

# TNI Board of Directors Meeting Summary

## January 8, 2020

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### 1. Roll Call

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

### 2. Approval of December 2019 Minutes

**Motion to Approve:** Curtis Wood  
**Second:** Maria Friedman  
**Abstentions:** Myron Gunsalus  
**Approved:** Unanimous

### 3. Implementing the 2016 Standard

The Standard Interpretations Request consolidated document is complete, but a small group is discussing formatting options. It's just a matter of getting it into the right format to be presentable and readable. It should be completed in the next month.

#### 4. ANSI Audit Response

Bob Wyeth has prepared a 23-page report of proposed corrective actions to the 115 findings from the ANSI audit. The findings generally fall into these categories:

- Missing records related to committee membership, votes on standards, interpretation requests, outreach, training, and committee rosters,
- Omission of requirements, such as patent and antitrust policies contained in a key ANSI document, *Essential Requirements* in SOP 2-100,
- Incorrect submission of required forms to be provided to ANSI, and
- Not acting on committee applications in a timely manner, including applications that could have resulted in correcting balance issues; lack of outreach for under-represented interest categories.

The principle corrective actions proposed include the following:

- Revision of our standards development process to both simplify and clarify our processes where needed. This effort will be evidenced in Rev. 3 of SOP 2-100, to be supplied to ANSI within six (6) months.
- Other associated SOPs (SOP 1-101, SOP 3-105, SOP 1-104) will be modified as necessary for consistency with Rev. 3 of SOP 2-100 as well the primary elements of these SOPs being included in Rev. 3 of SOP 2-100 as recommended by the auditor.
- Development of a new applicant and membership management system.
- Development of a new document control, storage and archival system to ensure all documents necessary for compliance with *ANSI Essential Requirements* and applicable TNI SOPs are appropriately maintained and stored electronically.
- Development of new and improved training for Program Administrators, Committee Chairs, and Expert Committee members.
- Use *ANSI Essential Requirements* language for our antitrust, patent and commercial products policies.

*Discussion:*

The summary above is pretty accurate. Despite large number of findings, there is a much smaller number of corrective actions that needed to be taken. We need a new document control system, which Bob has thoughts about. This piece is IT-related so Bob needs to talk to William. We also need new training program.

In order to get the corrective actions done in the 6 (six) month period (which hasn't started yet) they will need to be fast tracked in order to get SOPs approved, etc., in time. We do not know the result of the audit yet. We suspect that based on the number of findings, we will be placed in suspension mode. This does not change the status of our standards being ANSI-approved. But, we cannot make any ANSI changes to modules until we are out of suspension. This is Bob's impression based on his discussion with the ANSI representative. The audit response went in yesterday. They have sixty (60) days (maybe thirty (30)) for their committee to meet and get back to us. It will likely be July/August when everything is due from us.

Questions: *Does everything have to be completed in the 6 months? Can we give them a plan for completion?* Some items will need to be completed. Some items can be identified in a plan for completion. We can show that some of these other items are being put in place, are working, or being worked on.

## 5. TNI Committee Member Registration for Newport

The deadline for early registration is January 13, but as of January 6, there are very few committee members registered, including very few committee chairs. See the Table below.

Committee	Number of Attendees	Chair Registered
Asbestos	1	No
Chemistry	1	No
Field Activities	3	No
LAB	4	No
LASEC	7	Yes
Microbiology	3	Yes
NEFAP EC	2	Yes
NELAP AC	10	Yes
PT Expert	1	No
PT Executive	1	No
Quality Systems	4	No
Radiochemistry	1	No
WET	1	No

## 6. Field Activities Task Force

The TNI Field Activities (accreditation) Task Force, that was established in 2018 to review the state of accreditation of mobile laboratories and field activities throughout the organization and make recommendations pursuant to their chartered mission, has completed their initial effort. Their work product is being provided separately for the Board to review.

This report will be used by the NEFAP strategic plan subcommittee, which will begin meeting after the new year, to make recommendations on the future of the NEFAP program (following the discussions at the strategic planning meeting). The NEFAP EC considered pausing the task force's work until the strategic plan subcommittee had some clear direction to provide, but since the task force was so near completion, we determined it best they go ahead and finish their mission at this point. Their work will be a critical component to review as we look at the direction of NEFAP, so we appreciate their efforts.

## 7. Internal Audit Process

This effort is now complete, except for the IT committee and Administration.

All other Internal Audit Processes were completed on time. We are compiling all the information that came in and will probably look at putting a summary together of some of the more common findings. We need a discussion of how we will do corrective actions. Some of the common findings that Bob spoke about earlier show up in the Internal Audits. One in particular is regarding getting the committee meeting agendas out. All committees have different requirements about when agendas should go out for meetings.

Corrective Actions: Because the Expert Committees are working on the findings and report back to ANSI – some of that issues will be addressed through that process. Others will be working through their corrective actions within their groups.

Feedback was that it was a good process and a worthwhile activity. Do we need a formal corrective action response? Not right this moment. We will put together a template to use. We want these internal audits to be done consistently and for them to not be a large burden to complete.

## 8. California Update

- A public hearing was held December 18. Despite many comments from municipal laboratories about the alternative “California QMS”, the Board is inclined to adopt the regulation as proposed. However, the Board has requested a separate workshop for January to compare the TNI Standard to the California QMS. Jerry has prepared one document summarizing the differences that has been reviewed by Marlene Moore, and has started work on a second document that will be a series of “case studies” showing why the language the California group has proposed to delete is invaluable for evaluating laboratory competence. One example is provided below.

The workshop noted above will occur on January 17<sup>th</sup>. We should know, by the time of the Newport meeting, the result of this meeting, and whether or not we need to have a follow up meeting/conference call with the TNI perspective.

- **Case Study 441(b), Adequate Resources:** A large municipality had a MAJOR leak happen in a raw wastewater pipe under a river that resulted in fish kills across state lines. As a result, that municipality was required to do additional testing. The in-house laboratory was not prepared for handling samples that had high results outside of their normal range. In particular, the E. coli results from the in-house laboratory were questioned; and a subsequent investigation revealed that the results had not been calculated correctly based on dilution factors. This Case Study showed the laboratory did not have the *“capability and resources to meet the requirements.”*

## 9. Program Reports (Attachment 1)

## 10. Next Meeting: February 12, 2020

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## Attachment 1 PROGRAM REPORTS

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### CONSENSUS STANDARDS DEVELOPMENT

- The Draft ANSI 2019 Audit Results have been received and TNI's response including corrective actions has been submitted. Additional information on the ANSI Audit is being presented in a separate part of the BoD agenda.
- The Consensus Standard Development Executive Committee is managing the completion of committee inputs to the annual report and reports that all Internal audit documents for the CSDEC and its expert committees have been completed.
- 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) and potentially other administrative SOPs.
- 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 committee meeting for January has been rescheduled from January 1<sup>st</sup> to the 8<sup>th</sup> at 10:00 AM ET. The Chemistry expert committee has been facing balance/dominance issues as a number of members have changed affiliations. Numerous candidates are available and the next meeting of the committee will resolve any lingering balance issues.
- Balance/dominance issues have been resolved. New candidates, etc., done by Newport? Looks like this will be done by Newport. Bob will send the spreadsheet to Jerry.
- The Chemistry committee 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 presented in Newport Beach. No comments have been received by the committee on their Notice of Intent, or 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. LAB approved one additional new member, and revised the returned SIR as requested by LASEC at its December meeting.
- The WET committee continues to flesh out its new paradigm for analyst initial demonstrations of competency. The "lab DOC" is defined in the WET methods and thus is not subject to revision at this time. The Chair and Vice Chair will meet with the NELAP AC to discuss progress and identify any objections that need to be addressed with what appears to be a framework acceptable to all ABs on the committee.

- The Radiochemistry Committee is still working on Part 5 of 5 of the Radiochemistry training that will be presented in Newport Beach, CA.
- The Microbiology Committee worked on language for an implementation guidance statement for SIR #301. The original question pertained to method blank frequency and the definition of sample. The language will be reviewed and voted on in January. The PROPOSAL FOR ESTABLISHMENT OR MODIFICATION TO TNI STANDARD form was reviewed by the Committee and will be sent to the CSDP for approval.
- LAB presented language to Quality Systems they think should be added to Module 2 for the next update: ISO/IEC 17011:2017 – 7.11.1.3 - The accreditation body shall inform the suspended CAB that it cannot continue to perform conformance assessment services under accreditation auspices for the affected scope of accreditation. Initial committee feedback is that it is already covered in Module 2 in the reporting section. The 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 SSAS 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 first meeting of the Subcommittee helping to prepare a proposal to the TNI Board of Directors regarding NEFAP strategy for the future will be January 13, 2020.
- Policy provided editorial comments on the NEFAP Conflict of Interest SOP (SOP 5-107). Kirstin agreed the comments were editorial and the changes were accepted so the SOP can move forward for TNI BoD review.
- The Committee is working on reviewing the Field Standards and providing formal review comments to the Field Activities Expert Committee.
- SOP 5-104 (Dispute/Appeal) is still being updated to reflect SOP 7-101 (PTP/NEFAP Combined Evaluation) and will be available for final review and vote in January.

### **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. They are working through Section 4 as a group and then Sections 5-10 have been assigned to Committee members. The Committee plans to have the initial review for changes/additions to the Standard complete by the end of February so they can prepare a list of possible changes to the Standard to begin preparing for a public webinar in April 2020 to receive stakeholder input.
- Work is continuing on fine tuning use of DMS to prepare the Standard update. There have been issues with limitations of people being able to edit the documents in DMS. They need their IT organizations to give them special permissions. Some people are working through this with their organizations and FAC is working with one individual to find a work around since they will not be able to get access. FAC is hoping to work through the initial growing pains of using DMS and then prepare a document that other expert committees can use as a starting point for updating their standards.

- Committee membership will be set at 10 members while the Committee continues to reach out for additional membership.

## NELAP

### Accreditation Council

- The NELAP AC will vote on January 6 for its new Chair and Vice Chair. The nominees are Kristin Brown (UT) for Chair and Michele Potter (NJ) for Vice Chair. *These are set now.*
- The final evaluation of the 2016-2019 cycle is underway, with the site visit mid-January. Florida's recognition was renewed as provisional as it seeks to address 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, and the third will be sent in early February.
- At the January 6 meeting, representatives from the WET Expert Committee will discuss the framework for an updated and more effective analyst demonstration of competency. The purpose of this early involvement of the NELAP ABs is to ensure that any objections to the concept can be addressed during development of the final language, avoiding any last minute potential vetoes,

### Laboratory Accreditation Systems Executive Committee

- LASEC again did not have a quorum in December. The nomination and election a Vice Chair was accomplished by email. There were THREE nominees for the Vice Chair position, so that an initial vote was planned with the top two candidates having a run-off election. Dorothy Love received a majority of votes on the first ballot, so no run-off was needed.
- Six new SIRs have been posted for NELAP AC voting.

## PROFICIENCY TESTING

- SOP 4-102 (PTPEC Appeals/Complaint SOP) was sent back by Policy and Committee is reviewing it. The Committee ran out of time to vote on SOP 4-108 (Conflict of Interest) and SOP 4-107 (FoPT Table Management) during the December meeting, but these are going through final email review and a vote should occur this next week by email.
- The PTP/NEFAP Combined Evaluation Taskforce. A DRAFT final application has gone back to the Application Subcommittee for finalization at the NEFAP EC and PTPEC meetings in January. A DRAFT PTP checklist has been prepared based on Vol 4 of the 2016 Standard. The PTPEC needs to confirm there will be no SOP requirements that need to be added to the checklist before finalization. Ilona is following up with SSAS for the SSAS portion of the checklist. Still need to finalize evaluator training with Marlene Moore.
- The PTPEC considered the Chemistry FoPT Subcommittee 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. Bob Shannon and Keith McCroan gave a presentation to the PTPEC. Committee members will review the information for further discussion and voting in January.
- The PTPEC received an Analyte Request Application (ARA) for PCBs: *Currently, if the laboratory mis-identifies an Aroclor and quantitates the misidentified Aroclor, the laboratory would pass the five "non-detect" Aroclors and fail the other two Aroclors (the one that was not correctly identified and the one that was quantitated in error). The addition should be made to add the "PCB Aroclor*

*Identification" line in the same way that it currently appears on the DW FoPT. Additionally, we would like to have Footnote 2 on both the NPW and SCM table expanded to include the addition of "Successful participation in a proficiency study for PCBs includes an Acceptable score on the PCB Arochlor Identification. A Not Acceptable evaluation of any one or more Arochlor Identifications constitutes a failure to demonstrate proficiency for all Arochlors (listed above) which comprise the study".*

- The Chemistry FoPT Subcommittee reviewed this ARA and provided a recommendation to accept a change to the NPW and SCM FoPT tables. There was insufficient time on the conference call to complete the review of this recommendation and there has been a Committee member submitted a recommendation that the PTPEC not accept the Subcommittees recommendation. This will be further discussed in January.

## ADMINISTRATION

### Advocacy

- The committee discussed the outcome of the California public hearing on the proposed ELAP rules. The Board rejected the California quality management system brought by a group of utility laboratories but agreed to hold a workshop to get more details. Jerry is preparing a side by side comparison of TNI's quality management system requirements and the suggested CA requirements in advance of the workshop.
- The committee reviewed proposals for the 2021 winter meeting. Jerry received viable proposals from North Dallas, San Antonio and Denver. After reviewing the committee recommended that Jerry pursue negotiations with San Antonio for January 11-14, 2021.

### Policy Committee

- The NEFAP Conflict of Interest SOP 5-107 was approved with minor edits in December, and those edits have been deemed acceptable by the NEFAP Chair, so that document will be provided to the Board for its optional review in March.
- One more document awaits PTPEC approval of minor edits and will likely be presented to the Board in March. At its January 3 meeting, Policy completed review of the NEFAP Nominating SOP 5-103, and will return comments to the NEFAP Executive Committee.

### 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. Matt is still working on this.
  - 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.

### Forum on Environmental Accreditation – Newport Beach

- Registration is now at 212 with 72 of these from California laboratories.
- We are at 85% of the room block; the deadline for getting a room is January 13.



- The Radiochemistry class has 10 attendees and the Managing an Environmental Laboratory class has 33.
- We have 22 exhibitors, a record for the winter meeting.
- We have moved the Asbestos committee meeting to Thursday and cancelled the Advocacy meeting.
- The California Society of Environmental Analysts has finalized their session for Monday. It will be focused on emerging contaminants.
- One of our speakers for the “How Accreditation Improved My Laboratory” session canceled for health reasons and we could use a replacement.

### **Environmental Measurement Symposium - Minneapolis**

- Proposals for the 2021 meeting have been received from Bellevue, WA and Chicago, IL.
- The deadline to submit abstracts is January 27, 2020.

### **NGAB**

- IAS Evaluation: IAS submitted a second response. Ilona has notified the Chair of the TNRC that a recommendation for recognition is being worked on.

### **Membership:**

- Active Members: 1068
- There were 5 committee applications received: 1 – PTPEC, 1 – LASEC/QS, 2 – Chemistry, 1-Chemistry/Advocacy.