

# TNI Board of Directors Meeting Summary

## January 14, 2015

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### 1. Roll Call

Directors	Present
Jordan Adelson	
Joe Aiello	
Aaren Alger	X
Steve Arms	X
Justin Brown	X
Scot Cocanour	
George Detsis	X
Judith Duncan	X
Zonetta English	
Jack Farrell	X
Keith Greenaway	X
Myron Gunsalus	
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	
Ilona Taunton	X
Janice Wlodarski	X

### 2. Approval of December 2014 Minutes

**Changes:** None

**Motion to Approve Minutes:** Jack Farrell

**Second:** Elizabeth Turner

**Approved:** Approved

### 3. Proposed Changes to SOP 1-116

Policy Committee has revised the SOP on the SOP process (1-116) as requested, to include notification of the originating group once a document is approved. This revised SOP is presented for Board approval.

**Motion to Approve Revised SOP 1-116:** Dave Speis

**Second:** Judy Morgan

**Approved:** Approved

**4. SOP 3-103 for Board Review**

The Policy committee has approved SOP 3-103, Standards Review and Acceptance. A copy is being provided for informational purposes.

**5. Program Reports (Attachment 1)**

**6. Strategic Plan**

A second draft of the Strategic Plan from Milwaukee was provided as a separate document. The Board, in a special call on December 3, got through Goal 2.4. Tentative assignments and priorities/dates have been added for the remaining goals, but are in grayed out font. There are also a few minor fixes needed to areas shown in colored text.

*Discussion:*

Don't worry about using this time to wordsmith but use the Minutes to document the discussion and let the Council develop the policies.

**Goal 1.2**

**Objective 3:**

Current: Develop policy regarding AB implementation of standards to ensure that all participating ABs fully (*consistently?*) implement accreditation standards developed by TNI. *[reword]*

*Use instead: Develop policy regarding AB implementation of standards.*

Doesn't the Council already have a policy that may cover this? SOP 3-103 – Section 5.8 – Standards Acceptance – is what is here enough? This implies that each AB will implement the Standard, but this is not enough. We need to be clear and specific.

**Objective 9:**

Didn't we say we wanted 2 bullets here? How do we want this read?

We wanted to call out CA separately because of the special circumstances that have happened over the past couple of years.

Modify to two separate bullets: 1) All states, and 2) CA.

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**Goal 2.1**

**Objective 1:**

Couldn't find anything in my (Carol's) notes or Jan's notes to clarify what this referred to. Since we don't know why we had this here, we will eliminate it.

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### Goal 2.5

#### Objective 1:

Assignment – form special group? What’s happening now: Ilona is the training coordinator with Jerry helping out. We have a process and a plan, but it’s not working well. We wanted to put together an ad hoc committee to revisit what’s been done so far and to help determine how we want to restructure the training program moving forward.

Should the ad hoc committee be off of the board or some other committee? It will most likely be a short term committee that may meet once or twice. “Training Steering Committee (TSC)” We’ll actually form it later.

Objectives 2 - 5: Assign to the same ad hoc group (the TSC), to be formed, above.

The Advocacy Committee should be involved with Objective #5 as well.

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### Goal 2.6

#### Objective 1:

New website look/changes will be rolled out on 2/2.

#### Objective 2:

Social Media Training will be rolled out on 2/5.

#### Objective 3:

Assignment is not necessarily “staff” although staff may need to help with this. An ad hoc committee? Assign to Finance? What about the “technology” word – Finance could recruit someone to help with this. What’s the focus – the technology or the marketing? Not a high priority. Change to medium.

Does this goes under Strategy 3? Marketing is the focus first, how do we use technology to do this?

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### Goal 3.1

Move the 3<sup>rd</sup> bullet in Goal 3.2 up to Goal 3.1.

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(General Note: Objectives are not in order of importance. Just in order of how they were developed.)

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### Goal 3.2

Bring Objectives 7 & 8 from Goal 3.3 up to Goal 3.2

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### Goal 3.3

Move Objectives 7 & 8 up to Goal 3.2.

Objective 7 (QMP) – change from deadline of 2/1 to “high” priority instead.

Objective 9 (Annual Report): We’ve never done a full-blown report – only annual presentations.

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### Goal 3.4

Assign Goal 2.6, Objective 3, to the Ways and Means Committee. Keep this under Goal 2.6.

Objective 4 – Maintain errors and omissions insurance – Change date from 1/1/15 to 2/1/15.

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### NEXT STEPS

Do we want to present document as a whole, at March meeting and have a vote of approval? Or approve it now? What do we present at Crystal City?

Don’t distribute the entire document until the Board has had one last look at it and final approval. We can tell the audience in Crystal City to “look forward to it appearing soon with a link in the newsletter” for example. Talk about the concepts and general objectives, but not details.

Do we agree on wording, assigned responsibilities, and timelines? Until we start working on the objectives, it will be difficult to set timelines. Timelines will be set within each committee/working group; it’s part of the implementation plan.

Let’s approve the draft – the concept – so we can present a basic outline in Crystal City.

**Motion: Support the use of the concept and approach for the strategic plan, to basic information to membership and committees to put their charters together:**

**Motion to Approve:** Jack Farrell

**Second:** Judy Duncan

**Approved:** Unanimous

We should add a review of the Strategic Plan to Board agenda once or twice (more often?) a year. Ask each group to provide an update to the Board by April? This should be implicit in the committee charters. A semi-annual management review focusing on the strategic plan would be good.

We will approve the final Plan in the March BOD meeting, but staff can start taking bits and pieces back to their committees to start working on charters.

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## Attachment 1 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The Consensus Standards Development Executive Committee (CSDEC) has completed its revision of SOP 2-101 (Procedures for Expert Committee Operations). The main revision is a corrective action following failure of the Proficiency Testing Expert Committee to vote on its Working Draft Standard in June 2014. Only 8 of 14 Committee Members voted, resulting in failure to achieve the required two-thirds affirmative vote for the standard to pass. The revision in SOP 2-101 requires all Committee members to vote on a standard, and failure to do so will result in expulsion from the committee unless there are clear extenuating circumstances.
- The proposed re-write of SOP 2-100 (Procedures Governing Standards Development) has received suggestions for improvement from the CSDEC. Changes required by the ANSI auditors have also been made. After further minor modification the document will again be considered by the Standards Development Task Force in January.
- The “2012” Quality Systems Standard remains a Voting Draft Standard pending the Quality Systems Expert Committee approving its decisions on persuasive vs. non-persuasive comments and publication of the responses-to-comments document. The affected modules will then be submitted for vote as Interim Standards.
- The Chemistry Expert Committee awaits voters’ comments on its Interim Standard on calibration (voting ends January 17, 2015). The committee is now considering comments received on its Detection/Quantitation Working Draft Standard, and plans to present a Voting Draft Standard in the near future.
- The Laboratory Proficiency Testing Expert Committee is continuing to consider the voters’ comments on its Voting Draft Standards for V1M1 (laboratory requirements) and V2M2 Accreditation Body requirements). They plan to present the remaining Volumes (3 and 4) as Voting Draft Standards within the next month.
- The Stationary Source Audit Sample Committee (SSASC) Voting Draft Standards: V1M1, General Requirements for Stationary Source Audit Sample Providers; and V1M3, General Requirements for Participation in the TNI Stationary Source Audit Sample Program, are soon to be finalized as TNI Standards. The committee will next work on updating V1M2 (General Requirements for an Accreditor of Stationary Source Audit Sample Providers).
- The Modified Working Draft Standard approval email vote was added to the minutes for Radiochemistry. Only two comments were received on the Modified Working Draft Standard that was open for comment through January 5, 2015. Both comments are outside of the Scope of the Committee, so the Committee plans to present the standard as a Voting Draft Standard (VDS) immediately. Bob Wyeth and Ken Jackson have been contacted to determine whether the Standards Review Council (SRC) needs to review the standard before it is posted as the VDS. The 2015 Charter update will be finalized at the January meeting.
- The Microbiology committee finished their Modified Working Draft Standard Webinar on December 22<sup>nd</sup>. The comment period is open until January 22<sup>nd</sup>. There have been three commenters thus far. The committee plans to review comments at the winter meeting and begin work on the Voting Draft Standard. Work was done on the WDS Comments Summary to enter in all comments originally sent embedded into copies of the standard. Comments were reviewed and the table is being completed. The 2015 Charter update will be finalized at the January meeting.

- The LAB Expert Committee awaits the AC's consideration of how to formulate the requested policy concerning qualifications for third party (contract) assessors. LAB has a new Chair, Carl Kircher, and will elect a Vice Chair at its January meeting. There are membership opportunities available for stakeholders of the "other" category; until more "others" are added, other categories cannot be considered for membership.

## **NEFAP**

- The Nominating SOP (5-103) and SIR SOP (5-106) updates were re-reviewed by the committee and will be looked at for finalization at the next NEFAP EC meeting.
- The Mobile Lab Subcommittee did not meet in December.
- The evaluation has been completed for a NEFAP AB and the Recognition Committee has received the Lead Evaluator's report and all supporting documentation.
- A guidance document application is being submitted to the Policy Committee so the committee can start work on a Scope Guidance Document.
- The committee is voting on new FSMO tools presented by the FSMO Tools Subcommittee. All new information will be posted in January before the winter meeting.
- Language was presented to look at regarding timing and procedures for Preliminary Recognition. This will be an agenda item during the January meeting.
- The committee will start work on its Charter once it receives strategic planning direction from the Board of Directors.

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

- Three FSMO tools were presented to the NEFAP EC for voting and hopefully posting in January.
- The Container Subcommittee. Justin is having a tough time pulling people together to work on this, so he is questioning the need. He asked the committee to think of potential subcommittee members and this will be discussed further at the December meeting. If there is no interest in helping with this committee, Justin plans to talk to the Board about the need.
- The committee is continuing to work with the NEFAP EC on mobile lab issues.
- Mike Shepherd and Troy Burrows were voted to remain on the committee for another 3 years.
- The 2015 Committee Charter was updated and forwarded to CSDP EC.
- The committee has not received any additional information from the NEFAP EC Chair regarding the Scope Guidance Document.
- The committee is still looking for a Vice-Chair.
- The committee will begin work on obtaining ANSI approval on the Field Standard.

## NELAP

### Accreditation Council

- For the current round of evaluations, five AB evaluations are underway, with three more ABs having approved recognition renewal, and likely a fourth approval before the Board meeting.
- The Council continues its discussion about identifying needed policies and their desired content. Several priorities have been selected for concept development, prior to asking LASEC and LAB to “flesh out” those general concepts once agreed upon.
- A few new and revised SIRs have been sent for posting to the website for AC voting.
- The EPA Liaison to the AC, Donna Ringel of Region 2, has brought forward a verbal request from the drinking water program that all assessors involved with assessing drinking water methods will have completed either the EPA Certification Officer course or a state training program that is recognized as “equivalent” to that course. As happened with the “assess every method” expectation, this is neither a regulatory nor a statutory requirement, nor was it addressed in the April 29, 2009, EPA memo as a condition of NELAP accreditation being recognized by an EPA Region for state primacy purposes. Discussions about how to accommodate the Agency’s expectation are on-going.

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

- LAS EC members participated in the various webinars held to discuss Working Draft Standards (WDSs) during December, and will continue to be involved as Modules 4, 5 and 6 progress to Voting Draft Standards (VDS) in the coming months.
- In accordance with its stated recognition that the optimum stage for review of revisions to standards will be the VDS stage, LAS EC is also exploring how to review Modules 2, 3 and 7 which were voted and approved in 2012. At the time the Quality System modules were voted, the expectation was that one massive review of the complete set of modules would occur, so that the new process of reviewing individual modules may need to be adapted somewhat to review these.
- LAS EC continues processing SIRs as they arrive, whether new submissions or returns from the AC or responses from the expert committees. As agreed by the Board in fall of 2014, this will be the last monthly report on SIR status. Future reports will be prepared and presented on a quarterly basis, in January, April, July and October.
- Both the Assessment Forum and Mentor Session are set for the February Forum in Crystal City.
  - SIR Update:

Total Number	Closed Out	At LASEC Review	At NELAP AC	At Committee
273	246	6	6	15

## PROFICIENCY TESTING

- Work is continuing on three PT Expert Committee WDS comments. Two deal with FoPT table concerns and the third is a concern about Volume 4 and involves compiling PT data for PTPEC use. The responses are due to the PT Expert Committee before the winter meeting.
- Work is still progressing on the finalization of the new WET FoPT table. Maria is trying to reach Aaren to ask if the issue of where footnotes are placed can be handled as a separate issue and that the table be finalized at this point. It should not be held up because of a format issue.

- The committee received a new complaint asking about the limits for UV-254. They felt the failure rate was too high. The limits have not been recently updated, but the PT Provider sent the laboratory to the PTPEC to discuss the limits. The committee is continuing to work with the Chemistry FoPT Subcommittee to resolve two other complaints.
- The FoPT Table Format Subcommittee's scope is being looked at. There is a question about whether adding the methods is only an issue for the DW table and not for the NPW and solids tables. The committee voted that the methods only be included on the DW table, but Maria is looking into the original request that formed the subcommittee to confirm.
- The Chemistry FoPT Subcommittee is continuing the review of SCM data. They are continuing to work on the Pesticides.
- Andy noted that the analyte code table still needs to be corrected for the compound naming and identification inconsistency ((2,2'-oxybis (1-chloropropane) vs. bis (2-chloroisopropyl) ether). Maria forwarded this concern to the IT Committee and after this is corrected, a correction will be made to the FoPT table.
- Carl raised an issue with quantitative Microbiology PT results and the committee is looking at forming a new Microbiology FoPT Subcommittee.
- The committee has two SIRs that it is being asked to look at. This will be done by the February meeting.
- The committee will finish work on its Charter once it receives strategic planning direction from the Board of Directors.

## **ADMINISTRATION**

### **Advocacy Committee**

- The Advocacy Committee is helping to plan the 20<sup>th</sup> Anniversary celebration for the Crystal City meeting. We are looking for an attendee list from the 1995 meeting.
- A final draft of the PT Position statement has been prepared.
- Initial chapter drafts for the Handbook on Good Practices for Environmental Laboratories were due at the end of December. Some drafts have been submitted and editors reminded of the due date.

### **Non-Governmental Accreditation Bodies**

- The NGAB working group and the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) are continuing to meet jointly. Pending items include: approval of the evaluation SOP by the TNI Board, development of supporting documents and forms for the evaluation process, designing a logo and preparing an RFP for the Lead Evaluator.
- Training for evaluators will be offered on Sunday prior to the Crystal City meeting. Marlene Moore is the trainer.

### **IT Committee**

- Based on feedback from the Future's workshop in DC this summer, TNI's IT Administrator has reorganized the website to make it easier for individuals to find information. A beta test version of this site can be found here: <http://nelac-institute.org/indexbeta.php>. The IT Committee will be reviewing this new site in detail with plans to have the new site live in time for the Crystal City meeting.



## **Policy Committee**

- Policy Committee has revised the SOP on SOPs (1-116) as requested, to include notification of the originating group once a document is approved. This revised SOP is presented for Board approval at the January meeting.
- A set of NEFAP updated SOPs is currently undergoing review by Policy Committee; these comments will be returned to the Executive Committee as a set, when reviews are complete later in the winter.
- Policy Committee reviewed the AC's Standards Acceptance SOP 3-103, and has decided the edits were strictly editorial and thus this SOP does not need to be returned to the AC for a re-vote.

## **Training**

- As locations begin preparing annual Data Integrity Training, a number of requests have come in asking about using Webcast #4 (Ethics Training for Environmental Professionals) for their training. A document has been prepared to recommend how the webcast can be used with lab specific material to meet the training requirement. This is now being reviewed by AEX. Text is also being provided to replace the 5 minute portion of the Webcast where the microphone turned off. This action item will be complete in January and a NEWS update will be provided to William to post its availability.
- Certificates for webcasts have been requested and distributed.

## **Winter Meeting**

- The deadline for early registration was Monday, December 12. Around 150 have registered so far and we are at 78% of the room block and need to be at least 80%.

## **Summer Meeting**

- NEMC 2015 abstracts are now coming in – 10 have been submitted. The deadline is January 27, 2015.
- A process update was sent to the Chairs along with the 2015 Chair Responsibilities document.
- Additional information was prepared for the database and sent to William. There are a few more minor changes needed and then it is ready to be live. The chairs will have access to abstracts shortly after the database is live.

## **Quality Management Plan Update**

- Jerry plans to have a new revision in late January for the Policy Committee.

## **Complaints**

- There was one new complaint submitted. It was forwarded to the PTPEC because it was related to FoPT limits for UV-254.

## **Membership Report**

- There were no new committee applications this month.
- Active Members: 827