

# TNI Board of Directors Meeting Agenda September 10, 2014

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## 1. Roll Call

Directors	Present
Jordan Adelson	
Joe Aiello	X
Aaren Alger	X
Steve Arms	X
Justin Brown	X
Scot Cocanour	X
George Detsis	X
Judith Duncan	X
Zonetta English	
Jack Farrell	
Keith Greenaway	X
Myron Gunsalus	X
Sharon Mertens	X
Judy Morgan	X
Lara Phelps	X
Patsy Root	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Elizabeth Turner	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Iona Taunton	X
Janice Wlodarski	X

## 2. Approval of July and August Minutes

### JULY MINUTES:

**Changes:** After the call the election for the TNRC was held – should we include the results of the election? Yes. Jerry will add addendum to the bottom.

**MOTION:** Dave Speis  
**Second:** Judy Morgan  
**Approved:** Unanimous

### AUGUST MINUTES:

**MOTION:** Steve Arms  
**Second:** Scott Siders  
**Approved:** Unanimous  
**Abstentions:** Dave Speis

### 3. Strategic Planning

The meeting is scheduled for October 7 and 8 as previously indicated. For planning purposes, the list of participants needs to be finalized.

A Board book will be sent ahead of time – 1 week before for review. A printed copy will be provided at the meeting. If you can't make the meeting, review the material and send comments ahead of time. We may have 1 or 2 teleconferences for specific topics for those that can't be there in person.

### 4. PT Expert Committee Issue (Attachment 1)

Following the failure of 7 PT Expert Committee Members to vote on their Voting Draft Standard in June, a root cause analysis and corrective action plan has been approved by the Consensus Standards Development Executive Committee (CSDEC) (Attachment 1). The CSDEC has ruled this event a failure to implement the SOP. It is proposed to re-open the Standard to allow the Committee Members to vote.

We are requesting approval by the Board to re-open voting by the PTEC, and to allow other TNI members to vote again and submit comments on their Voting Draft Standard V1M1 and V2M2:

**Motion:** Scott Siders  
**Second:** Judy Morgan  
**Approved:** Unanimous

What happens to original votes and comments? They stand.

Suggested terminology: "vote incomplete"; "process roll back to accommodate a procedural failure."

Ken and Jerry will draft an announcement. To reopen by October, if possible.

### 5. Second Quarter Financial Performance

TNI second quarter financial performance was reviewed.

### 6. SOPs for Board Review and Endorsement

Over the past month, the Policy Committee has reviewed and approved four NELAP SOPs. All of these SOPs have been in development for some time and the final versions provided to the Board reflect recommendations made by the Policy Committee. A summary of each SOP is provided below:

- **SOP-3-101: NELAP Voting Procedure**  
An earlier version of SOP was endorsed by the Board in 2009. This revision adds new sections on internet voting and voting on SIRs, clarifies voting categories and has other changes recommended by the Policy Committee.
- **SOP-3-102: Evaluation of Accreditation Bodies**  
This SOP has been in existence since the formation of TNI, has undergone several revisions, but has never been provided to the Board for review. This latest version reflects the addition of a contract lead evaluator and has other changes recommended by the Policy Committee. The SOP has been "road-tested" by extensive use by the NELAP Accreditation Council and evaluation teams.
- **SOP-3-105: Standard Interpretation**  
Although this SOP was reviewed by the Board in 2011, this revision is essentially a new document, reflecting the current practice that is effectively managing the SIR process.

- **SOP-3-108: Provisional Recognition**

This SOP has not been used as the issue has so far never developed, but may later this year.

Table these SOPs for next meeting. We may discuss, at the Strategic Planning Meeting, ideas for how to streamline the review of SOPs.

## 7. Policy / SOP Status Report

As shown below, there are 22 Policies or SOPs in some stage of development. Draft indicates the document is still at the committee level; Provisional indicates it is in the queue for Policy Committee review. A comprehensive list of all Policies and SOPs will be provided as part of the package for Strategic Planning.

POL-1-113	TNI Procurement Policy	DRAFT
POL-3-100	Mutual Recognition Policy for Accreditation Bodies	DRAFT
POL-3-101	Changes to AB Operations	PROVISIONAL
POL-5-100	Accreditation Process Policy for FSMOs	PROVISIONAL
SOP-1-117	Continuing Education Credits	DRAFT
SOP-2-100	Procedures Governing Standards Development	PROVISIONAL
SOP-2-103	SSAS Table Management	DRAFT
SOP-3-100	NELAP Accreditation Council General Operation	DRAFT
SOP-3-103	Standards Review and Acceptance	DRAFT
SOP-3-106	Review of Accreditation Standards for Suitability	DRAFT
SOP-3-109	Accreditation Body Fees	DRAFT
SOP-4-101	Acceptance Limits for Proficiency Tests	DRAFT
SOP-4-102	PTP Dispute Resolution Procedure	PROVISIONAL
SOP-4-104	Evaluating Proficiency Test Provider Accreditors	PROVISIONAL
SOP-4-105	Voting Process	PROVISIONAL
SOP-4-107	FoPT Table Management	PROVISIONAL
SOP-5-102	NEFAP Voting Procedure	PROVISIONAL
SOP-5-103	Nominating Committee Procedure	PROVISIONAL
SOP-5-105	Evaluation Procedure	PROVISIONAL
SOP-5-106	NEFAP Standard Interpretations	PROVISIONAL
SOP-5-107	NEFAP Training Materials	DRAFT
SOP-5-108	NEFAP Advocacy Materials	DRAFT

## 8. Program Reports (Attachment 2)

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## Attachment 1 Failure in the Implementation of SOP 2-100; June 2014

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### Description of the Failure

The TNI Proficiency Testing (PT) Expert Committee, on May 12, 2014, published a Voting Draft Standard for V1M1 (laboratory PT requirements) and V2M2 (accreditation body PT requirements). The voting period closed on June 26, 2014. The TNI Procedures Governing Standards Development (SOP 2-100) require, in clause 5.3.6, at least two thirds of the Expert Committee Members to vote in favor for the standard to pass. Only eight out of fifteen members voted on the two standards. Although the remaining seven members all voted affirmative, the standard failed the criterion. During the voting period, the Committee Members were repeatedly reminded, verbally and by e-mail, of the importance of clause 5.3.6 and why they must vote.

### Root Cause Analysis of the Failure

The Consensus Standards Development Program Administrator interviewed by telephone, each of the committee members who did not vote. Each committee member was asked 3 questions:

#### Question 1: "Why didn't you vote?"

One committee member deliberately did not vote, because he "was too put out" by an inappropriate comment made on another draft standard. Another member gave the reason of being incapacitated through the voting period. The remaining five members all admitted they forgot to vote, with one person thinking he had another week, one having the deadline incorrectly entered on his calendar, one forgetting to put it on his calendar, one who started to vote but was pulled away and then forgot, and one who was very busy and simply overlooked it.

#### Question 2: "Do you believe it was sufficiently stressed why it was important for you to vote?"

Four people said they were sufficiently informed. One member said he was aware, but was not sure it was stressed sufficiently on this occasion. One member claimed to have missed the verbal reminders during their conference calls and only saw an e-mail reminder the day before voting ended. One member felt it had not been sufficiently stressed.

#### Question 3: "How would you have voted?"

All seven committee members said they would have voted in favor.

It is concluded from the responses to the three questions that all committee members who failed to vote were supportive of the Standard. In all but one case, the root cause was insufficient communication to stress the importance of voting.

### Corrective Action

The following corrective actions will be taken.

1. An SOP on administration of the voting process will be written. Included will be a strict process for monitoring voting by committee members and, if necessary, repeatedly reminding them to vote throughout the voting period.
2. It is implicit in SOP 2-101 (Procedures for Expert Committee Operations) that all committee members are required to vote. This SOP will be modified to make it explicit that failure to vote on a standard that is published for voting by the TNI membership will result in removal of that person from the expert committee, unless exceptional circumstances prevented the person from voting.
3. Expert Committee members typically receive an orientation on SOP 2-100 and SOP 2-101 annually. This orientation will be repeated for any person joining an Expert Committee after the general orientation has been given.

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## Attachment 2 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The standards development process was revised last year as a result of recommendations from the Corrective Action Task Force. However, the two committees (PT and Chemistry) that have presented Voting Draft Standards (VDS) this year both experienced problems that indicate the revised process still needs more development. Specifically, both committees received voter comments at the VDS stage that should have been addressed earlier at the Working Draft Standard stage. This is a particular problem for the Chemistry Committee that is being forced to make extensive revisions to the VDS that was voted on. It is now realized that much more emphasis needs to be placed on committees engaging the stakeholders early in the standards development process. Another task force will be assembled to work on this and to present recommendations to the CSDEC.
- The Chemistry Expert Committee made changes to its Calibration VDS as a result of persuasive comments received from voters. The resulting Interim Standard (IS) was presented by webinar in June and stakeholders were invited to submit further comments on the changes by August 1. There was a preliminary discussion of the comments during the Environmental Measurement Symposium in August. The committee has scheduled two conference calls to work with stakeholders (including LASEC) to make further changes to the IS before presenting it for voting by the membership.
- The PT Expert Committee is considering the voters' comments on its Voting Draft Standards for V1M1 (laboratory requirements) and V2M2 (AB requirements). Persuasive comments will be resolved by making further changes to the Standard. The committee is also working on the few comments received on its Working Draft Standards for V3 (PT Provider requirements) and V4 (PTPA requirements), and expects to present both as Voting Draft Standards in the near future.
- The Stationary Source Audit Sample Committee presented its third Working Draft Standard (V1M3; Requirements for Participation in the TNI Stationary Source Audit Sample Program) by webinar on August 18, and has invited comments by September 18.
- The Quality Systems Expert Committee will present a Tentative Interim Amendment (TIA) to V1M2 (Quality Systems General Requirements) to correct an oversight. The 2012 Standard incorrectly indicates in Section 5.6.2 (dealing with measurement traceability) that ISO 17025 language is not applicable. The confusion arose because that ISO section refers to Calibration Laboratories, but it does include requirements applicable to Testing Laboratories. The TIA will simply involve deletion of the sentence stating the section does not apply.
- Many helpful comments were received on the Radiochemistry Working Draft Standard. The committee has completed their review of the comments and has begun work on updating the Standard. The committee plans to respond to the commenters.
- The Microbiology committee posted a Working Draft Standard and comments were received through September 5<sup>th</sup>. Comments are now being compiled and the committee will begin its review on September 16<sup>th</sup>.
- The Laboratory Accreditation Body committee shared in a lively discussion of its draft process for verifying credentials of third party (contract) assessors at conference. That process will be revised, based on comments received, before being finalized and presented to the Board for consideration and approval.

## **NEFAP**

- The Evaluation SOP was sent for an email vote, but insufficient response was received to approve this SOP. It will be reviewed at the September meeting and presented for another vote.
- Mobile Lab Subcommittee: The subcommittee did a great presentation in Washington, DC. They summarized differences between the NEFAP and NELAP standard and discussed actions for moving forward. The committee did not meet in August.
- Comments on the Nomination SOP and SIR SOP were received from the Policy Committee through John Moorman. These SOPs were reviewed and discussed at the DC meeting. Justin is working on SIR 5-103. John is working on SIR 5-102 and Kim is working on SOP 5-106. Updates to these SOPs are expected to be complete by October.
- The technical evaluation has been completed for a NEFAP AB. The Recognition Committee is waiting for the Lead Evaluators report.
- A guidance document application is being submitted to the Policy Committee so the committee can start work on a Scope Guidance Document.
- Training was discussed in DC. The committee provided feedback to the FSMO Tools subcommittee. A refresher class is being looked into to train assessors to the new Standard.

### **Field Activities Expert Committee (FAC)**

- The FSMO tools subcommittee has begun preparing a written summary of the accreditation process. They will be meeting again in September. The NEFAP EC comments received in DC will be considered in planning next steps.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- The committee charter is being reviewed.
- The committee continued discussion on the sample container guidance document that the committee received some time ago. The subcommittee working on this topic is continuing to meet. The subcommittee is identifying stakeholders and checking with EPA to confirm that TNI's involvement is needed. Marlene noted the document being reviewed is a CLP document developed to define containers.
- The committee is starting work on the Scope Guidance Document to support efforts NEFAP EC efforts.

## **NELAP**

### **Accreditation Council**

- The AB evaluations for LA DHH and UT are completed and their renewals approved. One more Evaluation Team recommendation awaits an AC vote, likely at its next meeting. Five additional AB evaluations are underway, with two of those site visits completed. The lone hold-over evaluation remains active for now, but is approaching closure.
- A revised Non-Potable Water Field of Proficiency Testing Table was approved, as was the revised NELAP Evaluation SOP.
- SOP 3-103, Standards Review and Acceptance, awaits review by the Council.
- AC meetings have been cut back to once per month, unless SIRs need to be discussed at the second meeting. The October meeting will be an Assessor Call, for all NELAP assessors.

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

- The LAS EC's SOP for review of new standards for suitability was at "Provisional" status in time for the joint meeting about standards during conference. That session showed that additional changes need to be made, to ensure adequate review time, so this SOP will be revised again before submission to Policy Committee.
- The Chemistry Expert Committee has invited LAS EC to meet and discuss LAS' comments on the Calibration Interim Standard, later this month.
- Seven SIRs were received in the past month, with one accepted as a valid SIR and referred to the appropriate expert committee. The others were advised to ask their Accreditation Body, and one was accepted to become a "clarification" -- a circumstance where the language of the standard is clear but the committee believes that labs might benefit from additional guidance about how to understand and use that language from the standard.
  - SIR Update:

Total Number	Closed Out	At LASEC Review	At NELAP AC	At Committee
263	230	6	15	12

### PROFICIENCY TESTING

- A new chair has been identified for the FoPT Table Format Subcommittee. This committee will begin work in September.
- A new WET FoPT table has been approved by the PTPEC and is being forwarded to the NELAP AC for approval.
- A complaint/concern was received regarding Method 3051A. This complaint is being worked on. Concerns are being raised about the effect of preparation methods on PT results.
- Another complaint was received that is similar to a previous complaint where the PTPEC was asked to review the data that lead to an FoPT analyte limit update. The Chemistry FoPT Subcommittee will look into this complaint and report back to the PTPEC.
- The Chemistry FoPT Subcommittee is continuing the review of SCM Metals analytes.
- The PTP SOP Subcommittee is continuing their work on the Limit Determination SOP.

### ADMINISTRATION

#### Advocacy Committee

- The Advocacy Committee will prepare a summary of feedback from the workshops on Exploring the Future of Laboratory Accreditation for use by the TNI Board at the October strategic planning meeting.
- Volunteers have completed chapter outlines for most chapters in the Handbook for Good Analytical Practices in Environmental Laboratories. The target date for first drafts of chapters is the first of the calendar year.
- The next newsletter will be published on November 15. Janice Willey is the editor.

#### Non-Governmental Accreditation Bodies

- The NGAB working group and the TNI Non-governmental Accreditation Body Recognition Committee (TNRC) held a joint conference call on Sept. 3 to discuss remaining actions needed for approval of

NGABs. Pending items include: approval of the evaluation SOP by the TNI Board, development of supporting documents and forms for the evaluation process, development of training for evaluators, and development of a budget and fees for the program.

- The target date for implementation of the program is February 2015.

### **Policy Committee**

- The committee has reviewed revisions to four SOPs, addressing Policy Committee comments, and these SOPs will be presented to the Board when there is adequate time on the agenda for their consideration.
- Silky Labie was elected Vice Chair at the September 5 meeting.
- SOP 1-100 on SOPs will be slightly revised to account for the SSAS and NGAB efforts.

### **Training**

- In Progress: The review of the ethics training has been expanded to add information about a 5 minute portion of the training where the microphone was not working. Language has been agreed on to provide information about using the Ethics training for annual and refresher training. Jack has decided to prepare a 5 minute webcast that will be added to the training. Sent a message to Jack for a status update to see when this can be completed.
- The Microbiology Expert Committees had a webinar this past month to present the Working Draft Standard.
- A webinar is being planned for September 23<sup>rd</sup>: New Regulatory Limits of Hexavalent Chromium (CA) in Drinking Water – What is next?
- Certificates for webcasts have been requested and distributed.
- Tests are being reviewed for additional certificates.

### **Summer Meeting**

- NEMC 2014 was a success and planning for 2015 has begun.
- All NEMC presentations have been reviewed, converted to PDF and sent to William for website posting and Jan for inclusion in the Conference Compendium.
- Only a few papers were submitted for inclusion in the compendium. There are a few people that requested extensions, so an extension email will be prepared when the presentations are posted. The presenters will be asked to review their presentations and the option to prepare a paper will be included.

### **Membership Report**

- There were two new committee applications this month.

**Active Members:** 907