

TNI Board of Directors Meeting Summary

September 14, 2016

1. Roll Call

Directors	Present
Jordan Adelson	Declined
Aaren Alger	X
Steve Arms	X
Justin Brown	
Scot Cocanour	X
George Detsis	
Jack Farrell	X
Keith Greenaway	
Myron Gunsalus	X
Daniel Lashbrook	X
Judy Morgan	
Lara Phelps	X
Patsy Root	
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	
Past President	
Sharon Mertens	
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of July Minutes

Changes: Add Sharon to roll as present.

Motion to Approve the Minutes with change above: Jack Farrell

Second: Scot Cocanour

Abstentions: None

Approved: Unanimous

3. 2016 TNI Standard

As discussed in the NELAP report, there are some minor issues with the PT and Chemistry modules in Volume 1. We anticipate these will be easily resolved as editorial corrections in discussions over the next few weeks between LASEC and the affected expert committees. In the interim, the Standard is still showing as a Standard approved by TNI's Consensus Standards Development Program. Because of recent developments in California (see Agenda Item 4), the plan is for the Standard to continue to be available and then a corrected copy sent to all of those that after purchased the standard when the changes become final.

Discussion:

September 6th there was a conference call with the Council, Judy Morgan, and Jerry, and we came up with fairly easy solutions to all the objections that were raised. Also, all of these issues are editorial in nature. Jerry talked with Bob Wyeth offline and he agrees. We should be able to get these resolved in the next few weeks. We may need to have the LASEC weigh in before going back to the Expert committees. Lynn will talk with Judy in the next week or so to determine this. There is nothing here that the Board needs to talk about unless you want details.

Clarification: There were no veto votes cast - just some discussion on the PT side. There would have been veto votes at this point, and the standard would have been voted down.

Because we were coming up to the Orange County meeting, we put the Standard up on website as the 2016 Standard that had been approved by Consensus Standards Development Committee, but by nobody else. We have been selling a lot of the Standard and CA has also decided to move forward with using the 2016 version as the basis for their new program. We could pull the Standard off the web and repost at a later date, but instead we have decided to let people continue to buy it and send a corrected copy to all those that purchased the original. We will be able to add the ANSI logo at that point as well. The Board is okay with this.

4. California Update

On September 2, the Board was notified that California intends to go forward with a proposed rulemaking using the 2016 TNI Standard. The notification also indicated that one of the reasons for this decision were the TNI resources that are available to assist with implementation. This letter also asked their advisory committee to identify any portions of the standard that posed the greatest challenge for implementation. An example of such a challenge is the requirement for two (2) PTs per year, where California has already announced they would only require one. The California plan would be to have any such changes codified in regulation. Their advisory committee has two (2) groups working on this effort and Jerry Parr is participating in both groups as an advisor. There is still considerable resentment to the "TNI paywall," i.e., that TNI charges for the Standard, quality manual template, training etc. So, while great progress has been achieved, there is still much more to be done in California. Jerry has requested the Advocacy committee assist in this effort and seeks the Board's concurrence.

Discussion:

Jerry would like to get the BOD approval to have the Advocacy committee get involved in this effort. We need to better understand the implementation schedule; be able to respond to different things that may come out, especially in the areas of training, i.e., workshops in CA, perhaps need to help coordinate those things; and bringing issues and information from CA into the Houston meeting for input as to what's going on.

This is an important area to be focused on right now. There may be other duties as assigned. We cannot assume they will come around on the PT requirement, which means they will not be a NELAP AB. The annual audit not applying to CA labs is a big question. Other states have 2-tiered programs or they exempt municipal labs from using the Standard. CA – 1 tiered program – all labs. We should be listening to the small lab community for those things that are painful for them and address them in the future.

Consensus that Advocacy is the correct group. They would just need/like some guidance. Jerry will start with copying Advocacy on the information that has been provided/pass around over the last month or so.

5. Houston Meeting

Preliminary efforts are underway for the winter meeting to be held in Houston, Texas January 23-26, 2017. Jerry forwarded a preliminary schedule under separate cover for review.

6. Summary of Committee Reports from Orange County (Attachment 1)

7. Program Reports (Attachment 2)

Attachment 1
Summary of TNI Board of Directors Meeting – Reports from Committees
August 11, 2016
4-5 pm PDT Garden Grove, CA

Attendees:

Board of Directors:	Jordan Adelson, US Navy Aaren Alger, Pennsylvania DEP Steve Arms, LDC Florida George Detsis, US DOE Jack Farrell, Analytical Excellence Myron Gunsalus, Kansas DHE Daniel Lashbrook, Eurofins Eaton Analytical Sharon Mertens, MMSD Judy Morgan, Pace Analytical Lara Phelps, USEPA OSA Scott Siders, PDC Laboratories Alfredo Sotomayor, MMSD Dave Speis, Eurofins QC Laboratories, Inc.
Program Administrators:	Lynn Bradley Ken Jackson Jerry Parr Ilona Taunton
Committee Chairs:	Richard Burrows, TestAmerica, Inc. Maria Friedman, Independent Assessor Shawn Kassner, Neptune, Inc. Paul Junio, Northern Lake Service Kim Watson, Stone Environmental Robert Wyeth, Independent Consultant

Alfredo opened the meeting at 4 pm, and asked that each group provide a quick summary of its activities during the week plus an estimate of meeting time needed at conference in Houston.

CSDEC – Bob Wyeth, reporting

lunch meeting in Houston

Bob offered kudos to the expert committees and the involved membership of TNI for successful completion of the revisions. Four committees presented summaries of changes to their respective modules earlier on Thursday, and there are webinars and guidance documents still to be produced to complete preparations for adoption and implementation of the full Volume 1.

A revised draft of ISO 17025 will be coming out soon, and he anticipates this requiring many changes to the Quality Systems module (V1M2), but not a lot for other modules. Meanwhile, CSDEC is working on SOPs and a NELAP Glossary. CSDEC is trying to form an Asbestos Expert Committee and has a draft charter for that group prepared.

QS Expert Committee – Paul Junio

half day in Houston

This group presented its changes to the QS module. During the fall, they will work on the Small Lab Handbook and address some rad chem issues, as well as formulating a plan for how to handle upcoming changes to ISO 17025.

Chemistry Expert Committee – Richard Burrows

half day in Houston

Richard expressed relief at not leading a working session, but rather a presentation about the standard. Valerie Slavin will take over as Committee Chair. For the fall, the committee will address demonstrations of competency. Valerie believes the promised guidance documents are complete now.

Microbiology Expert Committee – Ilona Taunton

quarter day in Houston

Presented changes to the standard. Going forward, they will work on the Small Lab Handbook and tools for implementing the new module.

WET Expert Committee – Lynn Bradley

half day in Houston

The Tuesday afternoon session for this group was primarily a follow-on session to the morning's Assessment Forum, after a brief presentation of the committee's membership and progress to date. Future plans await the ability to begin revising the WET module of the standard.

Radiological Chemistry Expert Committee – Ilona Taunton

not recorded

This committee did not meet, but will be working on the Small Lab Handbook and planning for assessor training and a webinar about compliance with the standard, going forward.

LAB Expert Committee – Lynn Bradley

half day in Houston

Dan Hickman gave a live demo of the updated software for the Generic Application and participants discussed preliminary thoughts on revisions of Volume 2 of the standard. NOTE: At the end of the meeting, a suggestion was made to develop a checklist and questions to be used for the evaluation of ABs (possibly to include NGABs as well as governmental) and possibly for performing the on-site assessments.

PTPEC – Maria Friedman

half day in Houston

Session attendance was high as the committee discussed how to evaluate the preparation of PTs with its draft SOP. Also, they got permission to look at the DOE's PT data. A confidential update about updating FoPT tables was provided by the PTPs, and the committee initiated a vote to approve the updated NPW and SCM FoPT tables, so they can be sent to the NELAP AC for approval and acceptance.

PT Expert Committee – Shawn Kassner

quarter day in Houston

The committee celebrates completing all four modules/volumes of PT revisions, and welcomes a return to only monthly meetings. They will begin cataloguing "parking lot" items as well as developing training for the newly revised modules/volumes.

NEFAP – Kim Watson

quarter day for a joint meeting with FAC

NEFAP's focus was on its strategic plan subcommittee, which is working on advocacy efforts. Their workshop on Wednesday had 45 participants, and was a joint effort with FAC to create strategies to get FSMOs accredited to the standard.

Field Activities Committee – Kim Watson

quarter day for joint meeting with NEFAP

This group expects to have its standard revisions completed by December. Implementation tools are being developed as well, and they are looking at the anticipated ISO 17025 changes to see how to realign the standard to address those.

NELAP AC – Aaren Alger

quarter day in Houston

After discussing how the current evaluation cycle is winding down, with only two evaluations pending completion, discussion of revisions to the Evaluation SOP took up most of the remaining time. These revisions were to improve efficiency and the overall process while cutting costs and the Defense Department representative offered to share their evaluation SOP. Aaren thanked the expert committees for their efforts in revising the standard, and received a motion to begin voting on Monday, August 15, on the LASEC's recommendations that the AC accept the remaining individual modules of the 2016 standard.

Several small group meetings included AC members – an Advocacy Committee meeting with EPA about how to address the “equally effective” determination between NELAP and drinking water certification, a lunch meeting about LAMS, and an impromptu lunch meeting of AC members. Jerry promised that all ABs would get a copy of Volume 1 of the 2016 TNI Standard by Monday, August 15.

LASEC – Judy Morgan

quarter day in Houston

The final review of the complete Volume 1 is underway, as LASEC awaits responses from the AC about its recommendations to accept individual modules of Volume 1. Judy offered kudos to the expert committees on completing the revisions, and noted that the guidance documents from the Chemistry Committee will soon begin review. Two policies are in draft form. The one about minimum requirements for assessing test methods was discussed with participants. The other policy will be about how to document that prep methods are assessed when different ABs don't always accredit the prep methods separately from the determinative step – this policy should be ready for discussion in Houston.

Assessment Forum and Mentor Session – Jack Farrell

three half days in Houston

The Mentor Session had probably 100+ attendees and was well received on Monday morning, and the Monday afternoon Assessment Forum (planned to assist California labs in particular) had perhaps 40-50 CA labs in attendance. The extremely successful Tuesday morning Assessment Forum featuring how to assess WET labs brought a capacity crowd with standees in the hallway. Probably the Houston sessions will include the one on the upcoming Method Update Rule, one about Standard Methods, and one additional topic. A request was made that these sessions not overlap the NELAP AC and LASEC sessions, so that AB representatives can participate in the Assessment Forum and Mentor Session activities.

LAMS and IT Committee – Jerry Parr

lunch meeting

This was a joint meeting with the NELAP AC, where Dan Hickman discussed progress in getting FoAs reported into LAMS by the NELAP ABs, and also briefly mentioned the planned presentation

SSAS – Bob Wyeth

no meeting planned (members don't attend)

This group continues to work on technical issues regarding Method 8 and three other methods.

NGAB – Alfredo Sotomayor

quarter day in Houston

The working group and the TNRC presented their thoughts on possible restructuring of TNI's organization chart to group the several AB recognition activities under one "umbrella" while maintaining the individual program activities needed for each activity. The group hopes to have an organic model to present in Houston, for adoption by the Board.

NEMC Steering and Advocacy Committees – Jerry Parr

(planning for Houston)

Monday morning will be the committee Annual Reports of accomplishments and plans, at the annual meeting, plus an hour to roll out the QMP, and Warren Merkle will address changes to ISO 17025. Monday afternoon and beyond will have three concurrent sessions. There will be opportunities to discuss the 2016 standard and likely a workshop for TX and LA labs. Jerry noted that ISO 17011 is being revised too and may be completed sooner than 17025. A new half-day Small Lab Forum will be introduced, and may replace one of the Mentor Session or Assessment Forum events, with a special 1-day price for small labs to attend this event. Ken Lancaster will contribute to the development of this since TX labs are most likely to participate.

Advocacy Committee – Steve Arms

half day in Houston

This committee will meet the day after the Board report-outs, on Friday morning. They will continue reviewing progress towards meeting the Strategic Plan assignments, review the EPA meeting about "equally effective" with certification programs, and discuss tentative assignments for the upcoming TNI newsletter.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- All four (4) volumes of the 2016 Environmental Sector standard are Final Standards, having passed the voting process with resolution of all persuasive comments. Volume 1 (Management and Technical Requirements for Laboratories Performing Environmental Analysis) is now available and several copies have already been purchased. Volume 2 (General requirements for Accreditation Bodies Accrediting Environmental Laboratories) is undergoing final formatting and will then be submitted to LASEC for review. Volume 3 (General Requirements for Environmental Proficiency Test Providers) and Volume 4 (General Requirements for an Accreditor of Environmental Proficiency Test Providers) will have their formatting complete within the next 3-4 weeks.
- In accordance with ANSI requirements, a notice of the availability of the Environmental Sector 2016 Standards has been published in *Standards Action* for public review and comment. If no objections are received by October 24, we will then submit a request for the standards to be designated as American National Standards. Normally, ANSI completes this final stage of approval within 2 weeks.
- The FSMO standards are already in the final stage of ANSI designation as American National Standards, and that approval is expected any day.
- The Consensus Standards Development Executive Committee is working on an SOP on the Format and Style of Consensus Standards. This was originally drafted as a guidance document, but the Policy Committee recommended an SOP would be more appropriate.
- Proposed members of the new Asbestos Testing Expert Committee will shortly hold their first conference call to select a chair and develop a committee charter. At least one more member is being sought.
- The Quality Systems Committee is continuing to work on the Small Laboratory Handbook. How to complete this manual by March 2017 will be a topic of conversation this month. A number of expert committees have been helping with the effort, but more communication will be needed with all expert committees to finish this project. The committee has worked on a number of SIRs that have been forwarded for approval. New committee member: Jacob Oaxaca from CA ELAP – AB.
- During its session at conference, the Laboratory Accreditation Body Committee (LAB) was treated to a live demonstration of the updated generic application software. This product, developed by the TNI Webmaster and TNI's Database Administrator, in conjunction with the IT Committee, is now ready for beta testing and pilot implementation. KS has been considering its use, and two other ABs are contemplating its adoption. Also, during the meeting at conference, LAB held an informal discussion of changes that participants might want made when the committee becomes able to formally initiate revisions to V2M1 and V2M3. When CSDEC notifies this group that they can formally announce the planned revision for AB operations, this preliminary work should speed up the process considerably. LAB now has one membership request pending, and will consider this request at its September meeting.
- The Whole Effluent Toxicity (WET) committee is also gearing up to revise its module (V1M7) of the TNI ELSS as soon as the 2016 Standard is completed, with volunteers lined up to lead the efforts for particular issues within the module. The committee was satisfied with the Board's decision that it need not attempt to fulfill any role in the PTPEC's FoPT table development process. The WET Assessment Forum session at conference was a roaring success, and discussion continued into the scheduled WET committee meeting later in the day. Most committee members contributed something to the presentation, whether graphics or comments, but Ginger Briggs of Bio-Analytical in Louisiana did the actual PowerPoint development and the bulk of the presentation. The committee plans to work with TNI's Educational

Delivery System to create a webinar based on the presentation, for use in training WET assessors, later in the fall.

- The Microbiology Committee is continuing to work on the Small Lab Handbook.

NEFAP EXECUTIVE COMMITTEE

- A few short videos were recorded of FSMOs describing why they got accredited. These will be sent to Ilona and she will work with someone to finalize them for posting.
- The Mobile Lab Subcommittee will be sending a formal request in October to the TNI Board of Directors to form a "Task Force" or special committee to continue work on the following strategic initiative: Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP. The subcommittee has collected data that will be helpful to this new group.
- The Strategic/Marketing Subcommittee has not met this month.
- The FSMO workshop in Orange County had almost 50 attendees and 2 additional attendees by Webinar.
- The NEFAP EC approached the Policy Committee for approval of their definition of AB in NEFAP. There has not yet been a response.
- The vote for committee membership was completed in early August and all 4 nominees were voted onto the committee for a second term: Carl Kircher, Paul Bergeron, Calista Daigle, and Nilda Cox.
- The committee will begin work on their Charter in October.
- The committee started the review of the NEFAP website and will be sending recommendations to William by the end of October.

Field Activities Expert Committee (FAC)

- The committee has started discussions on when to start the review of the Standard. Ilona has contacted Jerry to see if TNI can get a copy of the ISO 17011 DIS to begin work on the FSMO AB Standard.
- Work on the Scope Guidance document is continuing. There have been some issues with meeting dates, but the committee plans to start meeting consistently again this month and more information can be provided next month.
- The ANSI application has been submitted by Ken. We will await a response and provide any additional information requested.
- A doodle has been sent to reconstitute the FSMO Implementation Tools Subcommittee. A Quality Manual Template is one of the tools that will be looked at.

NELAP

Accreditation Council

- Two evaluations remain incomplete, but OR has submitted its final corrective action, so soon there should be only MN, where the required observation could not be scheduled yet. Minnesota has been granted a temporary extension of its certificate until such time as the Council can act on the recommendation of the evaluation team. KS was upgraded to full and NJ, the remaining provisional recognition, continues to submit satisfactory quarterly reports.
- The Council initiated a vote during its session at conference on the recommendations from LASEC for accepting the remaining 5 standards documents for Volume 1. The actual voting was delayed until August 15, and open for two weeks on email. On August 22, the Council met to discuss the modules, after hearing the presentations at conference. With the vote completed on Monday, August 29, there were six “no” votes for the Chemistry module and three “no” votes for the V1 PT module. The Council will consider these outcomes in consultation with LASEC and Jerry at its September 6 meeting.
- At its first opportunity, the AC will consider Policy Committee’s recommendations about the revised NELAP Evaluation SOP 3-102, and also an additional AB responsibility to be added to the NELAP Mutual Recognition Policy 3-100, to require biweekly (or more often) reporting to LAMS.
- Several AC representatives participated in the Advocacy Committee’s meeting with EPA drinking water representatives, during conference. The issue of improved accessibility and quality for the drinking water certification officer course was brought up, and a small workgroup of AC representatives will be formed to make recommendations to the Agency about how the course could better meet state AB and certification body needs, both for timely access but also to have the final testing better reflect the work that an assessor does.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC has initiated its final review of the complete Volume 1 of the 2016 TNI ELSS, but will not formulate a final recommendation to the NELAP AC until the results of recommendations about the individual modules of V1 are resolved. The AC has not yet voted on the LASEC recommendation about the V2 PT module (V2M2.) PT volumes V3 and V4 have been handed off to PTPEC, per the July 2016 Board meeting.
- The LASEC Review of Standards for Suitability SOP 3-106 awaits Policy Committee review of the changes made in response to Policy’s recommendations.
- During its session at conference, LASEC reviewed a draft of the AC-requested policy to define how an AB should select analytical methods for review during a laboratory’s assessment. All drinking water methods must be reviewed, per EPA, but for other methods, this policy will eventually define a scheme that will enable consistent choices among ABs for other methods to be reviewed. It became obvious during the discussion that this policy will need to “fit” with the still-to-be-drafted prep method policy, that will ensure documentation that prep methods were assessed even when prep methods are not listed in the scope of accreditation by an individual AB.
- The Assessment Forum and Mentor Session in southern California were completely successful!

PROFICIENCY TESTING

- The committee is continuing to make progress on developing new methods to update FoPT tables. Ideas being considered include looking at statistics on previous PTs to determine which PTs have potential issues and should be reviewed more frequently. There is also discussion about including prep methods, but this needs to be carefully evaluated – is there a need for this?
- The committee is reviewing all FoPT tables to determine where updates are needed. They are also looking at the need for the Lead and Protozoa tables.
- Ken will be putting the final versions of Volume 3 and 4 of the Standard together for the committee to review in October and hopefully approve by November. The committee will then determine an implementation date. There are a number of improvements the committee would like to start using, but there are also a number of SOPs that need to be in place before the new Standard can be used.
- Maria talked to Jerry Parr about getting help from TNI to work through issues with PT Providers that have not submitted PT data to the new PT Database being used to collect PT data for FoPT updates and analyte additions.
- SOP Subcommittee: Work on the PTPA checklist is continuing.
- FoPT Table Format Subcommittee: The subcommittee is comparing analyte codes and names on FoPT Tables to what is in LAMS.
- Microbiology FoPT Subcommittee: PT data has been received and the committee is determining whether enough data has been received to determine new limits.

ADMINISTRATION

Non-Governmental Accreditation Bodies

- The NGAB working group and TNRC will meet on September 20 to review and discuss comments from the summer meeting on potential organizational structures for TNI's recognition programs.
- The group will also begin reviewing a draft complaints and appeals process.
- Two corrective action reports are being reviewed and additional information was requested from the ABs. The target is to have all corrective actions closed out and all information forwarded to the TNRC by the end of October.
- An appeals process for this accreditation still needs to be developed.

Advocacy Committee

- Target publication date for the next newsletter is November 1. Robin Cook is the editor.
- The Marketing and Outreach Subcommittee chaired by Sharon Mertens is planning to hold an open meeting with vendors to generate ideas for outreach.
- The Advocacy Committee is discussing ideas to help publicize and train on the 2016 standard. One suggestion is to develop a "pilot" session for the FSEA meeting this fall and then use that session as a model for the Texas meeting.

- The Alaska DEC is revising their regulations to require a TNI laboratory accreditation for their underground storage tank laboratories. The Advocacy Committee plans to stay connected to the program to assist with any outreach needed.

Policy Committee

- During July, the NELAP Evaluation SOP 3-102 was reviewed and recommendations returned to the Accreditation Council. Policy Committee did not meet in August. For the September meeting, the draft checklists mentioned in the TNI QMP will be reviewed prior to distribution to the individual committees for their review and approval. This review should be completed so that the checklists can be in place for the anticipated QMP implementation at the beginning of 2017.

Training

- William Lipps' Webinar, "How to Select Laboratory Instruments for Environmental Testing", has been set-up as a two-part webinar. Registration information is available on the TNI site and a flyer has been sent out.
- The FSMO Workshop webinar in Orange County was recorded. Ilona will work with William to get this posted as a Webcast. There may be portions of the June webinar that will need to be added to the Orange County Webinar.

NEMC

- All presentations from the 2016 conference were converted to PDFs and are now on the NEMC.us site.
- Still in Progress: Jan expects to have the 2014 and 2015 Proceedings complete before the end of the year. The Proceeding will include papers.

Membership Report

- There were 4 new committee applications that have been forwarded to the committee chair and Program Administrator.
- Active Members: 875