

TNI Board of Directors Meeting Summary

December 11, 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	X
Maria Friedman	X
Chris Gunning	
Myron Gunsalus	
Paul Junio	X
Judy Morgan	
Cheryl Nolan	
Patsy Root	X
Debbie Rosano	X
Scott Siders	
Alfredo Sotomayor	X
Dave Speis	X
Lem Walker	
Curtis Wood	X
Past Chair	
Sharon Mertens	X
Staff	
Lynn Bradley	X
Carol Batterton	X
Jerry Parr	X
Suzanne Rachmaninoff	
Ilona Taunton	X
Janice Wlodarski	X
Bob Wyeth	X

2. Approval of November 2019 Minutes

Motion to Approve: Patsy Root

Second: Maria Friedman

Approved: Unanimous

3. Implementing the 2016 Standard

The Standard Interpretations Request consolidated document is incomplete. Once completed, we will need to think about what we want to do with it. As it resides right now, it's not really user friendly; it's pretty complicated. Jerry will give it some thought and work with Paul to turn it into something easier to use. Idea: turn it into some kind of a table to publish on the website. Maybe put it in order of the standard so it's easy to follow.

4. Strategic Plan

The current draft of the strategic plan was provided separately. This document requires approval by the Board. In addition, the following key action items in the plan assigned to the Board should be discussed and initiated as appropriate:

- Establish a standing committee to develop, support and expand a comprehensive training program for the environmental measurement community.
- Establish a task force to explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers and others as appropriate.
- Establish a task force to explore and make recommendations on developing implementation guidance for laboratory consumables.
- Explore and make recommendations on developing a mentoring program which considers various approaches such as one on one, conference calls, webinars and electronic bulletin boards.

General questions: Where do we get the money to do this, which these are going to advance TNI, and what's our return on investment?

We will do these things trying to not destabilize the organization.

Review of Strategic Plan:

Strategy #1:

This strategy was retained from the last strategic plan. Items were added Goals to make it relevant to our current status..

Strategy #1; Goal 1.1:

Comments: Everything is assigned to a group and it's up to them to develop the schedule for completion. Once we approve the plan, each group will receive a copy and then provide us with a schedule.

Suggestion: Number each item in the table or, if there is a sub-item of a goal, each should be rated at the same level of importance. This needs to be looked at.

Strategy #1; Goal 1.2:

Working with CA and other states to become ABs – we like these as goals. How do we look at this goal if we think CA is only ever going to become an AB if we change to a 1 PT/year? Initially they would have a 1-tier program, but the only way they would become an AB is if they are a 2 PT/year organization.

CA should not be a high priority [for us]. They have to do it. Change priority to Moderate.

The phrasing of “Work to encourage NELAP ABs... assessed by NGABS...” is confusing. The NGAB is the assessment body; this should read “third-party assessment” instead of “NGAB”. Or “assessed by TNI-recognized 3rd party assessors or NGABs”. Change the phrasing.

THIS: [Continue to?] [Work to] **Encourage** NELAP ABs to accept an assessment conducted by a TNI-recognized 3rd party assessor body or NGAB. Change priority from High to Moderate.

Note: “High” priority means it's a year 2020 goal.

Right now TNI doesn't recognize any assessors, except NGABs and the process is very rigorous.

We should work with NELAP ABs to remove 2-tier programs. Change the word "remove" to "consolidate". Change "Work with" to "encourage".

"Advocate key decisionmakers" -- This sounds like we don't have a national program. Add "based on the TNI Standard" after *national accreditation*.

The last 2 items should become sub-items for the 3rd to last item. Make all priorities Moderate.

Strategy #1; Goal 1.3:

This is still being discussed with the Field Group.

Strategy #1; Goal 1.4:

There is nothing here that says we want to expand the PT program for TNI and non-TNI labs. Is there something in Strategy 4? No.

Would it be a strategy to maintain and support... or encourage... or have a plan... or do something... with our goal to have a PT program that provides PT samples and accreditation for all laboratories, not just TNI laboratories. The first line addresses this.

Strategy #2

Strategy #2; Goal 2.1

Change text: "TNI... by providing assistance and incentives." Just place a period after TNI. Remove "by providing assistance and incentives."

Should the 2nd item go under Goal 1.1 (consensus standards development)? It can go either place. It's better here – more individualized here than under a big picture in 1.1.

Priority "Ongoing"?

Include "providing input" – change priority to moderate.

Last item – are we talking about orientation or training? Orientation. Should this be added to goal 1.1? This item is for members that are new to TNI. This is different than orientation (training) of new members sitting on committees.

Strategy #2; Goal 2.2

Change "Quantity" to "Quantify". Now change Quantify to demonstrate (2nd bullet).

Stop here at 2.2 and pick up in the January meeting.

5. Internal Audit Process

This effort is now underway.

6. California Update

The TNI comment letter on the California rulemaking for their laboratory accreditation program, with the proposed changes suggested by Scott Siders, has been finalized along with Jerry's comments for oral testimony at the public hearing on December 18.

7. Program Reports (Attachment 1)

Attachment 1 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The ANSI 2019 Audit Results have been received and a 2-hour meeting with ANSI representatives was held on Monday 12/9/2019. The report consists of suggestions, audit findings (with numerous recommendations), auditor's notes, and a section on 2014 audit recommendations and TNI responses. Bob and Jerry will have a summary of the findings by the January Board call along with corrective actions needed. Our ANSI accreditation will be suspended until the corrective actions are completed. We do not anticipate any real issues in addressing the findings.
- The Consensus Standard Development Executive Committee has advised all expert committees of the requirement to complete Internal Audits by 1/3/2020. A number of expert committees are in the process of or have completed their IA.
- 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 update and expert committee training are beginning to be addressed through the Task Force changes to SOP 2-100 and 2-101 but will not conclude until SOP modifications are complete.
- The Chemistry expert committee may be facing balance/dominance issues as a number of members have changed affiliations. Hopefully they can expand membership as a result of Newsletter responses as opposed to elimination of current members. Chemistry is awaiting LASEC comments on a few SIRs. Their next efforts will focus on changes to Module 4 related to needed clarifications of the requirements for Demonstration of Capabilities (IDOC and CDOC).
- The Proficiency Testing expert committee is seeking a new Chair as the current chair will rotate off this year. 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 visions to the standard. The committee will also be reviewing ISO 17011, 17025 and 17034 for consistency with the TNI standard.
- The Asbestos expert committee continues to develop a draft VDS of EL V1M3 . It is anticipated that the VDS will be completed in December and presented in Newport Beach. No comments have been received by the committee on their Notice of Intent, or Summary and Outline of said changes. BSR-8 will be filed with ANSI.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. LAB prepared a response to one SIR and approved one new member, with another new member application awaiting consideration at the November meeting.
- The WET committee continues to flesh out its new paradigm for demonstrations of competency, focusing on the "lab DOC" and documented comprehensive analyst training. The Chair and Vice Chair met with PA and NJ to negotiate an acceptable framework to specify the skills in each phase of testing that will require competency and discussed but did not reach a final conclusion about whether and how many reference toxicant tests an individual would need to participate in, and whether skills that are highly similar in multiple methods ("technologies") could show demonstrated competency in a single method. This negotiation is a high priority item, as it is essential to have all ABs (at least those on the committee) in agreement with the framework so that revision of the standard can move forward. They continue work on

a training course outline for data processing and interpretation of WET test results, and are drafting a request for WET PT data from the TNI PT database, working with the list of data elements provided by TNI's IT Administrator.

- LAB continues reviewing and discussing the comments on the draft outline of proposed changes and the draft revised standard. LAB approved one additional new member, and will receive the sole returned SIR for reconsideration during its next meeting.
- The Radiochemistry Committee is still working on Part 5 of 5 of the Radiochemistry training that will be presented in Newport Beach, CA. The Committee had a conversation about independent calibration verifications and how this might relate to a change in the Standard. The Committee is continuing to compile possible changes to the Standard so they can begin planning a public meeting to review possible changes and receive comment. They are targeting February for this meeting. Technical Manager requirements were reviewed.
- A Draft of implementation guidance for SIR #301, regarding definition of a sample, by the Microbiology Committee was delayed to December. The PROPOSAL FOR ESTABLISHMENT OR MODIFICATION TO TNI STANDARD form will be submitted in December.
- The Quality Systems Committee is continuing to review 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. The Committee will be working on a definition for Quarterly that will be submitted to the CSDP EC. Preliminary comments and questions have been received from the NELAP AC on DRAFT language for Technical Manager requirements (Chemistry, Microbiology, Radiochemistry and WET). More comments are expected. Jessica is starting to plan a closed door session in Newport to discuss Technical Manager requirements with ABs, Expert Committee members and the Quality Systems Expert Committee. Additional guests may be determined as planning continues. One topic of discussion is the option of providing at Technical Manager course to possibly replace some educational requirements.
- The SSAS Committee worked with Jerry Parr to provide formal comments to the EPA regarding the Stationary Source Audit Program. These comments were due 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

- Work on the Scope Guidance document has been tabled until Strategic Planning is complete.
- The Committee reviewed progress on forming a subcommittee to prepare the NEFAP proposal to the TNI Board of Directors regarding NEFAP strategy for the future.
- The Field Task Force flowchart to help determine which accreditation (NEFAP or NELAP) should be used for field and sampling work was looked at again and no further comments were sent to the Task Force. This matter is closed.
- SOP 5-103 (Nomination) was sent to the Policy Committee for final review.

- The updated Draft of SOP 5-107 (New – Conflict of Interest) was reviewed by the committee and approved for Policy review.
- SOP 4-104 (Dispute/Appeal) will be updated to reflect SOP 7-101 (PTP/NEFAP Combined Evaluation) and available for final review in December.

Field Activities Expert Committee (FAC)

- 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.
- Scott Haas, Ilona and Paul Junio have been fine tuning use of DMS to prepare the Standard update. Invites have been sent to all Committee members and training will occur mid-November.

Field Activities Task Force

- The Task Force is finishing up a summary of the work performed to date that they plan to submit to the TNI Board of Directors by December 16, 2019.

NELAP

Accreditation Council

- The NELAP AC will vote in January for its new Chair and Vice Chair. The nominees are Kristin Brown (UT) for Chair and Michele Potter (NJ) for Vice Chair.
- The final evaluation of the 2016-2019 cycle is underway, and voting will conclude this week on the Florida Evaluation Team's recommendation to grant provisional recognition to FL while it addresses two non-conformances that need IT involvement to resolve. The first two letters requesting renewal applications for the 2019-2022 evaluation cycle have gone out.
- Dan Hickman met with the Council to work out a satisfactory way of assigning new method codes to lab SOPs for methods from Standard Methods. These individual SOPs are updated far more frequently than the published document, so that each SOP warrants a new method code. The solution will be to inactivate the previous method code when the SOP is updated, and eventually to delete the inactive methods.
- The Council also discussed the proliferation of PFAS regulations and the need for appropriate PTs for the different state regulations. Bill Hall (NH) will work through the APHL State Assessor Forum to encompass concerns of APHL and ASDWA as well as NELAP. There are some issues around potential secondary accreditations where the secondary AB would need a copy of the actual method SOP, since these are not currently promulgated methods even where the matrix is drinking water, and the Council will work to resolve those in the coming weeks. All understand that data defensibility will be of prime importance for this particular analyte.

Laboratory Accreditation Systems Executive Committee

- LASEC did not have a quorum at its full committee meeting in November. The election of Aaren Alger as a new member was accomplished by email, and the nominations and election of a Vice Chair for the committee are underway. There were THREE nominees for the Vice Chair position, so that an

initial vote will take place, and then the top two candidates will have a run-off election; this will ensure that a majority of the committee votes for the person who fills the position.

- The SIR Subcommittee did meet in November and reviewed seven SIR responses. Most of these will be posted for NELAP AC voting, with one being returned to its expert committee for reconsideration.

Standard Interpretation Request Update

Total	Closed Out	LASEC Review	NELAP AC Voting	At Expert Committee
362	345	3	8	6

PROFICIENCY TESTING

- SOP 4-102 (PTPEC Appeals/Complaint SOP) was sent to Policy for final approval. SOP-4-108 (Conflict of Interest) and SOP 4-107 (FoPT Table Management) are scheduled for final review and voting in December.
- Marlene submitted a training proposal for evaluator training for the PTP/NEFAP Combined Evaluation that is being reviewed by Jerry and Ilona. Ilona will be working with Marlene to make a few modifications. Training is expected to take place in February 2020. The application and evaluation checklists will be done before the end of the year.
- The Chemistry FoPT Subcommittee forwarded their recommendation on calculation/determination of the Radiochemistry FoPT limits as calculated using a new procedure developed by the Radiochemistry Expert Committee and reviewed by EPA. The PTPEC will consider this during their December meeting.
- The NELAP AC approved the separate listings of MPN-Multiple Tube and MPN-Multiple Well PTs. The PTPEC set an effective date of 7/1/2020.

ADMINISTRATION

Advocacy

- The committee voted to approve Josh Wyeth's application for membership on the Advocacy Committee.
- Robin Cook, Small Lab Advocate, has re-activated the Small Lab LinkedIn group. She will work establishing a presence on Instagram and Facebook next.
- Over 100 registrations have been received for the Newport meeting.
- The TNI comment letter on the California rulemaking for their laboratory accreditation program has been finalized along with Jerry's comments for oral testimony at the public hearing on December 18.
- The first meeting with other associations to discuss forming a replacement group for ELAB was held December 2. The groups decided to move forward with the idea. Founding member organizations included TNI, ACIL, APHL, and WEF. The coalition was tentatively named the Environmental Monitoring Coalition.

Policy Committee

- Policy completed review of two documents and approved them contingent upon the submitting committees agreeing with the minor but non-editorial changes requested. These documents will be provided to the Board in January, after their respective committees have an opportunity to review the requested changes.

Training

- Current Classes being worked on:
 - Good Laboratory Practice – Internal Audits – Part II (Matt Sica) – Comments sent to ANAB for review and update of the training.
 - The Radiochemistry Expert Committee is working on Part 5 of 5 of the Understanding Radiochemistry Series.
 - Marlene and Ilona are discussing evaluator training for the NEFAP/PTP Evaluations. This training is expected to occur in February 2020.
 - Ilona is working with Scott Hoatson who will be sending a proposal for Ethics Training. It will be more of a tool kit that will include a webcast and examples that can be used to customize the training to the facility.

Environmental Measurement Symposium

- Proposals are being solicited for the 2021 meeting.

NGAB

- IAS Evaluation: IAS is completing a laboratory assessment this month and will then complete their final corrective action response. Ilona spoke with the Chair of the TNRC (Judy Morgan) to provide a heads-up on the need for this group's need to recognize IAS once this effort is completed.

Membership

- Active Members: 1076
- There were 3 committee applications received:
 - 2 – LASEC
 - 1 – Combined LASEC
 - LAB, PT Expert.