

TNI Board of Directors Meeting Summary April 10, 2019

1. Roll Call

Directors	Present
Jordan Adelson	Absent
Aaren Alger	X
Steve Arms	X
Justin Brown	
Stacie Crandall	X
Bob Di Rienzo	X
Jack Farrell	
Maria Friedman	
Chris Gunning	
Myron Gunsalus	X
Paul Junio	X
Judy Morgan	X
Cheryl Nolan	Jury Duty
Patsy Root	
Debbie Rosano	X
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	Absent
Lem Walker	X
Curtis Wood	X
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. Approval of March 2019 Minutes

Motion to Approve: Steve Arms

Second: Paul Junio

Abstentions: Curtis Wood

Approved: Unanimous

3. 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 major unresolved issue is the SIR mapping.

4. Strategic Planning

Based on a survey of the Directors that responded, October 17 and 18 were selected as being the most beneficial dates. No responses were received from Aaren Alger, Bob DiRienzo, Myron Gunsalus, Debbie Rosano, and Scott Siders.

Jerry has received proposals from a number of Hyatt locations in the greater DC area and has narrowed the location down to 4 options close to Dulles airport, Hyatt Place Sterling, Hyatt House Sterling, Hyatt Place Chantilly, and Hyatt Place Herndon. Once we finalize the number of attendees, Jerry will get quotes from these 4 locations.

The current plan would be to start at 8 or 9 on Thursday am and conclude by noon on Friday.

5. SOP for Review

SOP 1-101 on TNI committee operations was revised by changing the language in Section 7.1.4 to allow more than one, but not more than 2, individuals from the same organization to serve on a committee. This is a conforming change to SOP 2-101. Appendix A was revised to allow for an ex-officio member from the NELAP AC to serve on the CSDP EC. There were also minor changes to sections 6.2, 7.6.1, 8.3.8, and 11.1 to conform to the current Quality Management Plan.

Motion for Endorsement of the SOP 1-101 as Modified: Paul Junio
Second: Judy Morgan
Approved: Unanimous

6. ANSI Audit

ANSI has informed us they will be auditing our consensus standard program this September and provided us a detailed list of items we need to provide. As before, this will be a remote audit. Jerry and Bob have started work on assembling the required items.

7. Program Reports (Attachment 2)

**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	Minor review from LASEC occurring
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 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The consensus standard development executive committee has approved Jessica Jensen as Vice – Chair and approved Kevin Holbrooks to fill the vacant at-large position on the committee. Scot Haas is the new chair of the Field Activities Expert Committee and joins the CSDEC. The executive committee is now fully staffed consistent with its charter.
- To assist in coordination between the CSDEC, its expert committees and the LASEC and AC, an ex-officio member to the CSDEC was approved. Cathy Westerman has volunteered to fill this position.
- The Task Force to address improvements to the standards development process (SOP2-100), which formed as a result of the “Lessons Learned” documents, has begun to collect and review suggestions for discussion and potential implementation by the Task Force.
- The Standards Review Council has been reconstituted and consists of Paul Junio, Carl Kircher, Kevin Holbrooks, Michelle Wade and Bob Wyeth.
- Each of the relevant Expert Committees is working to resolve outstanding SIRs and provide the information requested for applicability to versions of the TNI Standard.
- The Asbestos Expert Committee continues to work on their updates to V1M3 of the standard. This effort will unfortunately involve returning to the latest available draft and reconstructing their previous changes lost due to Ken’s passing. Previous meeting minutes will also be completely unavailable for posting on the website.
- Chemistry Expert Committee finalized responses to 4 SIRs and submitted the responses to the LASEC/AC. Chemistry Committee also received an additional comment on the LOD/LOQ guidance document but tabled discussion/response until any other LASEC/AC comments are received.
- The PTEC completed and approved the SIR spreadsheet and forwarded it to Ilona. A detailed comparison of the DoD/DOE QSM 5.2 versus the 2016 TNI standard relative to PT requirements was presented, reviewed and approved. PTEC raised the question of those TNI requirements not in the QSM 5.2 and proposed the question to Jerry as to whether or not this would be of value and if so, is prepared to develop a companion document.
- After several further revisions, the draft outline of changes plus the draft module V2M1 have been forwarded by the CSDEC Program Administrator for posting to the TNI website to request comments. The full text of the revised document will be 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. We anticipate this material will be posted to the News section of the website quickly.
- No date is yet established for WET representatives to meet with several ELAB members and the EPA DMR-QA coordinator and possibly other EPA staff. Conversations about revision to the WET Module V1M7 are ongoing.
- The Radiochemistry Committee continued 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. The Committee is continuing work on Part 4 of the training series. The topic will be Gamma Spec.

- The Microbiology Committee worked on review of SIRs and updating the SIR table. Language for SIR 301 was finalized during their March meeting and Robin will send the final response to Lynn and the LASEC. A DRAFT of the internal audit has been completed and will be finalized this month.
- The Quality Systems Committee is continuing work on defining Technical Manager requirements and proposals from the WET and Radiochemistry Expert Committees were reviewed. The Committee liked the Radiochemistry's use of experience turning into credit hours. A degree is still required, but experience can be used to help people rise into a Technical Director position. The assessors on the call liked the concept, but one concern was raised about how to validate experience. The Committee will continue this discussion in April. The Committee continued work on review of SIRS and updating the SIR table.

NEFAP Executive Committee

- The NEFAP EC is continuing work on the Scope Guidance document. A subcommittee made up of Kirstin Daigle, Paul Bergeron and John Moorman will do an initial rewrite for the Committee to look at in April. The goal is to have something to send back to the FAC in May.
- The Policy Committee's comment on the NEFAP Nomination Committee SOP was reviewed. The Committee will add the language put into CSDP's document regarding membership from the same organization. They are also adding language to possibly extend membership under special circumstances.
- The Nomination Committee will be finalized this month and the group will begin reviewing applications and contacting possible new members. The Committee would like to be voting in new membership to the committee in May.
- The Committee has delayed the discussion regarding accreditation options for FSMO's until the Scope Guidance Document is complete. Reminder: 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 presented some of their ideas on how to evaluate good markets for NEFAP. They are also looking at the old TNI Strategic plan and preparing new information for the upcoming Strategic Planning meeting in October.
- John Moorman discussed the possibility of doing an FSMO training during the Jacksonville meeting – something on a smaller scale than what was done in Orange County. This could possibly be held as part of the NEFAP EC or FAC meetings.

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 finishing up work on removing duplicate language and plan to be done with this task in April. They will then develop their outline of changes and plan their public meeting for comment.
- The internal audit still needs to be completed. This is planned for completion in April.

Field Activities Task Force

- The Task Force is working on definitions for mobile laboratory and field activities. Marlene compiled a list of definitions that the committee reviewed during their March meeting.
- The Task Force requested a copy of the Scope Guidance Document from the NEFAP EC. This document 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.
- Work is also continuing on developing the Field Activities table. More information is being collected from the NGABs.

NELAP

Accreditation Council

- For the current round of evaluations, all renewal letters have been issued with nine recognition renewals approved. Five applications are in various stages of review and one recommendation for renewal of recognition awaits action by the AC. Efforts to refine the NELAP Evaluation SOP 3-102 for the next round of evaluations are beginning with the NELAP evaluators.
- Five-year reviews of other NELAP SOPs are underway. Discussions about how to revise PTs for Aroclors are ongoing. The Council's April meeting was rescheduled for April 15, and Maria Friedman, PTPEC Chair, will join the group to discuss several PT issues needing decisions by the NELAP AC.

Laboratory Accreditation System Executive Committee (LASEC)

- Topics for both the Mentor Session and the Assessment Forum have been selected, both to follow up on the issues addressed in Milwaukee, and planning activities are beginning for Jacksonville.
- LASEC's SIR Subcommittee has finalized half of the Implementation Guidance documents from the Mentor Session discussions in New Orleans. The remaining ones should proceed somewhat faster. LASEC revised its SIR Management SOP 3-105 to ensure that all SIRs are considered when the relevant module is revised.
- The final revision of the Detection and Quantitation Guidance document is being reviewed by committee members, with completion anticipated by the group's April meeting.

PROFICIENCY TESTING

- The committee is continuing discussion on the implementation of Volume 3 and 4 of the 2016 TNI Standard. Maria sent the implementation letter to the NELAP AC for comment. She will be attending the NELAP AC Meeting on 4/15/19 to discuss it. The committee decided if the NELAP AC agrees with the letter, they will:
 - Prepare a letter to the PT Providers and PTPA's 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.

- Now that the Combined PTP/NEFAP Evaluation SOP has been completed, the final steps in preparing for evaluations include:
 - Complete the Application
 - Complete the Checklist(s)
 - Plan training
 - Compile list of onsite/witness and evaluation team members
 - Put Recognition Committee in place

- The Chemistry FoPT Subcommittee met on March 12th to begin reviewing the Radiochemistry Expert Committee recommendation for determining limits. Michella Karapondo from EPA also joined in on the discussion. The Subcommittee asked that the Radiochemistry Expert Committee provide written procedures to develop limits based on their recommendation and the group will meet again late May to make a final determination. The Subcommittee has also started work on review of the FoPT Limit SOP (4-101) and will be working on comments to present to the PTP SOP Subcommittee to help them in the rewrite of this SOP.

- The NELAP AC questioned the need for separate listings of MPN-Multiple Tube and MPN-Multiple Well PTs. Originally these PTs were combined into one and now they are separate. Maria will be presenting rationale that she and Jennifer Best (EPA) prepared and answering questions during the 4/15/19 NELAP AC meeting.

- The PTP SOP Subcommittee –SOP 4-102 (Appeals/Complaints SOP) has been sent back to the subcommittee 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.

- 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. Maria will be sending a data request out to the PT Providers so that subcommittee can begin its work.

- Work is continuing on updating the WET FoPT table. Stacie Crandall noted that ELAB is sending EPA a letter asking about the purpose of WET PTs and they will be meeting with the DMR Coordinator.

- The Committee is beginning work on an issue raised by Shawn Kassner that PT Providers are interpreting the SCM FoPT table differently. The issue lies with footnotes 5 and 6. The footnotes need to be more explicit as to when these rules are applied. If the intention is for these rules to be applied to all analytes with fixed criteria then the metals analytes need to have the same labels as the volatiles analytes. If the rules are not meant to be applied to the volatiles, then the footnotes need to reflect this intention. This will be worked on by the Chemistry FoPT Subcommittee.

ADMINISTRATION

Advocacy

- The Advocacy Committee will hold a meeting in Jacksonville for the NELAP ABs to respond to questions about use of NGABs as a follow up to the NGAB panel at Milwaukee.
- The Advocacy Committee will propose a new objective and success measures in their charter for the Small Lab Advocate. This modification will be proposed at the next Board meeting.
- The Advocacy Committee is continuing to work on a position paper discussing the Value of Accreditation.
- Target date for publishing the next newsletter is April 11. Martina McGarvey is the editor.
- TNI will be represented at the upcoming regional meetings:
 - 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
 - Florida Society of Environmental Analyst -May 22-24 – Paul Junio

Policy Committee

- The TNI Committee Operations SOP 1-101 has been revised, with corresponding changes to those of the Expert Committee Operations SOP 2-101 and is presented to the Board for review.
- Policy is preparing several new documents that will reach the Board upon completion – a Non-Discrimination Policy and a policy (and possibly companion SOP) addressing management of e-mail documents.

Training

- A number of new training courses are being worked on:
 - Sample Collection (Silky Labie) – The course started April 8th and the final two classes will be on 4/11 and 4/16 . Each session is four hours.
 - 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.
 - The Radiochemistry Expert Committee is working on Part 4 of 5 of the Understanding Radiochemistry Series. It will be held at 8am on Friday morning during the Jacksonville meeting.
 - Ensuring Ethics in Your Testing (Marlene Moore) – this is a new webinar class that will be taught on June 6, 2019. The recommended audience for this class includes small labs, in-house labs, municipal labs doing simple tests such as pH, Cl2 residual, bacteria, solids, BOD, temperature, sampling and operators and compliance inspectors.

NEMC

- NEMC sessions and technical papers have been finalized. 150 abstracts for oral presentations and 30 proposals for posters were received. Exhibit space is filling up. All keynote speakers are confirmed. Plenary speakers will be confirmed soon.
- The preliminary program has been drafted showing the TNI sessions and NEMC papers.
- Hotel registration and conference registration in Jacksonville are open.

NGAB

- IAS Evaluation: The onsite review was completed. The evaluators are waiting for information on the laboratory onsite/witnessing and then the final report will be completed. Findings were reviewed during the closing meeting and IAS is beginning work on corrective actions prior to receiving the final report.

Membership

- Active Members: 1108
- One new committee application was received.