

TNI Board of Directors Meeting Summary January 13, 2016

1. Roll Call

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

2. Approval of December 2016 Minutes

Motion to Approve: Judy Morgan
Second: Dave Speis
Abstentions: Patsy Root
Approved: Unanimous

3. Policy 3-100

The policy establishes the responsibilities of primary and secondary NELAP-recognized accreditation bodies as they relate to mutual recognition, describes circumstances when the policy does not apply, and prescribes how disputes relating to the policy between or among accreditation bodies are to be resolved. According to SOP 1-116, the Board may choose to review this policy, but is not required to do so.

Motion to Approve Policy 3-100: Jack Farrell
Second: Patsy Root
Approved: Unanimous

4. SOP 7-100

As discussed in the December minutes, this SOP describes the procedures TNI will use to evaluate NGABs for initial or continuing recognition based on their conformance to TNI Standard for the Environmental Laboratory Sector, Volume 2, "General Requirements for Accreditation Bodies Accrediting Environmental Laboratories." The Board wanted additional time to review this document.

Motion to Approve: Steve Arms
Second: George Detsis
Abstentions: Keith Greenaway
Approved: Unanimous

5. Tulsa Update

There are currently around 200 registered for the conference and we have made the hotel room block commitment. There are only three special meetings so far – a meeting Monday pm to discuss NELAP costs, a lunch meeting on Tuesday to discuss asbestos PT samples, and a newcomer's reception on Tuesday from 5:30 – 6:30. Pre-registration closes on 1/12.

6. EPA Grant

TNI was notified on January 11 that our application to provide "Training and Technical Assistance to Improve Water Quality" was not accepted. We have the opportunity for a debrief.

Is it worth our effort to have a debrief? Yes. We will be able to see the comments made by the reviewers and why we scored the way we did. Feedback might help us in the future.

7. Board Election

Steve sent out a letter to everyone with information on the candidates presented for the election. Elections begin this coming Monday (January 18th), through February 15th, which includes our time in Tulsa.

Zonetta English, Elizabeth Turner, and Sharon Mertens will be rotating off. Sharon will become past-chair and she can continue on the Board as a non-voting member.

We also need to be thinking about elected officers for our March meeting.

8. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Chemistry committee will have a conference call on January 18, when it is scheduled to approve its responses to voters' comments on its Interim Standard on Detection and Quantitation (V1M4, Section 1.5.1 and 1.5.2). The final standard will then be approved by the committee, and this will complete its work on the "2015" standard.
- On January 18, the Proficiency Testing Committee expects to finish considering comments on its Volume 3 (PT Providers) Voting Draft Standard. Consideration of comments on Volume 4 (PT Provider Accreditors) is also almost complete. Interim Standards for both volumes will follow.
- One new member of the "other" category has been identified and elected to membership in the Laboratory Accreditation Body Committee pending the President's formal appointment. Another "other" member will likely accept the invitation to join LAB, and this will enable LAB to bring on additional members from other stakeholder categories. LAB plans to have a demo of the generic application at its meeting in Tulsa – please check it out if you're available at that time! Possibly as many as three states are poised to begin using this as the year 2016 progresses.
- The Whole Effluent Toxicity Committee hopes to have members present for a committee meeting in Tulsa, and may have formal approval of its goals and priorities by that time.
- The Radiochemistry Committee is continuing to discuss tools to help with the implementation of the new standard. The committee will be doing a training at the Winter Forum and a subcommittee has been formed to work on the Small Lab Handbook. The committee is also looking at developing Technical training that will be given in 2017. The committee is reviewing the Best Lab Practices document Advocacy has been working on. They have concerns that will be expressed to Advocacy.
- The Interim Standard for Microbiology vote closed on December 7 and the committee is addressing comments. There were four similar comments submitted that the committee feels are non-persuasive. Robin is contacting the submitters for clarification and then the committee will prepare a final comment response document and move the Standard on to a final Standard. The committee is continuing to work on the Small Lab Handbook. The committee finished up their review on the Best Lab Practices document prepared by Advocacy. Final comments are being forwarded by Robin.
- The Quality Systems Committee is still working on a number of SIRs that have not been completed. Revised language has been sent to the LASEC. The committee finished up its review of the VDS comments and an Interim Standard has been posted for vote. A response to comment on the VDS has also been posted. The vote closes February 22, 2016. The committee will begin work on the Handbook again in Tulsa. Due to membership, rotations, the committee will be out of balance at the end of January. The committee needs members from the AB and Other categories.

NEFAP EXECUTIVE COMMITTEE

- The committee still needs updates to be made by William to the web pages. A few requests have been sent to get the tools and Marlene's webinar posted. The work being done on NEFAP strategic planning will require a greater use of the website and there is concern that the trouble getting the site updated will prevent the NEFAP AC from making the progress they want to make

to get information out about the Program. Kim and Ilona will try to set-up a meeting with William in Tulsa to see what they can do make updates easier in the future.

- The strategic planning/marketing subcommittee is continuing to meet. A written plan has been drafted and is being used as part of the NEFAP update to be presented in Tulsa. The subcommittee is working on an abstract for a session at NEMC to do a NEFAP workshop.
- Membership of the Recognition Committee is being reviewed. One member resigned and a new member needs to be added.
- The Mobile Lab Subcommittee has finished its survey and results will be presented in Tulsa. Progress is being made on the NELAP side – there are now two states accepting secondary accreditation for Mobile labs.
- Implementation procedures for the new Standard will be discussed in Tulsa as part of the committee agenda.
- The committee is updating flow charts for ABs.

Field Activities Expert Committee (FAC)

- Three FSMO tools were sent to William for posting on the NEFAP EC website, but they have not yet been posted. Ilona sent a reminder. See note about website concerns under NEFAP.
- The Container Subcommittee: The committee has decided to table this activity due to lack of volunteer participation.
- The committee is continuing to work on the Scope Guidance document.
- Progress has been made on the ANSI application. We should have the go ahead in the next week to begin work to final this process. Ilona has outlined this process and it will be presented in Tulsa.
- The committee finalized its 2016 Charter.

NELAP

Accreditation Council

- Seven evaluations are complete with renewals approved. Two recommendations from the Evaluation Team await AC action and four more are in various stages of the process – one approaching completion, two site visits scheduled, and one application due this month. We still expect to receive Oklahoma's application sometime in early 2016. The Council continues discussing and considering changes to the evaluation process for the next cycle that begins in December 2016.
- Policy Committee has approved the revised NELAP Mutual Recognition Policy 3-100 and it is offered for Board endorsement at this meeting.
- The AC has received a recommendation from LASEC to adopt the Calibration Standard, and will conduct its review of this document in accordance with the NELAP Standards Acceptance SOP 3-103. Each document will be reviewed individually as completed, but the final adoption of a new standard will only occur after the complete standard "package" is provided to the AC for final review and consideration.

- The NELAP Assessor Call on the topic of Remote Data Review generated great participation, and the summary along with the TestAmerica presentation will be posted for the APHL State Assessor Forum participants to see, once approved by the AC.

Laboratory Accreditation System Executive Committee (LAS EC)

- LASEC members received a recommendation from the WET Expert Committee that the 2012 revision of V1M7 not be recommended for adoption, but rather that the 2009 version be carried forward. Ample justification and explanations for this request were provided. As a result, LASEC rescinded its earlier approval of 2012 V1M7 (based on “auditable and implementable” criteria); the basis for this decision was that the 2012 version does not meet the “suitability” criteria of LASEC’s Standards Review SOP 3-106. The recommendation to carry forward the 2009 V1M7, along with recommendations to adopt the Asbestos (V1M3) and Radiological Chemistry (V1M6) modules, will be presented to the NELAP AC, probably at conference in January. Recommendations for the other modules are either in development as reviews proceed.
- The Assessment Forum and Mentor Session at the winter meeting in Tulsa are oriented especially to help Oklahoma labs prepare for NELAP accreditation, but will of course be useful and helpful to others as well.
- LASEC continues its review and development of two policies -- an expanded draft policy for how methods are to be selected and assessed during reassessment site visits and “prep method” policy addressing how ABs will document that prep methods have been assessed, since not all ABs formally accredit the “prep methods” separate from analytical methods. Once final, these two policies will be forwarded to the AC for its consideration.

PROFICIENCY TESTING

- Still in progress: Maria is working on responses to the two old SIRs. These SIRs center around asking labs to run PTs for methods that they were not designed for. Usually a concentration issue. The committee received a response from the NELAP AC and they preferred that the exemption form prepared by the PTPEC not be used. They felt it implied that all states are willing to consider exemptions and apparently that is not the case. The NELAP AC feels the issues surrounding SIR #26 have been solved and there is no longer an issue. Ilona pulled together this information and Maria is reviewing it and will prepare a DRAFT response for the committee to look at in Tulsa.
- In Progress: The committee chair and PA met with PTPAs and PT Providers to finalize the format for collecting data to make FoPT updates much easier. The information is in review and the committee expects to have instructions for William by Tulsa.
- The Chemistry FoPT Subcommittee has considered the petition that was submitted to add EDB and DBCP into the SCM FoPT Table at 0.7-7 ug/kg and has returned a recommendation to the PTPEC. The Subcommittee voted to return the petition to the submitter and recommend that it be resubmitted with actual soil-matrix proficiency test data at the requested concentration level range, along with a designated reference method designed for soil at 0.7-7.0 ug/kg. The PTPEC agreed and Maria is contacting the submitter.
- The NELAP AC has approved the Analyte Request submitted by Carl Kircher to add cis-1,3-Dichloropropene and trans-1,3-Dichloropropene to the SCM FoPT Table at the low-level and medium-level concentration ranges. A request for data is being prepared for the PT Providers and the ARA has been forwarded to the Chemistry FoPT Subcommittee for evaluation.

- The SOP Subcommittee is still working on addressing Policy Committee comments to SOPs. They have also started working on the evaluation checklist for the next round of PTPA evaluations.
- The WETT FoPT Subcommittee has approached Brian with DMR to find out if the instructions in question can be added to the DMR instructions. There is no update yet. The NELAP AC approved the table after the removal of the instructions in question and the effective date will be 7/31/16.
- The FoPT Table Format Subcommittee. The subcommittee will begin adding CAS numbers in January.
- The Microbiology FoPT Subcommittee Scope has been updated and this committee will begin meeting again after Tulsa.
- The Chemistry FoPT Subcommittee finished review of SCM data and has sent a cover letter and updated SCM FoPT table to the PTPEC for approval.
- The committee reviewed the TNI Strategic Plan and updated their Charter. The updates will be finalized in Tulsa.
- The committee is finalizing new membership. Ilona collected all applicant information and prepared a summary for the committee to review.
- An issue has come up on asbestos PT samples and a special meeting will be held in Tulsa.

ADMINISTRATION

Advocacy Committee

- The Advocacy Committee will present a “dry run” of the webinar developed for California labs at the Tulsa meeting. This webinar focuses on explaining the TNI standards and includes comparisons to other accreditation programs.
- At the request of the Ways and Means task force, the Advocacy Committee is developing a list of regional laboratory meetings to focus on for membership recruiting.
- The Advocacy Committee assisted with planning a reception for young (new) professionals in Tulsa.

Non-Governmental Accreditation Bodies

- Processing is continuing on recognition applications from three NGABs, and evaluation teams have been formed. All evaluations will begin after the Tulsa meeting.
- The NGAB working group is continuing with development of options paper recommending an organizational home for the NGAB activities. They are focusing on resolution of concerns expressed by a member of the NELAP AC.
- The NGAB Evaluator Webcast is now available and has been forwarded to persons required to take the course.

Finance Committee

- The committee met on January 7 to review the January cash projections and is planning a meeting on Sunday, January 24 to work on the 2016 budget. The committee is also meeting with the NELAP AC on Monday to discuss the NELAP budget and potential fee increases.

NEMC

- The Abstract submission process is now open on the NEMC website. The database to begin review abstracts is in progress.
- Potential Plenary and keynote speakers are being finalized for the conference.
- Jan expects to have the 2014 and 2015 Proceedings complete in the near future.

Policy Committee

- Policy Committee continues to review documents and processes for internal audits that will be included in, or accompany, the draft TNI Quality Management Plan. Self-audit checklists comprised of a “generic” portion suitable for all committees and a “specific” portion based on the individual committees’ SOPs and policies, are being prepared and will be provided to each committee for review. Once deemed acceptable, these checklists will form the basis for annual internal audits of TNI committees.

Training

- The NGAB Evaluator training webcast is now available and has been sent to everyone required to take the class or who started the webinar and needed to finish using the webcast. Quizzes continue to be graded and certificates are being prepared as needed.
- A new training proposal has been submitted: How to Select Laboratory Instruments for Environmental Testing. It is being proposed as a 1 hour webinar.
- The Radiochemistry Expert Committee will be doing a Webinar on the new TNI Standard for Module 6. This will occur during the Tulsa meeting.

Membership Report

- There were 4 new committee applications that have been forwarded to the committee chair and program administrator. Three were applications for the PTPEC that are currently being reviewed and finalized and the other was for LAB.
- Active Members: 785