

TNI Board of Directors Meeting Summary

January 10, 2018

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	
Steve Arms	X
Justin Brown	X
Jack Farrell	X
Chris Gunning	
Myron Gunsalus	X
Daniel Lashbrook	X
Judy Morgan	X
Cheryl Nolan	X
Lara Phelps	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Past Chair	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Ken Jackson	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X

2. Approval of December Minutes

Changes: Sharon should be noted as Past-Chair in roll call.

Motion: Judy Morgan

Second: Dave Speis

Approved: Unanimous

3. Board Election

- January 10, 2018 – Nomination Committee will review the nominations and prepare a slate of candidates.
- January 16 – Voting opens with the announcement of the slate of candidates on the TNI website
- January 22 – Forum on Environmental Accreditation – Candidates Meet and Greet
- February 12 – Voting closes
- March 14 – Newly elected Directors assume office

Sharon will provide a summary of the slate during the call.

There have been six nominations: Curtis Wood, Dave Speis, Bob DiRenzo, Maria Friedman, Jack Farrell, Myrun Gunzalus. Three of these nominations are from members of the Board; of the other three, Bob DiRenzo would be representing the Laboratory sector, Curtis Wood representing Other, and Maria Friedman representing an AB.

Sharon will be completing the bios for the slate shortly. Voting will open on January 16 with a presentation in Albuquerque. Voting will close February 12. Newly elected members will come on board in March.

Nominating Committee: Aurora Shields, Katherine K. and Sharon Metrens

4. Lara Phelps

Lara has accepted a new position within EPA as the Deputy Division Director for the Air and Energy Management Division, National Risk Management Research Laboratory, Office of Research and Development. Congratulations Lara! AEMD is responsible for research, development, and evaluation of air pollution control technologies and methods to characterize and mitigate emissions of air pollutants. AEMD performs research on measurement methods, combustion modification techniques, and other pollution control techniques to understand their capacity to reduce emissions such as fine particulates, toxic metals, and greenhouse gases.

This change will affect Lara's role in TNI. Although all details are not finalized, Lara will share with the Board what she knows at this time.

5. SOPs for Review

The Policy Committee reviewed and approved these SOPs:

- SOP 2-103 Rev 0.0: CSDEC Format and Style Guide for Consensus Standards
- SOP 4-105 Rev. 3: PTPEC Voting Process

SOP 2-103 was developed to assist authors in the consistent preparation and presentation of Consensus Standards. The goal of this SOP is to ensure that relevant documents are in a standardized style and format.

Discussion:

Reference to ISO/IEC and ANSI guidelines document in Section 6 needs to be referenced in the section on references and the internet SOP so we know that this is a document that was actively used to create Sections 5 and 6. This is an editorial change.

Motion to Endorse: Patsy Root
Second: Steve Arms
Endorsed: Unanimous

SOP 4-105 is comparable to other SOPs for NELAP and NEFAP and describes the voting procedure of the PT Executive Committee.

Discussion:

- Section 5.3 doesn't really define what "conflict of interest" means. When someone serves on a body, they inherently have some sort of an interest that they are representing, and they

automatically have a conflict of interest. Section 3 references POL 1-101 Conflict of Interest. We can reference this document in Section 5.3. This is an editorial change.

- In Section 5.1, the first two sentences don't seem to be that different. The second sentence can be deleted.
- In Section 6.3.3.2, remove the word "negative" and replace it with "veto".
- In Section 6.3.3.4, change "it" after the comma, to "the committee".

This SOP will be sent back to the committee for revision.

6. China Update

Robert Benz received this email from Yan Jinhai:

"I really want to do something to introduce TNI service here in China. And if TNI wants to set up office or agent here, I can do something on that. Anyway, if you have any idea on that, I will work with you to consolidate the ideas."

They really want us to recreate TNI, in full, over in China, but it really doesn't seem feasible. We would need more information about who is asking for this, what exactly do they want, is there money to create the program, can they use or be accredited what we have here already? Robert will be in Albuquerque, so we can talk to him about this there.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The Chemistry Expert Committee met briefly in December to plan its upcoming session at the Albuquerque Forum on Environmental Accreditation in January. Most of the session will be used to present draft guidance documents for the 2016 Standard and to solicit input. It is expected to then complete the guidance documents early in the New Year.
- The Laboratory Proficiency Testing (PT) Expert Committee had a closed meeting in December to consider applications for Committee Members. One member from the Laboratory category has rotated off and two new members, both from the Laboratory category, were appointed.
- The Consensus Standards Development Executive Committee will present a formal draft of the new glossary of terms and definitions in Albuquerque.
- The Laboratory Accreditation Body Committee will meet at conference in Albuquerque to preview the draft updated ISO/IEC 17011 with TNI language from the current Volume 2 combined Modules 1 and 3. A number of specific sections have been identified as needing feedback from the stakeholder community, and discussion will focus on these.
- The WET committee has responded to some technical issues raised by EPA's Office of Wastewater Management, following the ELAB/EPA/TNI meeting at conference in DC. A time for some informal discussion has been set aside, at conference in Albuquerque, but it appears that very few of the parties involved in that conversation will be present. Discussions with PTPEC representatives about possible ways to work with PT providers to improve data comparability of PT/DMR-QA results are ongoing. This topic is related to, but separate from, the interactions with ELAB and EPA above. Committee members are discussing language for draft revisions to the WET module of the standard. The major revisions are expected to be in requirements for initial and ongoing demonstrations of competency and appropriate QA/QC requirements for the water quality chemistry measurements used in WET testing. These two issues will be part of the WET session at conference.
- The Radiochemistry Committee is continuing work on review of the procedures used to update Radiochemistry FoPT limits. The target completion for this work is March/April 2018. The committee is continuing to develop the course being offered to assessors, ABs and labs at the Albuquerque meeting in January. TNI decided that the 2016 Standard Checklist needs to be offered in Excel also, so Ilona and Bob have been converting the checklist from Word to Excel and making updates where needed. The committee is doing one final review of the updated checklist and then it will be ready for distribution.
- The Microbiology Committee discussed the addition of 4 new committee members whose addition will be finalized by email. Patsy reached out to the NELAP AC about combining method codes. There was some disagreement on how this can be done and will be further discussed in New Mexico.
- The Quality Systems Committee sent the Final DRAFT of the Small Laboratory Handbook to Jan for finalization and cleanup. The committee is still waiting for the guidance documents from the Chemistry Expert Committee and an Appendix on Common Findings. The committee will take one last look after Jan completes her review. Jerry and Ilona did thorough reviews prior to sending it to Jan. The committee is continuing to work with the CSDP Executive Committee to extend Paul Junio's term on the committee through 2018. The committee is also looking at new membership.

NEFAP Executive Committee

- Tracy Szerszen volunteered to Chair the 2018 Nomination Committee. Committee membership was reviewed.
- The committee continued to discuss the formation of the Mobile Laboratory Task Force. Kirstin, Justin and Paul will begin talking to candidates for the Task Force in January. They hope to have it formed by the end of the month, so it can begin work in February.
- The committee will continue to focus on Strategic Planning over the next few meetings.
- The review of an old FAQ document still needs to be added to an agenda, but other priorities have taken precedence,

Field Activities Expert Committee (FAC)

- The Scope Guidance Subcommittee: Comments were received on this document from Mike Shepherd and Ilona. These comments are being considered by the subcommittee and then a final DRAFT will be voted on and sent to the Policy Committee for review.
- The committee did not receive any response regarding the originally scheduled webinar after mailing out information to interested parties. This webinar will be rescheduled after the first of the year when hopefully people's schedules will be better to attend this public meeting to receive comment on the Field Standard. The committee is looking at a February date that needs to be finalized.

NELAP

Accreditation Council

- For the current round of evaluations, eleven renewal letters have been issued thus far. One renewal recommendation has been approved (NY) and another awaits NELAP AC vote. The other nine applications are in various stages of review, with several approaching closure, but not quite there. The Oklahoma site visit is planned for the week before conference, and preliminary reviews indicate that OK was well prepared when its application was submitted.
- The Council did not meet on its usual first Monday, due to the holiday and the planned session in Albuquerque.

Laboratory Accreditation System Executive Committee (LASEC)

- Plans for the Mentor Session and Assessment Forum session in Albuquerque are set. The Mentor Session will be a break-out format, working to create implementation guidance on six different topics, and the Assessment Forum will be an overview of California's progress with some reflections about Florida's program.
- LASEC members are reviewing assigned portions of the final Volume 1 of the 2016 Environmental Lab Sector Standard and the Volume 2 PT module as well. Each method/type module will be reviewed against the QS module to ensure no conflicts as well as implementability, and the administrative parts of the QS module (record keeping, document management, etc.) will be reviewed against Volume 2 for the same ends. Members without a specific module assignment are asked to review the entire Volume 1 for implementability and potential internal conflicts. LASEC anticipates

that review reports will be discussed, starting at its February meeting, and in the absence of problems, a recommendation to the AC may be expected in the spring.

- As a reminder, LASEC and the NELAP AC will not be reviewing Volumes 3 and 4 of this Standard, since the Board agreed that those should be the responsibility of PTPEC for adoption and implementation.
- LASEC approved the draft policy for de-coupling the NELAP AB recognition certificates from the evaluation process, and will return it to the NELAP AC for its review and adoption. LASEC continues to explore possible options for its Conflict of Interest SOP.

PROFICIENCY TESTING

- Committee membership is being updated. Nicole Cairns and Susan Jackson will be rotating off after 6 years of service. Two applications have been received and a membership vote will be completed mid-January.
- The FoPT Table Format Subcommittee is waiting for information from the WET Expert Committee. An update will be available at the New Mexico meeting. The committee is also working on defining what changes need to be made to FoPT tables and LAMS based on the recent decision to have LAMS drive nomenclature.
- Analyte Request Application (ARA) – NPW/SCM Qualitative PCB Analysis: The PTPEC approved the new footnote wording by email. There will be further discussion about the need for guidance to implement this footnote. The FoPT tables will be updated and sent to the NELAP AC for approval.
- The Radiochemistry FoPT Table Update is on hold until Keith McCroan (EPA, Radiochemistry Expert Committee) and Bob Shannon (Chair, Radiochemistry Expert Committee) take the radiochemistry data and apply their proposed procedure. The committee will compare these results to those developed using the current procedure and decide how to move forward. This will take some time to prepare, so the committee does not expect to start work until March/April 2018.
- The PTP/NEFAP Evaluation Workgroup: Each of the Executive Committees approved the Final Draft of the combined procedure. The SOP has been finalized as a Provisional SOP with an effective date of 1/1/18. The SOP has been forwarded to the Policy Committee for review. The next steps include finalizing the application, updating Executive Committee Evaluation SOPs to point to this combined procedure, finalizing the evaluation checklist and reviewing current recognitions to extend effective dates as needed.
- PTP SOP Subcommittee: The subcommittee is still working on SOP 4-101 – FoPT Table Updates. They are considering combining SOPs 4-101 and 4-107 into one SOP that deals with all FoPT Table topics. SOP 4-105 (Voting) was updated to make changes to how abstentions are handled to be consistent with other TNI SOPs. The SOP was approved by the PTPEC and forwarded to the Policy Committee for final review. The complaint SOP (4-102) is also being reviewed by the Policy Committee.
- The PTPEC is continuing to work on the formal complaint received regarding 4,4'-DDD. A complaint subcommittee was formed following the PTPEC complaint procedures with Andy Valkenberg, Susan Jackson and Nicole Cairns selected as members. The subcommittee has requested data to review this issue and Maria is now working with PT Providers to supply the information to the subcommittee.

ADMINISTRATION

Policy Committee

- Policy Committee continues with review of current revisions to program documents, but none have been finalized this month. For now, the five-year reviews of the various administrative SOPs and policies originating with Policy Committee are suspended until current new and revised policies and SOPs can be reviewed.
- The following documents were reviewed and approved at the January 5 meeting, and are ready for Board review:
 - CSDEC Format and Style Guide for Consensus Standards SOP 2-103 Rev 0.0
 - PTPEC Voting Process SOP 4-105 Rev. 3

Training

- A number of new training courses are being developed:
 - Sample Collection (Silky Labie – The course will emphasize the importance of collecting samples that represent the source matrix and maintaining the integrity of the sample until delivery to the laboratory. This will be an 8-hour course being planned in April 2018. A final date has not been selected yet. Ilona is looking at helping with this webinar in Florida since she will be there for other TNI business.)
 - Good Laboratory Practice – Glassware (Marlene Moore – 2-hour course. This course is being offered on January 11, 2017 at 11am Eastern. There are currently 25 individual and 12 group registrations.
 - Good Laboratory Practice – Internal Audits (Matt Sica – Self-paced course. Planned for January 2018.)
 - A new training application has been submitted for Asbestos assessor training.
 - Marlene is planning a basic assessor class in Virginia for May 8-10.
- Registration is open for the Technical Training Series (Marlene Moore – (6) 4-hour classes).
 - General Chemistry Methods – May 24
 - Microbiology Methods – March 23
 - Drinking Water Methods – April 20
 - Wastewater Methods – February 23
 - Soil Methods – June 12

The flyer has gone out and we are getting good response to the classes.

- Registration is open for “Understanding Radiochemistry: Ra-228 and Gas Proportional Counting”. The course will be held onsite at the Albuquerque meeting and presented as a Webcast afterwards. It will be a 6-hour course taught by members of the Radiochemistry Expert Committee. It is intended for assessors, ABs and laboratories. The committee will review response after the class and decide whether to prepare additional courses using other technologies. There are more than 20 people currently signed up for the class.

Forum on Laboratory Accreditation

- Preregistration closes on January 8; we are getting very close to our typical 200 attendees.
- Remember, the Board and Program Administrators are invited to a PowerDMS demo over lunch on Monday.

NEMC

- Incremental EPA funding for the 2019 conference has been awarded.

Additional Administrative

- Internal Audit Checklists: All internal audit checklists have been completed and have been sent to William with a request to evaluate whether a form can still be updated for input... rather than having to upload the Excel spreadsheets. No response has been received yet.
- The 2016 Standard Checklists have been received and compiled into one checklist. The Radiochemistry Expert Committee is doing one last review of their checklist since the format was moved from Word to Excel. It is expected that we can announce in New Mexico that this new checklist is available on the TNI website.

Active Members: 1159

- There were 4 new committee applications received for the following committees: PTPEC, Chemistry, Quality Systems or Radiochemistry.