

TNI Board of Directors Meeting Summary

March 13, 2019

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	
Steve Arms	X
Justin Brown	X
Stacie Crandall	X
Bob Di Rienzo	X
Jack Farrell	X
Maria Friedman	X
Chris Gunning	X
Myron Gunsalus	
Paul Junio	X
Judy Morgan	X
Cheryl Nolan	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	X
Lem Walker	X
Curtis Wood	
Past Chair	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Jerry Parr	X
Ilona Taunton	X
Janice Wlodarski	X
Bob Wyeth	X

2. Welcome New Directors

We welcome Stacie Crandall, HRSD and Paul Junio, Northern Lake Service, to the Board of Directors.

3. Officer Election

The Officers shall be a Chair, Past-Chair, Vice-Chair, Secretary and Treasurer. Other Officers may be established by the Board of Directors. The Officers, with exception of the Past-Chair, shall be elected annually at the first meeting of the newly elected Board of Directors, from among its members.

The current officers are:

- Alfredo Sotomayor, Chair
- Aaren Alger, Vice-Chair
- Patsy Root, Secretary
- David Speis, Treasurer

Except for Dave Speis, these individuals have indicated a willingness to continue to serve, but also a willingness to step aside if anyone else is interested in serving. David has asked Curtis Wood if he would be willing to take the Treasurer spot and Curtis has agreed.

Motion to Nominate Alfredo Sotomayor for Chair: Steve Arms

Second: Dave Speis

Approved: Unanimous

Motion to Nominate Aaren Alger for Vice-Chair: Judy Morgan

Second: Maria Friedman

Approved: Unanimous

Motion to Nominate Patsy Root as Secretary: Steve Arms

Second: Lem Walker

Approved: Unanimous

Motion to Nominate Curtis Wood as Treasurer: Judy Morgan

Second: Maria Friedman

Approved: Unanimous

4. Approval of February 2019 Minutes

Changes: Paragraph 3 under #7, delete last sentence. In the next paragraph, remove the name and insert the words "the individual".

Motion to Approve February 2019 Minutes with Amendments: Jack Farrell

Second: Patsy Root

Approved: Unanimous

5. 2018 Annual Report

Each of TNI's programs provided a report on accomplishments for 2018 and plans for 2019 at the Milwaukee meeting. These presentations were converted into a document, the TNI 2018 Annual Report that was provided as a separate file. As discussed in the TNI Quality Management Plan: "These annual reports are reviewed and approved by the Board."

Motion to Approve the 2018 Annual Report: Steve Arms

Second: Judy Morgan

Approved: Unanimous

Next Steps: First post the 2018 Report on the website under *News*; long term it will be posted/archived on the BOD webpage under *Documents*. Post the 2017 report there too. The reformatted version that is sent out as correspondence will be posted on the *Advocacy* page.

6. Implementing the 2016 Standard (Attachment 1)

An updated spreadsheet summarizing the activities that need to occur before the 2016 Standard can be implemented can be found in Attachment 1. This document will be updated every month for the Board to track progress on this topic. The only unresolved issue is the SIR mapping.

7. Small Laboratory Advocate (Attachment 2)

TNI created the position of Small Laboratory Advocate in 2008. Keith Chapman from the City of Salem, Oregon served in this role initially. After he retired, Elizabeth Turner from the North Texas Municipal Water District took over. Elizabeth became inactive a couple of years ago and the position as remained unfilled since then. At the Advocacy Committee meeting on March 7, the committee recommends the Board appoint Robin Cook from the City of Daytona Beach to fill a two-year term. Attachment 2 summarizes the roles and responsibilities of the Small Laboratory Advocate.

At the Advocacy meeting last month, Robin Cook volunteered to take the Advocate position. We would like the Board of Directors to approve Robin in this role.

Motion to Approve

Robin Cook to be TNI's Small Lab Advocate for 2-Year Term: Steve Arms

Second: Patsy Root

Approved: Unanimous

8. 17025 Task Force

This Task Force last met by teleconference on December 8, 2018. After that date, Jerry prepared a hybrid document based on how DOD/DOE is currently managing this process. The Task Force is in general agreement that this hybrid document will create more problems than it resolves. Jack Farrell brought up these points:

1. We have not determined if this is something that our stakeholders want and need to protect the health and environment of our citizens.
2. We have not discussed a plan to implement this change if warranted and the timing and priority of the project. There are a number of things that our experts can be working on to assist our shareholders. Additional guidance, training, FAQs, etc. Is this the best use of their limited amount of time?
3. How does this fit into the tasks and objectives from our last strategic planning meeting? Have all our tasks and goals been met?
4. Any implementation of this project really needs to include not only the changes to the standard but needed training and guidance. This is a big paradigm change. These changes will certainly require a good deal of hand holding and clarification for our state and municipal laboratories. This may be done by someone else, but it needs to be in the plan of attack.

The Task Force recommends the comments above be tabled until the strategic planning meeting this fall, but allow the Quality Systems committee to continue their current efforts, and then address the comments/questions above.

BOD Endorsement of this Action (the future plan of this effort): Endorsed.

9. Strategic Planning

Based on a survey of the Board, the greater Washington DC area looks to be the best location for the next strategic planning meeting. The latter part of October would be after the 2018 fiscal year close. The Reston/Herndon area would be convenient for many in the local area and those flying in to Dulles. Jerry will explore hotel options in this greater area.

We just need to check on the timing of the FSEA meeting. Also, let's do a doodle poll on a couple of options for dates. The meeting will run approximately 1 ½ days, with a maximum of 30 people.

10. SOPs for Potential Review

The combined NEFAP/PTPEC Evaluation SOP 7-101 is offered to the Board for its optional review.

CSDEC's revision to its Committee Operations SOP 2-101, incorporating the "more than one, but no more than two members per organization" change was revised as requested by the Board. This document is also offered to the Board for optional review.

These SOPS were reviewed by the Board of Directors and accepted as offered.

11. 2019 Environmental Measurement Symposium (Attachment 3)

The preliminary schedule for the summer meeting has been drafted and is shown in Attachment 3.

12. First Quarter Financial Data

First quarter financial data for TNI was reviewed at this meeting.

13. Program Reports (Attachment 4)

Attachment 1
2016 Standard Implementation Issues

Action Item	Assigned To	Expected Completion Date	Status Update
<p>QAM Template Update Create a template that will help laboratories prepare a QA Manual compliant with the new TNI Standard. Include multiple examples of documents, forms and procedures that might be helpful to laboratories.</p>	<p>QS Expert Committee</p>	<p>12/31/17</p>	<p>Completed November 2017. Now on the website for \$115 for members.</p>
<p>Post comparison document A document detailing the changes between 2009 and 2016 was prepared in October. The website needs to be revised to allow individuals to access this document as well as the 2009 to 2003 comparison. Need to prepare document that summarizes changes between 2003 and 2016.</p>	<p>Jerry Parr and William Daystrom</p>	<p>06/15/18</p>	<p>2009-2016 document posted on website 1-22-18. New draft of 2003 to 2016 document completed.</p>
<p>Guidance Document - PTRL Issue</p>	<p>PT Expert Committee</p>	<p>10/15/18</p>	<p>Committee has revised and sent to AC</p>
<p>Update Standard Interpretation Requests (SIRs) Review current interpretations from 2003 and 2009 Standard and map to new TNI Standard. Is an interpretation still relevant and if so, what is the section reference in the new standard? Keep legacy 2003/2009 SIR's active along with 2016. Relevant 2003, 2009 and 2016. Put folders on website. Long term review and consider whether SIRs trigger notes, annotations, or guidance. Archive old, obsolete SIRs.</p>	<p>Expert Committees</p>	<p>08/10/19</p>	<p>Updated spreadsheet summarizing existing SIRs provided to Expert Committees.</p>
<p>SIRs Set-up site for interpretation requests for the new TNI Standard.</p>	<p>IT Administrator</p>	<p>03/01/18</p>	<p>Completed</p>
<p>Can I Implement the New Standard Now? LASEC? needs to prepare an answer to this question for a Training Workshop PPT slide. Consider preparation of guidance on how to move to the new standard - what do you need to add and when? What can you stop doing? Etc.</p>	<p>LASEC</p>	<p>11/18</p>	<p>Article on this topic published in November newsletter.</p>
<p>Quality Systems Checklist - Laboratory Assessments Checklist needs to be prepared for ABs to use during laboratory assessments.</p>	<p>Quality Systems</p>	<p>06/15/18</p>	<p>Checklist has been posted</p>

Action Item	Assigned To	Expected Completion Date	Status Update
Quality Systems Checklist - Website Revise the checklist web page to allow downloading either the 2009 or 2016 checklist	IT Administrator	06/15/18	Checklist has been finalized.
LOD/LOQ Guidance Approved and ready to post	Chemistry Expert	3/6/2019	
Calibration Guidance Approved and ready to post	Chemistry Expert	12/1/18	
New Standard Training Webinars Make training on the new standard available to laboratories and ABs across the country. Roll out when we have an implementation date for 2016 Standard.	CSDP EC	11/7/18	4 webinars completed
Small Lab Handbook Update Small Lab Handbook. Create a tool that will help laboratories prepare a QA Manual compliant with the new TNI Standard. Include multiple examples of documents, forms and procedures that might be helpful to laboratories.	QS Expert Committee	7/15/18	Posted 10/7/18.
Implementability Issues Review the final Volume 1 of the 2016 Lab 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	03/05/18	Completed.
Benefits of the New Standard Prepare a document to show why the 2016 Standard is an improvement over the 2009.	Expert Committees	6/7/2018	Complete
PT Provider Issues Resolve issues surrounding scoring to the 2016 Standard and evaluation of PT Providers to Volume 3.	PTPEC	3/15/2019	This issue is resolved and just needs notification to the AC and then the PT providers.

Attachment 2

TNI Small Laboratory Advocate

The NELAC Institute (TNI) is committed to implementing a national cost-effective accreditation program that addresses the needs of everyone: small laboratories, large laboratories, regulators, and data users. TNI also recognizes that concerted outreach is needed to better engage and be responsive to key participants.

Addressing the concerns of small laboratories is integral to accomplishing TNI's vision. The small laboratory community could be served more strategically and efficiently by appointing an advocate functioning within the Advocacy Committee. The Small Laboratory Advocate would serve as the focal point for small laboratory concerns within TNI.

DUTIES

The Small Laboratory Advocate will be the principal link between TNI and the small laboratory community by:

- Seeking actively the opinions, ideas, and viewpoints of the small laboratory community regarding accreditation.
- Presenting TNI's positions and ideas on accreditation to appropriate small laboratory associations and groups outside of TNI.
- Answering questions internally and externally regarding small laboratory issues and implementation of accreditation standards.
- Serving in the Advocacy Committee as a full voting member.
- Advising TNI on the most effective means to promote the participation of small laboratories in TNI programs.
- Raising the visibility within TNI of small laboratory concerns by attending regularly face-to-face meetings and teleconferences.

QUALIFICATIONS

The ideal Small Laboratory Advocate candidate should:

- Understand the unique concerns of small laboratories regarding accreditation.
- Have a strong belief in the desirability of establishing a national laboratory accreditation program.
- Communicate effectively and credibly with small laboratories and TNI members.
- Analyze, synthesize, and relay information in terms that can be understood by laboratories less familiar with accreditation.
- Possess superior problem-solving skills.

COMPENSATION

This is a voluntary position without remuneration. TNI recognizes that some individuals may have difficulty securing funding to attend TNI meetings. TNI's resources to support the travel expenses of the Small Laboratory Advocate are very limited and TNI would prefer that applicants fund their own travel costs through their current employers or other alternatives.

ITEMS PROVIDED BY TNI

TNI will provide the following items in support of this position:

- A dedicated area on the TNI website where information on small laboratory issues can be posted.
- Assistance from TNI staff for clerical issues, research, and general support.
- Space for a column in the TNI newsletter.
- Time for a presentation at the annual TNI meeting.
- Complimentary membership in TNI.
- Free copies of all TNI laboratory accreditation standards.

Attachment 3
2019 Environmental Measurement Symposium
Preliminary Technical Program

Monday, August 5

8:15 Presentation of the 2019 Charlie Carter Award

8:20 — 8:45 Keynote Address by the Charlie Carter Award Winner

9:00 — 12:00 Concurrent Sessions

- NEMC: Academic Research Topics in Environmental Measurement and Monitoring
- NEMC: Handling Interferences in Complex Matrices for Metals, Nutrients and COD
- NEMC: Operational and Advocacy Issues Impacting the Environmental Laboratory Industry
- NEMC: Strategic Environmental Research and Development Program (SERDP)
- TNI: Chemistry Expert Committee
- TNI: Microbiology Expert Committee

12:00 — 1:30 Lunch on your own

1:30 — 5:00 Concurrent Sessions

- ELAB: Environmental Laboratory Advisory Board
- NEMC: ASTM Committee D-19's Effort to Provide Useful Test Methods to the Environmental Laboratory Community
- NEMC: Laboratory Informatics
- NEMC: Topics in Drinking Water (Session 1)
- TNI: Quality Systems Expert Committee
- TNI: Asbestos Expert Committee
- TNI: WET Expert Committee

5:30 — 7:00 Opening Reception and Exposition and Poster Session

Tuesday, August 6

8:00 Welcome

8:15 — 8:45 Keynote Address: Polyfluoroalkyl Substances in the Environment
Mary Walters, USEPA Region 4

9:00 — 12:00 Concurrent Sessions

- NEMC: Air Methods & Monitoring (Session 1)
- NEMC: Best Practices for Managing Environmental Laboratories (Session 1)
- NEMC: Changing the Paradigm for Water Pollution Monitoring
- NEMC: Topics in Drinking Water (Session 2)
- TNI: Mentor Session
- TNI: Proficiency Testing Expert Committee
- TNI: SSAS Expert Committee

Lunch Provided

1:00 — 3:00 Concurrent Sessions

- NEMC: Air Methods & Monitoring (Session 2)
- NEMC: Best Practices for Managing Environmental Laboratories (Session 2)
- NEMC: Citizen Science
- NEMC: Identifying and Combatting Inappropriate Laboratory Practices
- TNI: Mentor Session (Continued)
- TNI: NEFAP Executive Committee

3:30 — 5:30 Innovative New Technology Showcase and Reception

Wednesday, August 7

8:00 — 5:00 Poster Session and Exposition

8:00 — 8:15 Welcome

8:30 — 12:00 Plenary Session: Emerging Environmental Issues

12:00 — 1:30 Lunch on Your Own

1:30 — 5:00 Concurrent Sessions

- NEMC: Collaborative Efforts to Improve Environmental Monitoring
- NEMC: Current Topics in Microbiology
- NEMC: Topics in Shale Gas
- TNI: Laboratory Accreditation System Executive Committee (LASEC)
- TNI: Proficiency Testing Program Executive Committee
- TNI: NELAP Accreditation Council
- FSEA:

Thursday, August 8

8:00 Welcome

8:15 — 8:45 Keynote Address: Nano-materials in the Environment
Dr. Arturo Keller, University of California, Santa Barbara

9:00 — 12:00 Concurrent Sessions

- NEMC: Monitoring for Food Adulteration
- NEMC: Characterization of Polyfluoroalkyl Substances in the Environment (Session I)
- NEMC: Field Sampling, Measurement & Sensor Technology
- NEMC/TNI: NEMC Steering Committee and Conference Planning
- TNI: Assessment Forum:
- TNI: Laboratory Accreditation Body Committee

12:00 — 1:00 Lunch Provided

1:00 — 5:00 Concurrent Sessions

- NEMC: Characterization of Polyfluoroalkyl Substances in the Environment (Session 2)
- NEMC: Data Quality, Management & Review
- NEMC: Government Public Health and Private Environmental Laboratory Partnerships
- NEMC: New Environmental Monitoring Techniques for Organics
- TNI: Field Activities Expert Committee
- TNI: Radiochemistry Expert Committee
- TNI: General Session (Committee Chairs Report)

Friday, August 9

8:00 Welcome

8:15 — 8:45 Keynote Address: Water Quality Issues in Florida
Eric Eikenberg, Everglades Foundation

9:00 — 12:00 Concurrent Sessions

- NEMC: Challenges and Opportunities for Solid Phase Extraction
- NEMC: Environmental Forensics
- NEMC: Spotlight on Anion Analysis Instrumentations - Method 90XY
- TNI: Advocacy Committee

Training

Managing and Environmental Laboratory

This course presents several aspects of managing an environmental laboratory that generates data of known and documented quality. Most Laboratory Managers, Technical Directors and Quality Assurance Managers have learned by doing the job. The science of doing the tests is only part of the process of doing environmental science. Every environmental laboratory manager must learn all aspects of data generation which includes not only understanding the science but must also understanding the regulations.

Date and Time: Friday, August 9; 9:00 am – 5:00 pm and Saturday, August 10; 9:00 am – 12:00 pm

Understanding Radiochemistry Testing and the TNI 2016 Standard – EPA Method 901.1 (Gamma Spectrometry)

This course will provide participants with a general understanding of the theory behind the radioanalytical techniques used to perform gamma spectrometric measurements as outlined in EPA method 901.1 and supported by references such as ANSI N42.14-2004 and ASTM D7282-06. A mixture of theory-lecture and interactive exercises using real laboratory data examples will help participants understand how analytical processes translate into actions, results, and records that one might encounter in a typical radioanalytical laboratory. It will also address typical challenges that may be encountered. This class will be of benefit both to radiochemistry laboratorians and radiochemistry assessors/ABs.

Date and Time: Friday, August 9; 9:00 am – 5:00 pm

Solid Phase Extraction

Date and Time: Friday, August 9, 2019; 1:00 pm – 5:00 pm

Attachment 4 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- A new Vice-Chair continues to be sought. Formal AC participation on the executive committee was discussed and input of the AC Chair was requested regarding an associate or ex-officio member to the CSDEC. The open at-large position on the executive committee was also discussed but no decision was made.
- The Standards Review Council is also being re-constituted and volunteers are being sought. Currently the SRC members include Carl Kircher, Kevin Holbrook, Paul Junio (as Chair), and Nicole Cairns with Bob Wyeth as PA.
- A revision of SOP 2-100 is under review to address the “lessons learned document” and the changes necessary to improve the overall development process. A task force is being developed with representatives of the LASEC, AC and CSDEC included. Task Force activities should begin soon.
- The revision to SOP 2-101 limiting organization membership to a maximum of 2 individuals was approved by the CSDEC.
- “Pilot” internal audit reports still await input into the database.
- The Chemistry Expert Committee finalized clarifications requested by the LASEC, as discussed in Milwaukee, approved the changes to the LOD/LOQ Guidance document and forwarded the revised document to the LASEC. This guidance document is believed to be final, has previously had all necessary approvals and can be posted/available to stakeholders. The committee also reviewed 4 outstanding SIRs, agreed upon responses, assigned members to present for approval at the April meeting.
- At the Laboratory Accreditation Body Committee meeting in February, the committee approved a few minor revisions to its draft Volume 2 Module 1, based on input received in Milwaukee. The outline and draft module have been forwarded to CSDEC Chair and Program Administrator for posting to the TNI website to request comments. The full text of the revised document can be made available behind the “Members Only” firewall as a draft, but only the “outline” describing omissions from the 2005 version of ISO/IEC 17025 and the additional TNI language placed within the 2017 version will be available to non-members of TNI.
- The WET committee has finalized its preferred qualifications for Technical Director and continues the conversation about how best to revise the Individual Demonstration of Capability (DOC) language. The past Chair of ELAB has requested that WET officers participate in a meeting with several ELAB members and the EPA DMR-QA coordinator and possibly other EPA staff, at a time to be determined.
- The Radiochemistry Committee is ready to start presenting the recommended calculation updates for Radiochemistry FoPTs to the Chemistry FoPT Subcommittee. The Committee is continuing work on defining Technical Manager requirements. The Committee would like to see a process where experience can translate into credit hours. This experience must be relevant and of increasing responsibility. They are still recommending a degree and would like to see a process where exceptions can be presented to an AB for consideration. The Committee has started to review the list of suggested changes to the current 2016 Standard. This will help them prepare an outline of changes to prepare for a public webinar. SIRs will need to be looked at too. Training at the summer

meeting is being planned. The topic will be Gamma Spec. This will be Part 4 in the 5-part training series.

- The Microbiology Committee is continuing work on development of Technical Manager requirements. Robin updated the Committee on discussion in Milwaukee. The Committee completed a new response to SIR 301 and will vote to finalize it during their March meeting. The Committee is finishing up an email vote for new membership that will be complete this week. Patsy Root completed a DRAFT listing of TNI Microbiology Method Codes that reduces the number of codes and generalizes the method code descriptions (the details are in the method SOP). She removed 318 codes. The Committee is reviewing this DRAFT. A DRAFT of the internal audit has been completed. This was forwarded to April for completion.
- Quality Systems is continuing work on Technical Manager language and is preparing a survey to send out to ABs (both NELAP and non-NELAP) and NGABs. They are hoping to better understand the needs of the AB and to understand their roadblocks. This will help the Committee rewrite the requirements. The Committee will begin updating its previous SIR review into the new SIR review summary table this week.
- The SSAS Committee completed its initial set of outlines for all three modules being updated. The outlines of changes to the modules will be distributed with the invitation to the public webinar to receive comments on the SSAS Standard. The Committee has also completed its mailing list for these invitations. There are few outline entries that are being followed up on and then a firm date for the webinar will be scheduled.

NEFAP Executive Committee

- The NEFAP EC did not meet in February. They are continuing work on the Scope Guidance document by email with a goal of completion by April/early May.
- The NEFAP Nomination Committee SOP was reviewed by the Policy Committee. The Policy committee has requested one update that will be discussed and updated at the March meeting.
- The Committee will begin discussing accreditation options for FSMO's at the March meeting. An interesting discussion was started in Milwaukee when someone asked if they could add an FSMO accreditation to their NELAP accreditation. This could work currently for an NGAB accrediting to the TNI Environmental Standard.
- The Marketing/Strategic Planning Subcommittee chairs are working on how to evaluate good markets for NEFAP. They are expected to report back to the Committee in March.

Field Activities Expert Committee (FAC)

- The Committee is continuing work on the DRAFT of the FSMO Standard that includes both language from the 2014 TNI Standard and language from the ISO/IEC 17025:2017 standard. They are working on removing duplicate language and this is taking longer than expected. It is difficult to stay focused on this task without getting into wanting to make direction decisions. The committee is moving forward and hopes to have this complete in April so they can begin developing their outline of changes and planning their public meeting for comment.
- The Committee added one new member – David Fricker from A2LA. They are still working on additional membership.
- The internal audit still needs to be completed. This is now planned for completion in April.

Field Activities Task Force

- The Task Force is still working on their summary table to understand the various processes for accrediting fieldwork and mobile laboratories. This includes information from NELAP ABs, NGABs and non-NELAP states.
- The Task Force spent time reviewing its Charter to evaluate what information is needed to complete all the objectives. Marlene will be compiling definitions for Mobile Laboratories and Field Activities for discussion at the March meeting. Clear definitions are needed to proceed.
- The Task Force is requesting a copy of the Scope Guidance Document the NEFAP EC is working on. This will impact its goal of developing and recommending consistent policies for the accreditation of field activities; including the standardization of the approach to listing scopes of accreditation.

NELAP

Accreditation Council

- The Council did not meet in February, since that would have been immediately after returning from conference.
- For the current round of evaluations, all renewal letters have been issued with nine recognition renewals approved. Six applications are in various stages of review. Efforts to refine the NELAP Evaluation SOP 3-102 for the next round of evaluations are beginning with the NELAP evaluators.
- Discussions about how to revise PTs for Aroclors are ongoing.

Laboratory Accreditation System Executive Committee (LASEC)

- Leads for both the Mentor Session and the Assessment Forum are discussing which group should host the follow-on to the Assessment Forum's session on monitoring vendor-supplied products in Jacksonville.
- LASEC's SIR Subcommittee continues its efforts to finalize Implementation Guidance documents from the Mentor Session discussions in New Orleans. The full LASEC is discussing how best to revise the SIR Management SOP 3-105 to ensure that all SIRs are considered when the relevant module is revised and also whether existing SIRs will remain relevant and available but cannot be included in the actual revision language.
- LASEC awaits the final revision of the Detection and Quantitation Guidance document. The committee understands that all outstanding questions were resolved in discussions at the Chemistry committee's session in Milwaukee.

PROFICIENCY TESTING

- The committee is continuing discussion on the implementation of Volume 3 and 4 of the 2016 TNI Standard. The PTPEC finalized the language for a footnote the PT Providers will use on their reports that addresses the concern that they are actually accredited to the 2009 Standard, but reporting to the 2016 Standard. Maria will be adding this information to a DRAFT implementation letter provided by Jerry. This letter will be sent this week to the NELAP AC in hopes that they are in agreement with the process. Jerry originally copied Aaren on this DRAFT letter.

The committee also decided if the NELAP AC agrees with the letter, they will:

- Prepare a letter to the PT Providers and PTPA¹s to update them on the implementation process.
- Prepare a note that will be posted on the TNI website where more detail about the implementation process can be found. This will be referenced in the footnote.

It is expected that PT Providers will start providing the updated reports in January 2020.

- The PTP/NEFAP Combined Evaluation SOP has been reviewed by the Policy Committee and is now being finalized. Maria Friedman and Tracy Szerszen are working on a final draft of the Application and Shawn Kassner and Ilona Taunton are still working on an evaluation checklist. The PTPA checklist will be updated to the 2016 Standard.
- The Chemistry FoPT Subcommittee has started to review and comment on the FoPT Limits SOP. They are also planning a meeting on March 12th to begin reviewing the Radiochemistry Expert Committee recommendation for determining limits.
- The PTP SOP Subcommittee is continuing work on SOP 4-107 – Management of FoPT tables. They are also providing one final review of SOP 4-102 (Appeals/Complaints SOP) to make sure there are no conflicts with the new PTP/NEFAP Combined Evaluation SOP.
- The PTPEC will take on the task to compare Volume 4 of the 2009 and 2016 TNI Standard to determine what additional SOPs may need to be written and which just need updating. This was discussed in Milwaukee and Shawn Kassner will be helping with this review.
- The PTPEC received two informal concerns that Maria is following up on to determine whether they need to be formalized into complaints – both are related to TDS.
- A subcommittee has been formed to begin further work on the concern raised last year about the potential degradation of 4,4'-DDT into 4,4'-DDD and PT scores. Though the complaint was responded to, the Committee committed to form a subcommittee to look at ways to solve this issue long term. This may require a change in the next Standard.

ADMINISTRATION

Advocacy

- The Advocacy Committee is finalizing questions for the NELAP ABs as a follow up to the NGAB panel at Milwaukee. The committee will pose questions to the ABs to determine how the states may or may not be able to use NGABs in their accreditation programs.
- The Advocacy Committee agreed to recommend Robin Cook to the TNI Board of directors as the next Small Lab Advocate.
- The Advocacy Committee approved Jerry's article on AB Implementation of the 2016 TNI Standard.
- Target date for publishing the next newsletter is April 12. Martina McGarvey is the editor.
- TNI will be represented at the upcoming regional meetings:
 - Pittcon, March 18 – Jerry Parr
 - California Water Environment Association, April 9 – Trinity O'Neal
 - California Water Environment Association, April 11 – Jerry Parr
 - Oregon Environmental Laboratory Association, May 9 – Jerry Parr
 - Texas Commission on Environmental Quality Trade Fair, May 14 – Jerry Parr

Policy Committee

- Policy Committee completed its review and approval of the Combined NEFAP/PTPEC Evaluation SOP 7-101, which is offered to the Board for its optional review. Policy also reviewed and approved the final version of CSDEC's revision to its Committee Operations SOP 2-101, incorporating the more than one but no more than two members per organization change. This document is also offered to the Board for optional review.
- Additionally, Policy has begun the process of revising the TNI Committee Operations SOP 1-101 with a corresponding change. The committee completed review of the NEFAP Nominating SOP 5-103 and returned it to NEFAP for revisions. The final version of the PTRL Guidance, GUI 3-114, was also approved and will be posted along with the Calibration Guidance, GUI 3-110, both of which have completed all needed reviews.

Training

- A number of new training courses are being worked on:
 - Sample Collection (Silky Labie) – The course will be held April 8, 11 and 16th. Each session will be four hours. Ilona is working with Jan to provide an additional mailing list focused on Field. Silky is working on a DRAFT of the training.
 - Good Laboratory Practice – Internal Audits – Part II (Matt Sica) – Ilona met with ANAB and an outline for a second class focusing on technical internal audits was developed. Matt will begin working on this training with a goal of seeing a DRAFT in Spring. No update.
 - A new Management Training series was completed on 3/5/19.
 - The Assessor On-Going Training for the 2016 TNI Environmental Laboratory Standard has been completed. This class had 27 participants.
 - The Radiochemistry class in Milwaukee has been completed and work is still in progress to turn this into a recorded webcast.
 - A new Proposal for training has been received by Marlene Moore and is being reviewed. It is related to ensuring ethics in testing at small laboratories.

NEMC

- NEMC sessions and technical papers have been finalized. NEMC will feature 150 oral presentations and 30 posters. A preliminary schedule showing the TNI and NEMC sessions has been developed.
- Hotel registration in Jacksonville is now open and registration will open around April 1.
- FSEA has signed on as a co-sponsor and will have a special session Wednesday afternoon.

Membership

- Active Members: 1102
- There have been 4 new committee applications received.