-LLC.com
Tom McAninch	tom.mcaninch@att.net
Silky Labie	elcatllc@centurylink.net
Mitzi Miller	mitzi.miller@moellerinc.com

To be expanded...

## Attachment 3 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The Proficiency Testing Expert Committee is now making good progress, and has almost completed working through nearly 100 comments received on its Working Draft Standard.
- The Quality Systems Expert Committee, following discussion in Denver, on the proposed changes to address comments on its Voting Draft Standard, has completed the changes to Volume 1, Modules 2 through 7.
- The Chemistry Expert Committee received input in Denver on its Modified Working Draft Standard on Calibration. Further changes have been made to address those comments and a Voting Draft Standard will be released shortly.
- Laboratory Accreditation Body submitted to the Board a proposal for addressing the “third party assessor” issue, as recommended by the AB Task Force. As a result of discussions at conference, will re-examine whether a generic application for accreditation will actually be utilized by ABs if developed; there is little enthusiasm for this activity beyond the laboratories themselves.

### NEFAP

- The EC Charter was completed and unanimously approved.
- The Recognition Subcommittee completed its recommendation and submitted it to the NEFAP EC. The EC voted to recognize PJLA as a fully recognized NEFAP AB. A certificate and contract will be issued before the end of February.
- Continued follow-up on training needs for Recognition Subcommittee.
- The new subcommittee was formed to discuss mobile lab issues. Kim Watson, Scott Evans, Doug Berg and Marlene Moore will participate. John will represent FAC on this subcommittee. A meeting time has not yet been established.
- Justin and JoAnn finalized a listing of upcoming meetings/conferences where NEFAP has an opportunity to present. Ilona and William worked in Denver on a format to provide this information on the NEFAP site so speakers can be found and people will know where they can go to get more information about NEFAP. Documents are now being collected to put up on the site and a number are ready for posting after William makes the changes.
- The Nomination Subcommittee has put together a list of candidates to replace Executive Committee members that are rotating off the committee. Bios are being written by the candidates and information will be sent to William before the end of the week to open the voting process. The membership will go into effect on March 1, 2013.
- Marlene and Justin met to review training subcommittee concepts. Scott Evans will work on a DRAFT to a training SOP for review at the next NEFAP EC meeting.
- Justin plans to compile members for the FSMO tool subcommittee (starting with the Quality Manual) in February. There will also be both NEFAP EC and FAC members on the committee. Some work has begun to pull initial information together for this subcommittee.

## Field Activities Expert Committee (FAC)

- The Voting DRAFT standard was posted on November 28<sup>th</sup> and voting opened on Dec 14<sup>th</sup>. The last day to vote was Jan 12<sup>th</sup>. The committee reviewed all comments in Denver and is completing the documentation of this effort and working on changes to the standard.
- The committee will begin work with the NEFAP EC on mobile lab issues. John will be FAC representative on this committee and others are being encouraged to volunteer.
- The chair and the NEFAP EC chair agreed the “NEFAP Training Oversight Subcommittee” will be placed with the NEFAP EC. John Moorman will be participating as a representative from NEFAP EC.
- The FAC charter was finalized and forwarded to the CSDP.
- The committee will begin work to update the NEFAP brochure. They will work with the NEFAP EC to do this.

## NELAP

### Accreditation Council

- Elected Paul Bergeron of LA DEQ as Vice Chair, replacing Steve Stubbs of TCEQ who retired at the end of August.
- The following table shows the status of implementing the 2009 TNI Standard across the NELAP ABs:

AB	Standard in Effect Now	Status/Progress
CA	2003 NELAC	Will change to 2009 TNI Standard once AB evaluation is completed
FL	2003 NELAC	Laboratories may implement 2009 TNI if desired. Accepting PT reports per 2009 TNI Standard
IL	2003 NELAC	Regulations cite 2003 NELAC standard, but are encouraging labs to move to the 2009 TNI Standard. Had intended to skip 2009 TNI standard and adopt its first revision as 2012 TNI Standard; delays in revising the standard mean that rulemaking to adopt 2009 TNI Standard will be undertaken instead
KS	2003 NELAC	Will publish regulations to adopt 2009 TNI Standard. Currently allows 2009 Standard where it is more stringent than 2003 NELAC
LA DEQ	2003 NELAC	Regulations to adopt 2009 TNI Standard should be completed by August 2013. Currently allows 2009 TNI Standard without penalty
LA DHH	2009 TNI	Changed in December 2012
MN	2003 NELAC	MN statute allows either standard, but certificates show 2003 NELAC. Unable to change completely until database modifications can be completed, but allows 2009 TNI Standard where more stringent
NH	2003 NELAC	Moving towards 2009 TNI Standard and encouraging labs to implement 2009 TNI
NJ	2003 NELAC	Regulation cites 2003 NELAC. Assessing to both 2003 NELAC and 2009 TNI Standards and providing findings to both
NY	2003 NELAC	Implementing and enforcing 2003 NELAC. Accepting

		secondary accreditations from labs with primary accreditations to 2009 TNI Standard and encouraging labs to move to 2009 TNI Standard
OR	2009 TNI	Assessing labs to 2009 TNI Standard
PA	2009 TNI	Assessing and enforcing to 2009 TNI Standard
TX	2009 TNI	2009 TNI Standard in place
UT	2009 TNI	2009 TNI Standard in place
VA	2003 NELAC	Regulation development underway, completion date uncertain

### Laboratory Accreditation System Executive Committee (LAS EC)

- Working diligently to update the SOP for managing Standards Interpretation Requests (TNI SOP 3-105.)
- Initiated development of a policy and possible SOP to address request from NELAP AC about what extent of changes to an AB's operations should warrant partial or full re-evaluation. This is particularly important in light of anticipated changes to Florida's and now Minnesota's operations, as a result of legislative changes in those states.
- Standards Interpretation Request (SIR) update

Total Number of SIRs	SIRs Closed Out	SIRs in NELAP AC Voting Process	SIRs at Expert Committees	SIRs Being Redirected
224	140	68	14	2

### Technical Assistance Committee

No meeting in January. Meeting on 2/11 to finalize report on assignment from AB Task Force and discuss potential merge with LAS EC.

## PROFICIENCY TESTING

### PT Program Executive Committee (PTP EC)

- The Chemistry FoPT Subcommittee did not meet in January. Work on the SCW tables will resume when some of the data is summarized for review. The NPW FoPT table has been submitted to the NELAP AC for review.
- The chair is working on a letter to request some of this data from the PTPAs so the Evaluation Subcommittee can determine how the data should be collected and evaluated. This will be completed in March after the PTPA evaluations are complete. Presentations were made in Denver that will help the committee determine what they need.
- The Advocacy committee requested a White Paper to discuss the importance of a PT Program. The chair and Curtis Woods are working on this paper. The DRAFT could not be reviewed in Denver and will be looked at during the regular teleconference this month.
- The SOP Subcommittee did not meet in January, but the EC will continue to work on the complaint SOP during their meeting in February and the subcommittee will take the comments and update the SOP for finalization.

- The office visit for ACLASS took place Feb 5-6. The observation will be Feb 20-22. A report will be expected within 30 days after the 22<sup>nd</sup> and a recommendation will be made.
- The Microbiology FoPT Subcommittee has started meeting.
- The WETT subcommittee is still meeting and discussing changes to PTs.

## **ADMINISTRATION**

### **Advocacy Committee**

- The committee has revised the draft position statement on quality systems for small laboratories and is close to finalizing it. After working through this first position statement, the committee will determine if any modifications to the SOP or process are needed.
- The next newsletter will be published on March 15. Michael Wichman is the editor.
- The Advocacy Committee has approved Marlene Moore and Stephanie Drier as new members. Susan Wyatt has resigned due to a scheduling conflict.
- The Advocacy Committee will work with the NEFAP program to develop a half-day targeted outreach session at the San Antonio meeting for organizations that rely on measurement data, emphasizing the importance of using accredited FMSOs.

### **Non-Governmental Accreditation Body (NGAB) Task Force**

- A meeting with stakeholders was held in Denver to gather additional input on the proposed recognition process for NGABs. A draft work group charter incorporating the concepts and timelines discussed has been prepared for the Board's consideration at today's meeting.

### **IT Committee**

- No meeting in January

### **Policy Committee**

- No meeting in January

### **Training**

- The sixth Brown Bag Webinar occurred February 8th. It is now available as a webcast. We continue to get positive feedback on these webinars and course attendance continues to be high. Survey results were in the 4-5 range. The next webinar will be in March.
- A 2013 Training Plan will be provided to the Board in March.
- A new manual survey for Webinars and Webcasts is now being used when the participant missed completing the pop-up survey.

### **2013 Environmental Measurement Symposium – San Antonio, Texas**

- 4 training proposals were received. One will be converted into a free presentation, and the other 3 will be presented on Friday in San Antonio. One will be set-up as a Webinar/ Webcast in addition to the live training.

- Deadline for Abstracts for NEMC is February 11.

### Committee Applicants

First Name	Last Name	Organization	Stakeholder interest:	Committee(s) Applied to
Gary	Ward	Oregon DEQ	Accreditation Body	Chemistry
Myron	Gunsalus	Kansas DHE	Accreditation Body	LAS EC
Scott	Siders	Illinois EPA	Accreditation Body	Chemistry
Nilda	Cox	Eurofins Analytical	Lab	NEFAP EC
Thomas	Widera	ERA	Other	SSAS
Robert	Dean	Eurofins Analytical	Other	NEFAP EC
Chris	Gunning	A2LA	Other	LAB, QS
Marlene	Moore	Advanced Systems	Other	Advocacy
Yumi	Creason	Pennsylvania DEP	Accreditation Body	PT Expert
Virgene	Mulligan	AmRad	Laboratory	PT Expert

### Membership Report (December, 2012 and January 2013)

- Active Members: 892