

TNI Board of Directors Meeting Summary

June 12, 2019

1. Roll Call

Directors	Present
Jordan Adelson	
Aaren Alger	X
Steve Arms	X
Justin Brown	X
Stacie Crandall	X
Bob Di Rienzo	
Jack Farrell	
Maria Friedman	X
Chris Gunning	
Myron Gunsalus	X
Paul Junio	
Judy Morgan	X
Cheryl Nolan	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	
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 May 2019 Minutes

Motion to Approve: Curtis Wood
Second: Stacie Crandall
Approved: Unanimous

3. Implementing the 2016 Standard

There are 2 items remaining.

- Jerry has prepared a revised version of the guidance document on LOD/LOQ. Judy Morgan and Valerie Slaven have both reviewed the document, but the Chemistry committee still needs to vote to approve the revised version.
- The Standard Interpretations Request consolidated document is on track for completion in August.

4. Stationary Source Audit Sample Program

Below is an update to the email provided to the Board on May 22.

- TNI initiated efforts to create a Stationary Source Audit Sample program in 2008 and the program started up in 2013. On May 21, Sigma-Aldrich announced it was withdrawing from the program as a provider of audit samples, leaving ERA as the sole provider. According to the EPA final rule published in 2010, there must be at least two (2) providers. EPA issue a notice on May 24 suspending the program until a second provider is accredited by a TNI PTPA.
- Currently 124 laboratories and 213 regulators in 47 states participate in the program, including all 10 EPA regions. Since the first samples were analyzed in 2013, 21,530 samples have been analyzed for the 47 different analytes currently approved. The laboratory failure rate is pretty low at 2.3%.
- The SSS committee has held two (2) meetings since the announcement by EPA and developed a survey that was posted on the TNI website and sent to over 500 individuals, including stack testers, laboratories and regulators to get a sense of the value of the program. As of June 10, fourteen (14) responses have been received. The deadline for responding is July 15.
- ERA announced they would continue to supply samples as long as the demand is there. Jerry reached out to LGS standards, a PT provider in England accredited to 17043, to see if there was any interest and they declined.
- At this time, no action by the Board is needed. Based on the survey results, the Board will need to decide the future of this program.

Labs are still ordering audit samples. If only a few states that would require them, then it's no longer a viable market and the provider ERA would likely go away too. This is a very low cost program in the TNI budget and the committee is committed to it. Response right now is a mixed bag – some think it's a waste of time and some support it. It only tests the labs and they know what they are doing. It's a lot of the Stack testers that think it's a waste of time. This topic will probably be on the Board agenda in September to discuss continuing the program. We could maintain the program even though EPA isn't requiring it; it's a matter of whether or not we can support it. We'll wait to see how the survey responses look like.

5. Strategic Planning Meeting

The strategic planning meeting will be October 17-18 at Hyatt Place Sterling Dulles North in Sterling, VA. A draft agenda should be ready by the July Board meeting.

6. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- A CSDEC task force has been developed with representatives of the LASEC, AC and CSDEC for potential revision of SOP 2-100. Their goal is to address the “lessons learned document” and the institute changes necessary to improve the overall development process. The task force will meet in Jacksonville having exchanged ideas on needed modifications to the SOP.
- The Chemistry Expert Committee canceled its last meeting (6/5/2019) due to a personal situation of the chair. A vice-chair is being solicited to avoid this in the future. Additional comments from the LASEC/AC have been received as has a revised version of the LOD/LOQ guidance document, both of which will be agenda items in July.
- The Proficiency Testing Expert Committee (PTEC) has not met since the last report, but is scheduled to meet on June 14, 2019 (delayed from 6/5/2019) due to personal commitments of the chair and vice-chair.
- The Asbestos Expert Committee did not meet in May as a result of a failure to attain a quorum but continues working through a revised/updated is version of the Standard. A summary and outline of the changes will be posted soon on the TNI website as per SOP 2-100.
- The Proficiency Testing Expert Committee (PTEC) previously revised the EL-V2M2 checklist. The Laboratory Accreditation Body Expert Committee finalized a review of the checklist with only minor changes/improvements to the document.
- The PTEC previously prepared a document comparing the requirements of the DoD/DOE QSM with the 2016 TNI Standard (i.e., what and where are the QSM requirements for proficiency testing found in the TNI standard). After sharing this document within TNI, a companion document showing where and if TNI PT requirements are found in the QSM. The PTEC is now preparing this document, which should be available after the committee’s July meeting.
- The Asbestos Expert Committee has, to the best of their abilities, reconstructed the latest revisions to V1M3 lost due to Ken’s passing. They are now working through this version of the Standard to prepare a new VDS.
- The comment period closes on June 16 for the draft outline of changes plus the draft module V2M1. In the meanwhile, the LAB committee has begun reviewing all comments received during the several public sessions at conferences over the past few years.
- The WET Committee has no further information about possible interactions between WET representatives, ELAB members and the EPA DMR-QA coordinator, and possibly other EPA staff in Jacksonville. A first draft of language to revise the WET Module V1M7 Initial Demonstrations of Competence section is under development and may be suitable for discussion at the WET session in Jacksonville.
- The Microbiology Committee continued work on Technical Manager language. The Committee invited Aaren Alger to their last meeting to discuss method codes. Jennifer Best from EPA was also in attendance. There was quite a bit of discussion surrounding whether Standard Method revision numbers need to be included in method codes, use of current methods, does each media need a method code, EPA’s effort to develop method codes, etc. Jennifer noted that Standard Methods is looking at no longer publishing a printed book and only using their Online system. She will be

attending a meeting in June with the new Standard Method's managing editor. Discussion on this topic will continue in Jacksonville. A DRAFT of the internal audit has been completed and will be finalized in June.

- The Quality Systems Committee is just about done with the SIR review. It is going through one more review and a comparison to the PT Expert Committee SIR review to ensure the Committee used the same format. Technical Manager language continues to be discussed. They have reached some language that has general support, but still needs a little more work. This will be done when the Committee begins work on this section of the updated Standard. The Committee is refocusing on the update of the Standard. Committee members have been asked to review the last version of the combined language to prepare for discussion during the June meeting.

NEFAP Executive Committee

- The Committee worked on making final edits to address Policy Committee comments on their Voting SOP. Discussion will continue during their June meeting. The NEFAP Nomination Committee SOP should be finalized in June.
- The NEFAP EC is continuing work on the Scope Guidance document. Paul Bergeron and Tracy Szerszen worked on example Scopes to help with the re-write of the Scope Guidance document. This is still in progress and an update will be provided for review during the June meeting.
- The Nomination Committee has not finalized its slate of NEFAP EC candidates yet. They are still reaching out for new members.
- 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.

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 have finished removing duplicate language.
 - Topics discussed at the face-to-face meetings will start being placed into the Standard (e.g., statistics for sample, etc.) during the June meeting.
 - It was hoped that a DRAFT Standard will be presented in Jacksonville for preliminary input, but it looks like the DRAFT may still have some placeholders in it.
 - The Committee will then develop their outline of changes proposed to the Standard and plan a public meeting for comment on the outline.
- The internal audit will be completed in June.

Field Activities Task Force

- The Task Force is continuing work on the definition for Field Activities. They are working on defining types of Field Activities.
- The Task Force is working on a Flow Chart that has now gone out to all subcommittee members for review. It helps someone decide which Standard is the more appropriate Standard to use – FSMO or NELAP.

- The Task Force is also continuing to review language to update the FSMO and NELAP Standards during future updates.

NELAP

Accreditation Council

- For the current round of evaluations, all renewal letters have been issued with ten recognition renewals approved. Four (4) applications are in various stages of review and one recommendation for renewal of recognition awaits action by the AC. The revision of the NELAP Evaluation SOP 3-102 has moved to consideration by the Council and should be completed before October, when the next evaluation cycle begins.
- Five-year reviews of three (3) other NELAP SOPs have been accomplished and are ready for Policy Committee approval. The Council also addressed three SIRs with “needs discussion” votes, and all three will be returned to the responding expert committee for clarification.
- Maria Friedman, PTPEC Chair, asked the AC to discuss the request to add specific isomers (e.g., ortho-, meta- and para- for xylene) to the FoPT tables and whether to retain “total” analyte (sum of all isomers) or just the individual isomers. Consensus of the Council was to add the individual isomers and also retain “total”, since different methods quantitate different analytes.

Laboratory Accreditation System Executive Committee (LASEC)

- Topics for both the Mentor Session and the Assessment Forum have been selected and planning is underway for Jacksonville. Session leads are working to find replacements for Jack’s role in both groups, and still hope that he will be able to participate.
- LASEC’s SIR Subcommittee continues working through the remaining Implementation Guidance documents from the Mentor Session discussions in New Orleans.
- Several LASEC members added comments to the draft revised NELAP Evaluation SOP before it was forwarded to the NELAP AC for consideration. LASEC is also carefully monitoring the progress and process for evaluating the Non-governmental ABs in PTPEC and NEFAP, and whether the recognition of those NGABs to accredit to the NELAP standard will be impacted.

SIR Update

Total Number:	340
Closed Out:	327
LASEC Review:	3
NELAP AC Voting:	7
At Expert Committee:	3

PROFICIENCY TESTING

- The NELAP AC has not approved the new Microbiology FoPT table. 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. There was quite a bit of conversation surrounding who the “customers” are for the FoPT tables and concerns were raised by Michella Karapondo and Jennifer Best. This will be further discussed during the June meeting.

- The Committee will begin putting an implementation plan together for Volume 3 and 4 of the 2016 Standard. They will start by determining what procedures in Volume 4 were deleted from the 2009 Standard when moving to the 2016 Standard. These deleted procedures need to be updated and added to PTPEC SOPs. The PTPAs are still working through how to implement Volume 3 and further discussions are needed.
- After a thorough review of information sent by William Daystrom, the Committee agreed to currently stay with Excel for FoPT tables instead of switching to Access.
- The Chemistry FoPT Subcommittee: Carl Kircher is working with Radiochemistry Expert Committee representatives to determine the best way to develop the Radiochemistry limits moving forward. The Subcommittee is continuing work on review of the FoPT Limit SOP (4-101).
- The Microbiology FoPT Subcommittee – See first bullet.
- The PTP SOP Subcommittee – They are continuing work on SOP 4-102 (Appeals/Complaints SOP).
- Analyte Breakdown Subcommittee: Andy Valkenberg will chair this subcommittee. Its mission is to investigate and recommend a technical solution to the dilemma of analyte breakdown of 4,4-DDT and Endrin in PT samples. This subcommittee will begin meeting this week.
- Analyte Request Application (ARA) was received from Aaren Alger related to DW and SCM: The individual isomer compounds are the measured analytes and the laboratories should be required to report the compound(s) that they measure. Please review all tables for consistency in the evaluation of individual isomer compounds. She is also requesting that the PTPEC evaluate the need for compounds that are “total” (meaning a calculation from other analyses), and consider removing compounds that are strictly calculations, those that are not measured by the instrumentation as a “total” result. For example, “Total Xylenes”. Maria met with the NELAP AC and their final feedback is to retain “total” analyte and add the individual isomers.
- The PTP/NEFAP Combined Evaluation Taskforce. Next 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 executive committees are still hoping to send out applications in the Fall. Work will begin in June on the items listed above.

ADMINISTRATION

Advocacy

- Most of June’s Advocacy Committee meeting was devoted to planning for Jacksonville. The committee will meet with the NELAP AC and NGABs over lunch one day, with a presentation by Christine Sotelo of CA about how CA plans to utilize third party assessors, but only those from TNI-recognized NGABs, for assessing “sophisticated technologies” and whether this concept could be useful for NELAP ABs.
- Advocacy is also planning to have a discussion at its session in Jacksonville about how to define the Small Laboratory Advocate’s (SLA’s) position and role in its revised charter, since the SLA will be under the purview of this committee. Once this is accomplished, Robin Cook, the new SLA, will be able to formalize a work plan for that role.

- Advocacy is also preparing a white paper about the value of accreditation to the TNI Standard. As we all know, TNI members believe that accreditation has value in a number of ways and we all have anecdotal evidence supporting that belief, but there is a serious shortage of hard information demonstrating that our belief is based in fact.

Policy Committee

- This committee has addressed the most recent comments from the Board concerning the Non-discrimination SOP, but due to lack of a quorum, was unable to approve the final document for presentation to the Board at this meeting. Policy's next meeting will be June 14, so that it should be available for the July meeting.
- Policy Committee concluded that the TNI Code of Conduct should be revised to become a policy, and a controlled document; a draft awaits review. Also, a draft of a policy or SOP concerning emails as "controlled documents" or possibly "Advocacy documents" is being developed.

Training

- Current Classes being worked on:
 - Good Laboratory Practice – Internal Audits – Part II (Matt Sica). Ilona received an update from ANAB and a DRAFT for review is expected late May/early June. This class will focus on technical internal audits.
 - 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 in during the Jacksonville meeting.
 - Ensuring Ethics in Your Testing (Marlene Moore). This class was held on June 6, 2019. There were 30 groups in attendance and 48 individuals that registered.
 - Marlene Moore submitted a proposal to do Technical Assessor Training – Assessing Whole Effluent Toxicity. It will be a 4-day webinar – 4 hours each day. Dates are being determined.

NEMC

- There are over 300 attendee registrations at this time, not counting over 100 from the exhibitor program. All session chairs and speakers have been reminded that they need to register.
- The exhibit hall has been filled.
- All twelve spots for the Technology Showcase have been filled.

NGAB

- IAS Evaluation: IAS has been granted an extension to July 7, 2019 for their corrective action package. This may likely delay announcement of a new NGAB in Jacksonville.

MEMBERSHIP

- Active Members: 1084
- One new committee application was received for Microbiology.