

TNI Board of Directors Meeting Summary October 9, 2019

1. Roll Call

Directors	Present
Jordan Adelson	---
Aaren Alger	X
Steve Arms	---
Justin Brown	
Stacie Crandall	X
Bob Di Rienzo	
Jack Farrell	X
Maria Friedman	X
Chris Gunning	
Myron Gunsalus	X
Paul Junio	X
Judy Morgan	X
Cheryl Nolan	
Patsy Root	X
Debbie Rosano	
Scott Siders	X
Alfredo Sotomayor	X
Dave Speis	X
Lem Walker	
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. Change of Stakeholder Category for Aaren Alger

Aaren is no longer with Pennsylvania DEP, but is willing to continue to serve on the Board and thus would now be classified as an Other. With this change, the balance will be 4 AB, 7 lab, and 9 other. The Bylaws also require at least 3 Directors be from recognized Accreditation Bodies and there are 3.

3. Approval of September 2019 Minutes

Motion to Approve: Judy Morgan

Second: Myron Gunsalus

Abstentions: Dave Speis

Approved: Approved

4. Implementing the 2016 Standard

- There is 1 item remaining.
 - The Standard Interpretations Request consolidated document is incomplete.

5. Policies and SOPs to Review

- **SOP 1-108 Nominations to the TNI Board of Directors**

This SOP was not updated after the 2013 bylaws changes that gave Ex-Officio Directors the right to vote.

Motion to Endorse revised SOP 1-108: Patsy Root

Second: Paul Junio

Approved: Unanimous

6. 2020 Board Election

Nominations for the 2020 Board election will in November according to this schedule:

- November 5 – December 31, 2019: Nominations accepted
- January 1-15, 2020: Nomination Committee will review the nominations and prepare a slate of candidates.
- January 14: Voting opens with the announcement of the slate of candidates on the TNI website
- January 28-31: Forum on Laboratory Accreditation – Candidates Meet and Greet
- February 11: Voting closes
- March 14: Newly elected Directors assume office

The schedule above needs to be revised. Sharon will take care of that.

Directors whose terms expire in March 2020 are Aaren Alger, Justin Brown, Chris Gunning, Patsy Root, and Cheryl Rosano. The TNI Bylaws allow, and in fact encourage, Directors to serve multiple terms.

There is 1 other open position. The current make-up is 4 AB, 7 lab, and 9 other (including 3 ex-officio).

7. Revised Advocacy Committee Charter (Attachment 1)

The Advocacy Committee charter was revised to include the Small Laboratory Advocate position, Objective 8. This charter requires approval from the Board.

Motion to Accept the Revised Advocacy Committee Charter: Aaren Alger

Second: Dave Speis

Approved: Unanimous

8. California Update

The proposed rule is expected to be published on October 11. It will be the 2016 TNI Standard with the exceptions for one PT sample per year and relaxed qualifications for the Technical Director.

9. Program Reports (Attachment 2)

Attachment 1
ADVOCACY COMMITTEE CHARTER (2019)

Advocacy Committee Charter (2019)

Mission

The Advocacy Committee promotes the efforts of TNI nationally.

Composition of the Committee

1. The Chair Advocacy Committee shall be a member of the TNI Board of Directors preferably the past chair.
2. Committee membership shall generally be in accordance with SOP 1-101.
3. The committee should represent, to the extent possible, the diversity of the entire TNI membership, by considering the stakeholder group, interest, expertise, geographic location, and professional affiliation of Committee Members. There is no requirement for balance of membership, but the committee strives to avoid dominance by any one stakeholder group.

Objectives

1. Implement tasks assigned to Advocacy in TNI's strategic plan and look for opportunities for TNI to be proactive.
 - **Success Measures:**
 - Preparation of reports, webinars, position papers, articles and other documents promoting national accreditation.
 - Assignment of TNI ambassadors to non-NELAP/non-NEFAP states
2. Maintain relationships with other organizations (WEF, AWWA, ACIL, etc.), EPA program offices, other federal agencies, and non-NELAP/non-NEFAP state agencies that have an interest in accreditation issues
 - **Success Measures:**
 - Improved dialog with interested organizations
 - Collaborative efforts
 - Increased number of NELAP/NEFAP recognized accreditation bodies
 - Broader applicability of the national program to non-NELAP and non-NEFAP states
 - Wider acceptance by laboratories and FSMOs
 - Wider acceptance by EPA programs of national laboratory and FSMO accreditation
 - Wider acceptance by other federal programs
3. Develop presentations and papers to promote the NELAC Institute and national accreditation
 - **Success Measures:**
 - Increased membership
 - Development of TNI position papers
 - Maintenance of a library of presentations for members use
4. Provide outreach at national, regional and local meetings
 - **Success Measure:**
 - Participation in regional meetings
5. Assist with publication of the member newsletter

- **Success Measure:**
 - Identification of articles and authors for at least 3 newsletters per year
- 6. Assist with conference planning
 - **Success Measure:**
 - Continue to hold two successful conferences per year
- 7. Create or review the Work Plan on at least an annual basis and as part of any internal audit process
 - **Success Measure:**
 - Work plans are presented to the TNI Board for review on at least an annual basis
- 8. Provide outreach to the small laboratory community through the Small Laboratory Advocate position.
 - **Success Measures:**
 - Recommend individuals to the TNI Board for appointment to the Small Laboratory Advocate (SLA) position
 - Ensure that the SLA has an established work plan for conference calls, webinars, and other training activities to actively seek the opinions, ideas, and viewpoints of the small laboratory community regarding accreditation
 - Provide support to the SLA in presenting TNI's positions and ideas on accreditation to appropriate small laboratory associations and groups outside of TNI.
 - Assist the SLA in answering questions internally and externally regarding small laboratory issues and implementation of accreditation standards.
 - Provide SLA with a webpage and meeting opportunities at TNI meetings

Decision-Making

Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yea, Nay or Abstain. The Chair may designate a different option as appropriate.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: regular schedule is the first Thursday of each month at 12 Noon Central time.
- Face-to-face meetings as needed at TNI conferences. Normally these will take place near the conference conclusion.

Program Administrator: Carol Batterton

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The ANSI audit process is underway and TNI received numerous questions on 5 parts of the standard, which will be audited. The standards under audit are EL V2, EL V3, FSMO V1, FSMO V2, and EL V1M4. A response to their questions was supplied on August 6, 2019. A second set of questions was received on September 24, 2019 and our responses were provided on October 1, 2019.
- Note from Jerry: Bob Wyeth completed a 39-page document that contained close to 100 embedded files and screenshots in response to 93 detailed questions from ANSI. A typical question is shown below:

Marty Hackman and Robert Shannon voted negative with comment on this Standard in the VDS vote ending 1/12/13. You mentioned that Hackman was not a member of the Expert Committee. What about Shannon? Did Shannon receive a written disposition and reasons therefore for his objection?
- The Consensus Standard Development Executive Committee has completed revisions to the Internal Audit checklists for both the executive committee and the expert committees and is seeking Policy committee approval.
- The SOP 2-100 Task Force continues to meet and discuss potential changes for the next revision of the SOP. Numerous changes are anticipated to address the “lessons learned” document, and the ANSI audit. The anticipated changes in this SOP will necessitate a similar review and modification of SOP 2-101 (committee operations).
- The TNI Glossary is also planned to be updated.
- Committee participation training is also being initiated.
- A TNI Newsletter article is planned to solicit new members to the expert committees as numerous openings are available and/or individuals are rotating off at the end of 2019.
- The Chemistry expert committee has completed its SIR Summary and continues to work on a few SIRs not yet fully resolved with the LASEC/AC. Their next efforts will focus on changes to Module 4 related to needed clarifications of the requirements for Demonstration of Capabilities (DOC). Comments and suggestions from the AC have been received by the committee.
- The Proficiency Testing expert committee has not met since our last BoD meeting as the conference call was rescheduled for Friday 10/11/2019. They are currently reviewing issues that have been presented to the committee directly or through the SIRs to determine what the committee should address in future revisions to the standard.
- The Asbestos expert committee continues to develop a draft VDS of EL V1M3. It is anticipated that the VDS will be presented in Newport Beach. No comments have been received by the committee on their Notice of Intent, Website Announcement of changes to Module 3 or to the posting of their Summary and Outline of said changes. BSR-8 will be filed with ANSI shortly.

- The Proficiency Testing expert committee in Jacksonville presented more PTRL guidance and information surrounding select/common SIRs in attempt to ease implementation of the 2016 Standard in January 2020. They are currently reviewing issues that have been presented to the committee directly or through the SIRs to determine what the committee must address in future revisions to the standard.
- The Asbestos expert committee continues to develop a draft VDS of EL V1M3. It is anticipated that the VDS will be presented in Newport Beach. No comments have been received by the committee on their Notice of Intent, Website Announcement of changes to Module 3 or to the posting of their Summary and Outline of said changes.
- LAB continues reviewing and discussing the comments on the draft outline of proposed changes and the draft revised standard. It seems likely that a Voting Draft Standard will be ready for publication by the next conference
- The WET committee is verifying with its AB members the acceptability of its new paradigm for demonstrations of competency, focusing on the “lab DOC” and documented comprehensive analyst training. This extra step is needed because none of those representatives were present in Jacksonville nor were they on the September teleconference, but the rest of the committee is enthusiastic about the shift, which was actually proposed by Marlene Moore in discussions in Jacksonville. TNI will provide WebEx support for the workshop about accreditation of WET testing prior to the SETAC meeting in Toronto. Several committee members are working with the workshop host, Trudy Watson-Leung of the Ontario Ministry of the Environment, Conservation and Parks, to present this workshop at the Ministry’s Laboratory Services Branch in Toronto, Canada. The announcement may be viewed at <https://globe.setac.org/whole-effluent-toxicity/>.
- The Radiochemistry Committee is continuing to work on Part 5 of the training series. The Committee discussed using DMS for their Standard development. This will be set-up in the next month. The Committee is continuing to work on a list of possible changes to the Standard. They will begin looking at a format to outline the suggested changes in preparation for a public webinar.
- The Microbiology Committee continued work on defining Technical Manager requirements – added a requirement for a 4 credit hour biology class, modified the text for substitution to be consistent with the work being done in QS, clarified that experience needs to be in a microbiological lab and discussed the need for experience to be recent. The Committee will finish the paperwork to officially begin working on the Standard this month and is starting to compile a list of expected changes to the Standard that they will use for a public webinar to get feedback.
- The Quality Systems Committee reviewed the comments received in Jacksonville and updated the Technical Manager requirements. Jessica sent it out the Committee for final email comment and will be sending all drafts (Chemistry, Microbiology, Radiochemistry and WETT) to the NELAP AC for comment. The Committee has started reviewing all the 2016 Standard language that was inserted into the ISO/IEC 17025:2017 standard to make sure it was transferred correctly and to make sure there is no duplicate language. Once this is done ... they will review ISO/IEC 17025:2005 language and see if any of this language needs to be inserted into the new standard.
- The SSAS Committee will be reviewing the DRAFT recommendation on the future of the SSAS Expert Committee to the CSDP Executive Committee and TNI Board of Directors. The document should be ready this week. The Committee is continuing work on their SOPs to define how they will be able to provide audit samples at other concentrations. The Committee is continuing to meet more frequently to try to finish up both the SOPs and the Standard updates in hopes that these changes to the program will encourage another audit sample provider to apply.

NEFAP Executive Committee

- The Committee worked on making final edits to address Policy Committee comments on SOPs. The Voting SOP won't be complete until October due to competing meeting topics.
- The NEFAP EC is continuing work on the Scope Guidance document. This was discussed in Jacksonville, but will need to be revisited in October.
- The new NEFAP EC membership vote has been completed:
 - Paul Bergeron – Other-AB
 - Halley Dunn Hastings – Other
 - Suzie Nawikas – FSMO-Lab
 - Ryan Pangelinan – Other-AB
 - Stephanie Sparkman – FSMO-Lab
 - Elizabeth Turner – FSMO-Lab

In addition, Shawn Kassner has resigned from the Committee and will remain an associate member. His membership on the Committee meant that there would have been 3 people from the same organization.

- No Progress: 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 outstanding Complaint has been finalized by the Committee. Kirstin will contact the complainant about the results.
- SOP 5-103 (Nomination) and SOP 5-104 (Complaint) are being finalized and should be voted on in October.

Field Activities Expert Committee (FAC)

- The Committee did not meet in September due to Labor Day weekend and the inability to find a date to reschedule it to.
- The Committee continues to look at the DRAFT FSMO Standard that has been developed by combining the 2014 Standard with the new ISO/IEC 17025:2017. They are compiling a list of expected changes to the Standard and will begin planning a public webinar for comment. They are also starting to prepare DRAFT language to update the Standard. The Committee is using DMS to make the updates to the Standard. Participation in the process by Committee members (voting and associate) has been good.

Field Activities Task Force

- Objective 1—Nick Nigro is revising the executive summary and the scope of accreditation spreadsheet. The task force agreed to continue its pace while the NEFAP EC group determines its schedule for completion of the NEFAP Scope Guidance Document.
- Objective 2—The task force will share the accreditation flowchart with the NEFAP EC for comment this month.
- Objective 3—The task force is looking at sharing the definitions and the executive summary.

- Objective 4—Paul Bergeron will finalize the recommended language document and prepare the executive summary this month.

NELAP

Accreditation Council

- The NELAP AC will have met on Monday, October 7, with several major items on the agenda. First, two EPA representatives, Jennifer Best and Michella Karapondo, requested an opportunity to explain to the Council why their request to separate “tube” technology from “well” technology for the Most Probable Number (MPN) test for coliforms is needed, since the Council declined to accept that change previously. Second, Christine Sotelo will have a conversation with the Council about California’s status and its intent to regain NELAP recognition.
- And last but not least, the Council will vote on approval of the most recent revision of the Detection and Quantitation Guidance, GUI 3-109, which is expected to be approved for use. Since adoption and implementation of the 2016 TNI ELS Standard was contingent upon having this document and the companion Calibration Guidance, GUI 3-110, the implementation can now go forward. GUI 3-109 still needs review by Policy Committee prior to final acceptance as TNI guidance, and the web page where the Standard is available for purchase needs to provide a link to the two required Guidance documents (and should probably include the PTRL Guidance, as well).
- Since the October teleconference was already planned, with guests, the Council will begin the process for electing a new Chair, and then a Vice Chair, with the November meeting.

Laboratory Accreditation System Executive Committee (LASEC)

- Discussions about the possibility of implementing some form of interim evaluation of NELAP ABs continue, and plans are being made to conduct an informal survey related to this activity at the next conference.

PROFICIENCY TESTING

- Maria drafted a letter to address the implementation schedule for the remainder of Volume 3 of the 2016 TNI Standard. The Committee asked that the letter include information about the equivalency of the 2009 and 2016 standards. This will be added for final review during the October meeting.
- SOP 4-102 (PTPEC Appeals/Complaint SOP) has been completed and will be submitted to the Policy Committee for final review this week.
- No Progress: The Committee will begin putting an implementation plan together for Volume 4 of the 2016 Standard. Shawn Kassner and Maria are 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’s SOPs.
- The PTP/NEFAP Combined Evaluation Taskforce. Marlene submitted a training proposal for evaluator training that is being reviewed by Jerry and Ilona. Training is expected to take place in February 2020. The application should be complete this month and the evaluation checklists will need to be completed in November.
- The Committee will start to look at the FoPT table titles to ensure they are consistent with the title clicked on to view the table. NELAC should also be removed from the title.
- The PTPEC will help the WETT Expert Committee collect data to evaluate FoPT information.

- The Chemistry FoPT Subcommittee is completing an email vote to accept the Radiochemistry FoPT limits as calculated using a new procedure developed by the Radiochemistry Expert Committee and reviewed by EPA. Part of this approval includes sending the new written procedures to the PTP SOP Subcommittee.

ADMINISTRATION

Advocacy

- Due date for articles for the next newsletter is October 25. Publication date is approximately mid to late November. Sharon Mertens is the editor.
- Jerry advised the committee that the agenda is set for the Newport meeting in February. He expects to launch registration this week.
- The committee reviewed highlights of the Jacksonville meeting.
- The proposed amendment to the Advocacy charter related to the Small Lab Advocate will be submitted to the TNI Board for approval.

Policy Committee

- Policy will complete review of the updated Internal Audit checklists for all TNI programs and committees at its rescheduled October 11 meeting, so that these can be uploaded to the Internal Audit Database. Internal audits should begin in late October or early November and be completed prior to the winter holidays, although specific due dates are not yet set.
- The Nominations to the Board SOP 1-108 was revised to conform to the Bylaws change about Ex-officio members being able to vote and being ratified by membership at the next Board election. Policy approved this document at its September 20 meeting and it is presented for Board review and approval at this meeting.

Training

- Current Classes being worked on:
 - Good Laboratory Practice – Internal Audits – Part II (Matt Sica) The DRAFT training is in the process of finalization.
 - The Radiochemistry Expert Committee is working on Part 5 of 5 of the Understanding Radiochemistry Series. Part 4 of the series had 15 attendees in Jacksonville, FL
 - Marlene will be doing Technical Assessor Training – Assessing Whole Effluent Toxicity. The class will take place November 4, 6, 7 and 8 with a total of 16 hours of instruction.
 - Marlene and Ilona are discussing evaluator training for the NEFAP/PTP Evaluations. This training is expected to occur in February 2020.

Environmental Measurement Symposium

- The steering committee has selected “The Environment in 2020 – Past, Present, and Future” as the theme for the 2020 conference.
- Significant due dates for 2020 have been set as:
 - Abstracts and Bios - 1/27
 - Presenter registration - 7/6
 - Presentations - 7/13
- The committee is considering a boat cruise with dinner as the Wednesday night social event.

NGAB

- IAS Evaluation: Ilona sent an email for an update on the status of their onsite and completion of their final response.

MEMBERSHIP:

- **Members:** 1066
- There were five committee applications received:
 - 1 – Quality Systems (QS)
 - 1 – LAB, 1 – Microbiology
 - 1 – Chemistry/LAB/PT Expert/QS/Radiochemistry
 - 1 – PTPEC
 - 1 – PTPEC/Microbiology/QS