

TNI Board of Directors Meeting Summary March 11, 2020

1. Roll Call

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

2. Welcome New Directors and Change of Stakeholder Representation for Scott Siders

Scott has retired from PDC Laboratories, but wants to remain active in TNI and on the Board. He would now be classified as an Other. With this change, the representation will be 5 AB, 6 Lab, and 10 Other, and thus no group has dominance. As in previous instances like this, Scott has offered to resign, but the Board can choose not to accept the resignation. Note: The Policy committee is looking at a clarification to the Bylaws to ensure that ex-officio Directors are counted in terms of balance.

Motion to reject Scott's resignation from the Board: Jack Farrell

Second: Steve Arms

Approved: Unanimous

3. Officer Election

The Officers shall be a Chair, Past-Chair, Vice-Chair, Secretary and Treasurer. Other Officers may be established by the Board of Directors. The Officers, with exception of the Past-Chair, shall be elected annually at the first meeting of the newly elected Board of Directors, from among its members.

The current officers are:

- Alfredo Sotomayor, Chair
- Aaren Alger, Vice-Chair
- Patsy Root, Secretary
- Curtis Wood, Treasurer

These individuals have indicated a willingness to continue to serve but also a willingness to step aside if anyone else is interested in serving.

Motion to reelect Alfredo as Chair: Paul Junio

Second: Jack Farrell

Approved: Unanimous

Motion to reelect Aaren as Vice Chair: Paul Junio

Second: Scott Siders

Approved: Unanimous

Motion to reelect Patsy as Secretary: Paul Junio

Second: Steve Arms

Approved: Unanimous

Motion to reelect Curtis as Treasurer: Patsy Root

Second: Steve Arms

Approved: Unanimous

4. Approval of January and February Minutes

Motion to approve January 2020 minutes: Patsy Root

Second: Judy Morgan

Approved: Unanimous

Motion to approve February 2020 minutes: Curtis Wood

Second: Patsy Root

Abstentions: Scott Siders

Approved: Unanimous

5. Implementing the 2016 Standard

The Standard Interpretations Request consolidated document is complete. A preview (2 options) can be found here.

<https://nelac-institute.org/content/NELAP/interpret-beta.php>
<https://nelac-institute.org/content/NELAP/interpret-beta2.php>

Until all NELAP ABs have implemented the 2016 Standard, we will be providing a status report in the NELAP program report each month.

Which version does everyone like best? We could use both and people can choose whichever one they prefer to use to find what they are looking for. The final versions should be uploaded by the end of the month.

6. Strategic Plan

The current draft of the strategic plan, including changes made in the December Board call, was provided separately. In February, the Board got to Goal 4.4. We will postpone the remaining 3 goals (4.4, 4.5, and 4.6) until the April meeting.

7. Formation of the Environmental Monitoring Coalition (Attachment 1)

Shortly after EPA disbanded ELAB in October 2019, a small group started working on creating a stand-alone group to take on some of the same duties. Attachment 1 contains a draft resolution and charter that is being provided to ACIL, APHL, TNI, and WEF for endorsement. Once these four (4) associations have approved this, we will begin forming the group with the goal of having the first meeting in August.

Jerry is asking the Board to endorse the resolution and charter so that a group can begin to be formed with interested parties.

What will this cost TNI? We think it won't be a significant effort. There will be website effort, but it will be minimal, i.e., meeting minutes. We will need someone to take minutes, but will only meet, perhaps, quarterly. We are estimating approximately only 2-3 hours of TNI support over the course of a year while it gets up and running. There may be increased needs as time goes on.

EPA: Jerry reached out to the EPA to get their thoughts about this effort. The response was very positive.

Motion to approve the Resolution: Jack Farrell

Second: Aaren Alger

Approved: Unanimous

We now need approval now from the other three (3) groups that will be involved.

If this is fully approved, we will need a Board elected/appointed representative. Sharon would be a good designated representative since she sat on ELAB as well.

8. Update on New Committees and Task Forces (Attachment 2)

In the February Board discussion of the Strategic Plan, the following groups were created:

- A training committee to develop, support and expand a comprehensive training program for the environmental measurement community.
- A task force to explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers, and others, as appropriate.
- A task force to explore and make recommendations on developing implementation guidance for laboratory consumables.
- A subcommittee under Advocacy to 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.

Attachment 2 provides an update on these efforts.

Jerry will send out an email to all TNI members in the next two (2) weeks notifying them of this effort and recruiting members.

9. New Committee Chair Appointments

- Nicole Cairns will rotate off as chair of PT Expert and will be replaced by Kirstin Daigle.
- Kirstin Daigle will rotate off as chair of NEFAP and be replaced by Justin Brown.
- Maria Friedman will rotate off as chair of PT Executive, be replaced by Shawn Kassner, and will take on the role of Chair of LASEC.
- Judy Morgan will rotate off as chair of LASEC and will chair the new task force/committee on laboratory consumables.
- Kasey Raley has come in as chair of Microbiology and Sheri Helbstab as chair of SSAS.

10. Changes to TNI Prices

These changes reflect decisions from the Finance Committee.

a) Webinars

The pricing for all webinars were reviewed and adjustments were made to have at least a \$35 minimum, and at least a \$15 difference between member and non-member rates. The table below shows some examples.

Class	2019 Pricing		2020 Pricing	
	TNI Member	Non-Member	TNI Member	Non-Member
Basics of Ion Chromatography in Environmental Analysis	\$25	\$35	\$35	\$50
Changes to the TNI Laboratory Accreditation Standards - Chemistry	\$35	\$50		
Changes to the TNI Laboratory Accreditation Standards - Complete	\$120	\$180		
Changes to the TNI Laboratory Accreditation Standards - Microbiology	\$35	\$50		
Changes to the TNI Laboratory Accreditation Standards - Proficiency Testing	\$35	\$50		
Changes to the TNI Laboratory Accreditation Standards - Quality Systems	\$35	\$50		
Corrective Action Process and Root Cause Analysis	\$40	\$50	\$75	\$90
Defining Organizational Responsibilities	\$74	\$84	\$75	\$90
Developing the Quality Manual as a Useful Management Tool	\$74	\$84	\$75	\$90
Document and Document Control	\$74	\$84	\$75	\$90
Ensuring Ethics in Your Testing	\$55	\$80		
Establishing an Effective Data Integrity Program	\$74	\$84	\$75	\$90
Ethics Training for the Environmental Professional	\$40	\$50	\$75	\$90

b) Standards

The basic single use lab volume was increased by \$20 to \$215 (ANSI get \$130 of this) and then the non-member price was set at \$75 greater than this. Conforming adjustments were also made to the other standards and site licenses. Note that V1 and V2 are 90% of sales.

c) NGAB Fees

The basic fee for any of the three (3) programs (NEFAP, PT, TNI laboratory) was raised from \$3000 to \$3200 annually to match the current cost of a Patron level membership. For ABs who are recognized for different programs, the fee drops to \$2400 for the second program and \$1800 for a third.

d) Membership

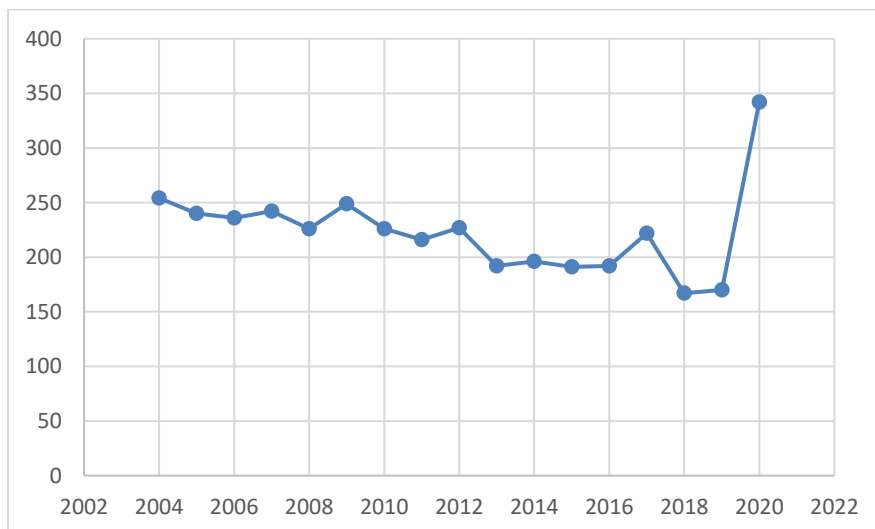
The fees for the basic Partner membership were changed from \$300 to \$350 and Consulting Firm from \$375 to \$400 to help better offset the free standard provided. All other member fees remain unchanged.

11. Newport Beach Meeting (Attachment 3)

With 345 attendees, this meeting shattered the record for the most attendees at a winter meeting since TNI was formed. The special sessions at this meeting on a variety of topics were quite successful and the Advocacy committee is considering a similar structure for future meetings, with reduced time for TNI committee meetings. In addition to TNI committee meetings, the following other sessions were held:

- Resources for Implementing the 2016 Standard,
- TNI Annual Report,
- Mentor session on Records and Record-Keeping,
- Assessment Forum focusing on Non-Governmental Accreditation Bodies,
- Special session on Case Studies of Non-Conformances,
- Special session on How Accreditation Improved my Laboratory, and
- Special session on Implementing a Quality Management System.

Attachment 3 contains the committee reports.



12. California ELAP Update

A public hearing to adopt the rule will occur on March 17. TNI has prepared comments that will be read at the meeting by a California laboratory representative.

13. 2020 Summer Meeting (Attachment 4)

A first draft of the schedule for summer meeting has been completed. See Attachment 4. In discussions with the Advocacy committee on March 5, we have decided to shorten some of the TNI committee meetings to allow time for some additional topics. You will see that we added a session Tuesday morning to provide updates from our new efforts (training, mentor program, consumables), and a session Wednesday to continue the discussion started in Newport on the value of accreditation.

14. California Proposition 65

Over the last 6-8 months an issue has been developing and is now to the point where the Board may need to take action. The issue relates to testing consumer products in California for “chemicals known to cause cancer.” Two examples are hexavalent chromium in leather sandals and phthalate esters in costume jewelry. The regulation requires testing to be done by California ELAP accredited labs. Anecdotal information suggests the EPA methods we use for solids may not be appropriate for these matrices. On December 3, 2019, the TNI Executive Director sent a letter to the Leather Research Laboratory that stated in part:

- NELAP was developed to accredit laboratories that perform testing of environmental media (air, soil, water, etc.) in accordance with Environmental Protection Agency (EPA) regulations. A NELAP accreditation makes no claim regarding consumer products. NELAP does not accredit laboratories to test for consumer products and you should be able to easily indicate NELAP has no standing for consumer products and such reports be discounted.

A consultant working for these various groups has requested a similar statement be put on the TNI website.

California ELAP is in a tough situation as they did not write the statute/regulation but are considering adding a new Field of Accreditation that is “5.1 Method Validation.”

At some point Jerry would like to have a small group to work through this issue with him. However, if we don't want to have anything to do with this, then there is nothing that we need to do. Jerry will continue to work on this. It may be back on the agenda next month for more discussion.

15. Program Reports (Attachment 5)

Attachment 1
Resolution for forming the Environmental Monitoring Coalition

Whereas Since July of 1995, the environmental monitoring community has had a mechanism for developing consensus recommendations regarding the general requirements for accreditation of environmental laboratories which would permit national recognition; recommendations on requirements for national recognition of the accreditation authorities which administer the program, and recommendations for advancing the Environmental Protection Agency's (EPA's) measurement programs in areas such as:

- a) Validating and disseminating methods for sample collection and for biological, chemical, radiological, and toxicological analysis;
- b) Developing scientifically rigorous, statistically sound, and representative measurements;
- c) Employing the performance paradigm in environmental monitoring and regulatory programs;
- d) Improving communications and outreach between the EPA and its stakeholder communities; and
- e) Employing a quality systems approach that ensures that the data gathered and used by the Agency are of known and documented quality.

The mechanism for this effort has been the EPA sponsored, Environmental Laboratory Advisory Board (ELAB). As part of the Administration's efforts to reorganize and streamline government, on October 2019 ELAB was disbanded. During the period of its operation, ELAB has produced over 40 reports on a variety of topics relating to environmental measurements (See Attachment A) and served a valuable function as a means to generate consensus viewpoints on issues related to environmental monitoring.

Therefore, be it resolved:

The Coalition Partners listed below agree to form the Environmental Monitoring Council (EMC) to continue the mission of ELAB by developing consensus positions on issues regarding environmental monitoring and expanding outreach to states as well as EPA. Founding members of the coalition include:

- American Council of Independent Laboratories
- Association of Public Health Laboratories
- The NELAC Institute
- Water Environment Federation

The purpose, objectives, composition, and meetings of the EMC are described in a Charter appended to this resolution.

Attachment 1 cont.
ENVIRONMENTAL MONITORING COALITION (EMC) CHARTER

PURPOSE. The purpose of the EMC is to develop consensus positions on issues regarding environmental monitoring for submittal to federal and state agencies.

MANAGEMENT AND ADMINISTRATIVE SUPPORT. This Coalition is supported by trade associations and other related groups interested in environmental data quality, the Coalition Partners. Each of the Coalition Partners may appoint one designated individual to serve as a designated member of the Coalition. Each Coalition Partner will provide administrative support to the Coalition including scribing of minutes of teleconferences as appropriate.

OBJECTIVES. The EMC develop consensus recommendations and provide advice to the USEPA, state agencies or related groups which will fairly reflect the opinions and positions of its constituents on issues such as:

- Validating and disseminating methods for sample collection and for biological, chemical, radiological, and toxicological analysis;
- Developing scientifically rigorous, statistically sound, and representative measurements;
- Employing the performance paradigm in environmental monitoring and regulatory programs;
- Employing a quality systems approach that ensures that environmental monitoring data are of known and documented quality; and
- Facilitating the operation and expansion of a national environmental accreditation program.

COMPOSITION. EMC membership will consist of approximately 15 members including one individual selected by each Coalition Partner, to represent the Coalition Partner, and others from among, but not limited to, state laboratory associations, state regulatory agencies, other trade associations, academia, federal and state agencies, data users, and vendors to the environmental monitoring community including consulting firms and laboratory assessment bodies. The EMC may establish subcommittees and task groups as it finds necessary to carry out its duties.

Note: The initial Coalition will include David Friedman from ACIL, Jerry Parr from TNI, and Sarah Wright from APHL to assist in developing the basic structure and operation. These individuals may or may not stay involved long term.

MEETINGS. It is expected that the EMC will meet at the National Environmental Monitoring Conference. Other teleconference and in-person meetings will be called as needed. EMC will not compensate members for their service. It is expected the Coalition will meet by teleconference every two months or more frequently if timely action is required on some specific topic.

POLICIES AND PROCEDURES. The EMC may adopt policies and procedures as necessary to carry out its business.

REPORTING. At the annual meeting the Coalition will summarize accomplishments from the previous year and goals for the upcoming year. The Coalition will also routinely provide minutes from its meetings to the Coalition Partners and to the public.

Attachment 1 cont.
ENVIRONMENTAL MONITORING COALITION (EMC) CHARTER

Attachment A: Recommendations and Reports from the Environmental Laboratory Advisory Board

October 17, 2018	Drinking Water Method Approvals
October 17, 2018	Minimum Criteria for Selected Ion Monitoring (SIM)
October 17, 2018	Laboratory Involvement in the Quality Assurance Project Plan Development Process
September 19, 2018	User-Generated Mass Spectral Libraries and Tuning Criteria
May 16, 2018	Preservation of Wastewater Samples Tested for Acrolein and Acrylonitrile
May 16, 2018	Minimum Criteria for Selected Ion Monitoring (SIM)
April 18, 2018	Cyanide Testing in Drinking Water
March 8, 2018	Cyanide Testing in Drinking Water
October 26, 2017	Drinking Water Certification Officer's Training Course
June 26, 2017	Cyanide Testing in Drinking Water
May 17, 2017	Whole Effluent Toxicity (WET)
April 18, 2017	Method 6010d
April 17, 2017	Minimum Criteria for Selected Ion Monitoring (SIM)
April 17, 2017	Method Harmonization
March 2017	Cyanide Testing in Drinking Water
April 28, 2016	Laboratory Involvement in the Quality Assurance Project Plan Development Process
March 17, 2016	Method Harmonization Update and Method Comparisons
December 16, 2015	Reporting of Compliance Data with Qualifiers That Do Not Impact Data Usability
May 20, 2015	Clean Water Act Method Update Rule
October 22, 2014	Minimum Criteria for Selected Ion Monitoring
July 29, 2014	Intergovernmental Data Quality Task Force
June 20, 2014	Method Harmonization
June 19, 2014	Analysis Requirements and pH Preservation for Acrolein and Acrylonitrile
March 3, 2014	Clean Water Act Method Update Rule
February 28, 2014	Method Update Rule
January 28, 2014	SW-846 Update V
December 18, 2013	Clean Water Act Method Update Rule
July 23, 2013	Method 608 Revision A

Attachment 1 cont.
ENVIRONMENTAL MONITORING COALITION (EMC) CHARTER

June 24, 2013	Draft Methods 624B and 625B
June 24, 2013	Compound Identification Inconsistency
February 21, 2013	Proposed Revisions to Methods 624 and 625
November 2, 2012	National Environmental Laboratory Accreditation Program
August 10, 2009	Crosswalk between the TNI Standard and the Drinking Water Certification Manual
October 11, 2000	A Critical Review of the USEPA Performance Based System Initiative
May 16, 2000	Recommendations for Fields of Accreditation
May 12, 2000	Recommendations for NELAC Structure
May 11, 2000	Recommendations to Changes to Appendix D of Chapter 5 of the NELAC Standards
January 14, 1999	Recommendations for the Implementation of Performance Based Measurement Systems
July 1, 1998	Recommendations for the Use of Checklists during a NELAC On-site Assessment
July 28, 1997	GLP Subcommittee Final Report

Attachment 2
Update on New Committees and Task Forces

>>TRAINING COMMITTEE (STRATEGY 2.4)

Calista Daigle (Chair)
Curtis Wood
Jack Farrell
Maria Friedman

Paul Junio
Jerry Parr
Ilona Taunton (Staff)

Objectives:

- Develop a comprehensive plan for training.
- Seek out additional trainers for needs identified.
- Explore development of training tracks for quality managers, technical managers, and other similar groups.
- Expand use of technology to administer and automatically grade tests and provide certificates and digital badges.
- Increase use of available training materials already developed.

Status: Committee Charter under development.

>>TASK FORCE FOR COMPETENCY (STRATEGY 4.1)

Jerry Parr
Bob Wyeth
Curtis Wood

Alfredo Sotomayor
Lynn Bradley (Staff)

Objectives:

- 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.
- Such documentation may involve credentialing

Status: While this task force has not yet convened, Lynn and Jerry are doing background research. Lynn will be taking a webinar from the International Association for Continuing Education and Training (IACET) in early April about open digital badges.

>>TASK FORCE - LABORATORY CONSUMABLES (STRATEGY 4.2)

Judy Morgan (Chair)
Patsy Root

William Lipps
Bob Wyeth

Objectives:

- Explore the feasibility of developing implementation guidance, and ultimately, a standard for laboratory consumables.
- Consider forming an Expert Committee to turn guidance into a standard once the initial effort is complete.
- Ensure representation from the vendor community.

Status: No effort to date.

**Attachment 2 cont.
Update on New Committees and Task Forces**

>>ADVOCACY SUBCOMMITTEE FOR MENTOR PROGRAM (STRATEGY 4.3)

Jacob Oaxaca, California ELAP (Chair)
Robin Cook, City of Daytona Beach
Debbie Bond, Alabama Power
Trinity O'Neal, City of Austin

Mychel Johnson
Jerry Parr
Carol Batterton (Staff)

Objectives:

- 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.
- Create as a subcommittee under Advocacy.
- Use TNI Ambassadors to help implement.

Status: Jacob and Carol have started to organize.

Attachment 3
Summary of TNI Committee Reports to the Board of Directors
Forum on Laboratory Accreditation, Newport Beach, CA, February 6, 2020

This is a summary of committee activities during the public meeting sessions plus anticipated meeting times needed for the Environmental Measurement Symposium in Minneapolis, MN, August 2020.

Quality Systems, Jessica Jensen reporting – full day

This group held two sessions plus a small group meeting on Technical Director Qualifications with the NELAP AC. One session identified areas of the module to work on and the other reviewed SIRs.

WET Expert Committee, Lynn Bradley reporting – ½ day

The group reviewed the most recent proposed concept for analyst initial demonstration of competency (DOC) and also discussed whether or not chemistry support measurements need to be accredited if reported (no). They will review the entire WET module (V1M7) against the Quality Systems module (V1M2), but settling on changes to those two major items has been the most important thing to resolve before moving forward.

PT Expert Committee, Nicole Cairns reporting – ¼ day

This lively session gave an overview of the committee and its activities, and solicited feedback on the 2016 PT standards. Since the new PT scoring was implemented on January 31, they reviewed the PTRL reporting and evaluation scheme.

PT Program Executive Committee, Maria Friedman reporting – ¼ day

The committee discussed major issues pending for 2020 and clarified the PT reporting scheme as implemented on January 31 for attendees. The major issues are implementation of the two-technology division for MNP PTs (tubes and wells) and addressing Analyte Request Applications (ARAs) for qualitative Aroclor PTs and reporting of isomers for PTs where multiple isomers exist. Also, an ARA proposal to establish a radiochemistry non-potable water FoPT table awaits review. CAS numbers have been added to all FoPT tables and the resolution of the above ARAs will be followed by updates of all FoPT tables during 2020.

Microbiology Expert Committee, Robin Cook reporting – ½ day

The committee finalized the implementation guidance for blanks and an email vote will be initiated. After that, they opened the floor for discussion of prior issues and items to be updated in the next revision of the standard module.

Chemistry Expert Committee, Bob Wyeth reporting – ½ day

This working meeting had good attendance. They discussed calibration for pH data, which might arrive as an SIR, and then focused on discussion of Technical Manager qualifications and terminology, since many labs are struggling to meet the current requirements with staffing. Two SIRs were discussed and responses approved, then potential modifications to the module of the standard were discussed, especially DOCs.

Asbestos Expert Committee, Bob Wyeth reporting – ¼ day

This meeting had a small but active audience. The committee described where it is in the standard development process, with the comment period on the Notice of Intent to Revise the Standard (NOI) being closed and a draft Voting Draft Standard (VDS) has received initial comments. Posting of the

Attachment 3 cont.
Summary of TNI Committee Reports to the Board of Directors
Forum on Laboratory Accreditation, Newport Beach, CA, February 6, 2020

actual VDS may be delayed, depending on ANSI's response to TNI's submitted corrective actions that are presently under review. In any event, the VDS will be presented at conference in August.

Laboratory Accreditation Body Expert Committee, Lynn Bradley reporting – ½ day

The committee continued working through comments from the Outline of Proposed Changes and draft V2M1. Some language needs to be developed and reviewed to address a few comments and the recommendations of the Field Activities Task Force need to be reviewed for possible inclusion, but the next step will be publication of the VDS later this year.

Radiochemistry Expert Committee, Terry Romanko reporting – ½ day

This was not a working meeting but rather a review of the committee's activities, including membership, Technical Manager qualifications and revisions to V1M6 that are underway since publication of the NOI last year. The next step is publication of the Outline of Proposed Changes and a draft module for comment, with a public meeting (probably a webinar) planned for April 23. The final training session of the five-part series will be offered at the end of conference.

Field Activities Committee, Marlene Moore reporting – ½ day

FAC hosted a web presentation by its Chair, Scott Haas, with 35 people participating, to discuss the FAC's purpose and activities, and its revision of the standard. They focused on the revision of Volume 1 of the FSMO Standard and considered scopes of accreditation for Volume 2.

Stationary Source Audit Sample Expert Committee, Sheri Helbstab reporting – ¼ day

The committee is meeting twice monthly now as it continues work on revising its standard. They have created a style guide for SOPs for SSAS and are preparing an SOP 6-100 for pilot studies for source audit samples. This SOP will be shared with Shawn Kassner for coordination with a similar SOP being developed for NEFAP. The committee is hoping for a second provider to be identified soon.

NELAP Accreditation Council, Kristin Brown reporting – ¼ day

The Council reviewed the implementation status for the new standard, for all ABs present, discussed LAMS issues with Dan Hickman and then discussed PT issues needing resolution with the PTPEC Chair, Maria Friedman.

Laboratory Accreditation Systems Executive Committee, Kristin Brown reporting – ¼ day

In reviewing the committee's activities for 2019, Bob Wyeth gave an update on progress in revising the Consensus Standards Development SOP 2-100, which led to good discussion, and prompted conversation about revising the SIR Management SOP 3-105 (especially expectations for timeframes) and the need for a separate SOP for Implementation Guidance documents. Dan Hickman gave an update on the generic application and some changes in LAMS. The Chair explained the survey that LASEC hopes will help with understanding whether significant timeline non-compliance exists within the AB community.

Assessment Forum, coordinated by Judy Morgan, addressed "Working with Third Party Assessors and had over a hundred attendees. IAS was announced as a new TNI NGAB. The Mentor Session, organized by Dorothy Love, was titled "Rule Your Records" and was intended to explain ways to

Attachment 3 cont.
Summary of TNI Committee Reports to the Board of Directors
Forum on Laboratory Accreditation, Newport Beach, CA, February 6, 2020

address documents and records while complying with the standard. Again, over a hundred people were in attendance.

Advocacy Committee, Steve Arms reporting – ½ day

The committee meeting was Wednesday morning, where participants discussed the draft Strategic Plan items assigned to Advocacy, particularly developing a mentor program, and Jerry discussed case studies of findings that affect data quality. This discussion may be repeated at the summer conference.

Then, two different sessions were offered. Wednesday afternoon focused on “How Accreditation Improved My Lab” with 6 presenters from across the nation and substantive improvements that took place in their labs as a result of accreditation. A Thursday day-long session focused on the Quality Systems module (V1M2), addressing 19 topics with 9 panelists plus audience feedback and questions.

Wrap-Up

Jerry asked that everyone send their presentations to Suzanne as soon as possible. He noted that, based on times requested by the various committees, there is less time available than what was requested, but that he has handed the scheduling off to Suzanne so that she will manage follow-up with various groups to juggle the times.

He explained that the summer meeting will have 6 breakouts per session, and the theme will be “Fifty Years of Environmental Progress” with a few keynote speakers already identified, and there will be an update from EPA program offices at the plenary.

The Board will meet on February 12 to complete its review of the draft Strategic Plan. No other business will be considered at this dedicated meeting. Jerry noted that two possible initiatives may emerge from the meeting, a mentoring program (with a request for volunteers) and some way to address the quality of lab consumables (a task force to recommend criteria or possibly a standard).

A staff meeting on February 7 will include discussion and finalizing improvements to the committee member application process along with the usual review of staff availability and assignments. Jerry thanked everyone for a great conference and the meeting adjourned.

Attachment 4
2020 EMS - Conference at A Glance
“The Environment in 2020: Past, Present, and Future”

Time	Mon 8/3	Tues 8/4	Wed 8/5	Thurs 8/6	Friday 8/7
8:00 - 8:45	Welcome & Keynote <i>Dave Kennedy – Phenomenex</i> Present at the Creation: The 50-year Evolution of Environmental Instrumentation and Methodology	Welcome & Keynote TBD Terry Davies (Lara contacting)	Plenary Session 8:30 – 10:00 <i>Stan Meiberg</i> <i>Wake Forest</i> TBD 10:30-Noon - EPA Updates Adrian Hanley OW, OST EPA Clean Water Act (CWA) Methods Activities	Welcome & Keynote <i>Jerry Parr – TNI</i> A History of EPA Regulations and How They Created the Environmental Testing Industry	Training Courses
Morning:	Wet Chem (5)	Ops/Advocacy (5)	Dan Hautman OW, OGWDW Safe Drinking Water Act (SDWA) Updates and Current Activities Christina Langlois-Miller-OLEM, ORCR	PFAS (5)	
9:00-12:00	Public & Private Labs (5)	Consensus Methods (5)		Citizen Science (5)	
	Collaborative Efforts (5)	LIMS (5)		Air (5)	
	Organics (5)	Best Lab Practices (5)		NEMC Steering Committee & TNI Advocacy	
	TNI- QS	TNI PTEC/PT Expert		TNI - CHEMISTRY	
	TNI – MENTOR SESSION	TNI – Consumables / Training		TNI - NELAP/LASEC	
12:00-1:00	1:30 session start (lunch on your own)	Lunch Provided	Vendor Lunches 12-1:00 1:30 session start	Lunch Provided Session Chairs Luncheon	
1:00-5:00	50 Years (6)	Wet Chem (4)	PFAS (6)	PFAS (7)	
	Food (2) Forensics (1) Shale Gas (3)	Env. Mon. Coalition	Data Quality (6)	Metals (8)	
	Academic (6)	Collaborative Efforts (4)	Bad Lab Practices - Intro paper and a panel (6)	Air (7)	
	Micro (3) Field (3)	Solid Phase Ex. (5)	Hi Res/ Mass Spec (6)	Drinking Water (7)	
	TNI - NEFAP/FAC	TNI - MICRO	TNI – WET/SSAS	TNI – RadChem /Asbestos	
	TNI – ASSESSMENT FORUM	TNI - LAB	TNI Value of Accreditation	TNI Advocacy	
3:30 – 5:00	Poster Sessions Open	- Technology Showcase - Exhibits & Poster	Exhibits & Posters Close – 3:30	TNI Plenary (4:15 -5:00)	
5:30	Reception & Exhibit	Showcase reception			

- 26 NEMC Breakout Sessions (147 oral)
- EPA Plenary session, NEMC/TNI planning session; posters
- 14 TNI meetings plus Closing Plenary
- 2-3 Training courses

Attachment 5 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- The ANSI 2019 Audit Response has been submitted and we await their review of our corrective actions and the status of our accreditation.
- The Consensus Standard Development Executive Committee's Task Force on SOP 2-100 Revision 3 in response to the ANSI audit is nearing completion. SOP 2-101 and a new SOP for membership and application management is also being developed. The revisions to these SOP's will also address the "lessons learned" document from the LASEC/AC and simplify the standard development process.
- The Consensus Standard Development Executive Committee's February meeting primarily reviewed Expert Committee activities from the Newport Beach Meeting and their plans for 2020. Also reminded committees, where applicable, of the need for Chair and Vice-Chair elections. Balance was confirmed for all expert committees and numerous new committee members were announced.
- The TNI Glossary update and expert committee training are beginning to be addressed but will not conclude until the above referenced SOP modifications are complete.
- The Chemistry committee continues to discuss Technical Manager requirements and alternate approaches that maybe taken for resolving issues associated with Technical Manager requirements. 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 Elected Kirstin Daigle as their new Chair and approved Craig Huff to continue as Vice-Chair. 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 presented its proposed VDS for EL1 M3 for public discussion during the Newport Beach meeting. A number of comments were presented to the committee for discussion and potential inclusion in M3 after further committee discussion.
- The Laboratory Accreditation Body Expert Committee is approaching completion of its review and response to the comments on the draft outline of proposed changes and the draft revised standard. The Field Activities Task Force recommendations will be considered after all comments are addressed, when hopefully there will be some feedback from FAC and NEFAP about them to help LAB in its deliberations. It is also clear that the ISO/IED 17025:2017 revision addresses sampling so that any changes to that aspect of V1 and V2 will need to be made simultaneously, rather than independently. At present, we cannot know what that will mean to timelines for addressing the Task Force's recommendations.
- Now that concepts for the analyst initial demonstrations of competency and QC of chemistry measurements are firmed up, a number of workgroups are being formed to address the individual issues related to particular WET committee activities – specific language for portions of the standard, review of existing and planning for new training materials, addressing updates to the WET method codes as well as reviewing which methods are included in LAMS, and several different items related to PTs. Hopefully, this strategy will enable the committee to move beyond just wrestling with the "what will work for analyst IDOCs" that has consumed extraordinary amounts of committee time over the past several years.
- The Radiochemistry Committee completed their Summary of Suggested Changes to the Standard table and is planning a public Webinar early May. The Committee completed Part 5 of 5 of the Radiochemistry training series while in Newport Beach. The Committee is revisiting Technical Manager language and finishing a new proposal it will send to Quality Systems in April. The Committee voted in new members: Jim Chambers (Other), Amanda Fehr (Lab), Mark Johnson (AB) and Stan Stevens (Other). Information is being sent to CSDP for final approval.

Attachment 5 cont.
PROGRAM REPORTS

- The Microbiology Committee is still working on language for an implementation guidance statement for SIR #301. The original question pertained to method blank frequency and the definition of sample. The Committee voted in a new Chair, Kasey Raley with Eurofins. She had been Vice-Chair the last 1 ½ years. The Committee is working on their Summary of Suggested Changes to the Standard table.
- The Quality Systems Committee is working on their Summary of Suggested Changes to the Standard table to begin preparing for a public webinar to receive more input on the needed changes/additions to the Module 2 Standard. The Committee is adding 4 new members: Michael Demarais (Lab), Debbie Bond (Lab), Tony Francis (Other) and Nicholas Slawson (AB-NGAB). The Committee will be working on a definition for Quarterly that will be submitted to the CSDP EC. The Committee completed a response to SIR 363 relating to the need of a legitimate copy of the TNI Standard.
- 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. The Committee formally extended memberships for 3 years to Tom Widera and Katie Gattis. The Committee is working on a poster, FAQ and newsletter article for the upcoming Source Emissions Society meeting.

NEFAP Executive Committee

- Kirstin Diagle has resigned as Chair of the NEFAP EC effective at the next NEFAP EC meeting. Justin Brown will be added to the Committee and has volunteered to be the new Chair. The Committee still needs to review and vote on this change. This will happen during the March meeting.
- The Subcommittee helping to prepare a proposal to the TNI Board of Directors regarding NEFAP strategy for the future will provide a recommendation that the NEFAP EC will look at during their March meeting.
- The Committee is working on reviewing the Field Standards and providing formal review comments to the Field Activities Expert Committee.
- 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.
- Work on the Scope Guidance document has been tabled until Strategic Planning is complete.

Field Activities Expert Committee (FAC)

- The Committee is continuing work on the DRAFT FSMO Standard that was developed by combining the 2014 Standard with the new ISO/IEC 17025:2017. They are working on Section 8 of the Standard as a group to help Section leaders figure out how to prepare their sections for independent review that will ultimately be looked at by the entire group. Their focus is on preparing the Summary of Suggested Changes to the Standard so they can prepare for a public webinar to get stakeholder input before they start working on language for the Voting Draft Standard (VDS).

Attachment 5 cont.
PROGRAM REPORTS

NELAP

Accreditation Council

- The final evaluation of the 2016-2019 cycle is approaching closure, with corrective action report due by mid-March, and review of the three newly submitted applications (current cycle) is underway.
- At the Council meeting on March 2, two major items were discussed. First, all ABs were made aware of the need to manually review PT results for the tube technology of MPN coliform testing, as advised by EPA during an off-agenda meeting at conference. The PT samples will typically produce results that exceed the range of this test, but labs should not be failed simply because this was not foreseen during development of the standard, and a “greater than” result is automatically failed when reported. EPA will issue guidance about this to all states in the near future, and PT providers will need to include instructions about diluting the sample before analysis if the tube technology is used, but neither of those actions has yet been taken.
- Second, a recent SIR (#362) was discussed at length. This SIR asked about the 30-day timeframe in the standard for ABs to issue site reports, and what should happen when day 30 falls on a weekend or holiday. The approved response provided to the Council was that reports should be issued on or prior to day 30, but many ABs took exception to this, and noted that labs and ABs should be expected to meet mandatory timelines in the same way, and that it would put a burden on the AB but also could be unfair to labs, to effectively shorten the response time for a long holiday weekend. The fate of the SIR remains to be determined, but Council members have offered recommended language to the revision of V2M1 to address this situation.
- During the Accreditation Council’s session at conference, the implementation status of all NELAP ABs was discussed, and is displayed in the table below.

Implementation Plans for 2016 TNI ELS Standard – 3/2/2020		
State	Process for Implementing the New Standard	Anticipated Implementation Date
FL	FL adopted the TNI 2016 Standards by regulation on September 26, 2018. Laboratories were granted a grace period until April 1, 2019, to implement the new standards	Fully implemented on April 1, 2019
IL	Rulemaking was finalized in July 2019, with a 6 month integration period and full implementation on January 31, 2020	January 31, 2020
KS	Rulemaking underway, but slowly. Is allowing labs to upgrade now.	Early 2021, hopefully
LA DEQ	Regulation updates delayed	Unknown
LA DOH	Rulemaking initiated, hope to complete by June 2020, plus time for labs to comply	End of 2020, hopefully
MN	Adopts by statute, and is updating its databases now. Full implementation by the end of 2020 but is encouraging labs to implement 2016 standard now	December 31, 2020
NH	Rulemaking underway, is allowing labs to upgrade now	End of 2020, hopefully
NJ	Incorporated into regulation by reference	January 31, 2020
NY	Adopts by reference; is rewriting regulation to update other aspects on separate timeline	Hopes to complete regulation by the end of 2020
OK	Hopes to begin rulemaking later in 2020, is allowing labs to upgrade now	uncertain

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OR	Requires rulemaking plus time for labs to comply; database development is underway	October 1, 2020
PA	Incorporated into regulation by reference, all labs will be required to have the 2016 standard implemented by July 2020	June 30, 2020
TX	Incorporated into regulation by reference	January 31, 2020
UT	Rulemaking underway; allowing labs to upgrade to 2016 now	Several more months needed, but during 2020
VA	Rulemaking begun; timeframe for completion unknown	Unknown

Laboratory Accreditation Systems Executive Committee

- LASEC has not met since conference, but the next major effort will be to update the SIR Management SOP 3-105 to address several improvements made concerning interactions with expert committees as well as to identify more effective ways of tracking timelines for the SIR sequence of activities. A new SOP will be created for the Implementation Guidance documents, since those have grown beyond just a spin-off from invalid SIRs and are now being generated independently by expert committees as well.

PROFICIENCY TESTING

- Shawn Kassner was voted in as the new Chair of the PTPEC starting in March. Maria Friedman will continue to attend PTPEC meetings as an associate to assist Shawn as needed during this leadership transition. Shawn will begin looking for a Vice-Chair.
- The PTPEC has finished up 4 SOPs that will be ready to send to the Policy Committee after formatting and numbering is updated. The Policy Committee will receive these before their next meeting.
- Shawn Kassner and Maria Friedman reviewed the procedures in Volume 4 that were deleted from the 2009 Standard when moving to the 2016 Standard. It was determined that no additional SOPs are needed. This closes this action item.
- The PTP/NEFAP Combined Evaluation Taskforce. Progress will be made in March on:
 - Finalization of the DRAFT application by the NEFAP EC and PTPEC.
 - Finalization of a DRAFT PTP checklist that has been prepared based on Vol 4 of the 2016 Standard.
 - Review and finalization of a SSAS checklist drafted by Tom Widera.
 - Still need to finalize evaluator training with Marlene Moore when we have a solid time frame.
- No progress: The PTPEC will help the WET Expert Committee collect data to evaluate FoPT information. Maria has reached out to Rami (Chair, WET Expert Committee). She is also trying to schedule a meeting with Laura Phillips, Carl Kircher and Rami to discuss where the original limits came from.
- 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. The PTPEC decided they will not make a final decision until SOP 4-101 (FoPT Limit Updates) has been approved with the new procedure.

Attachment 5 cont.
PROGRAM REPORTS

- No Progress: 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 Aroclor Identification. A Not Acceptable evaluation of any one or more Arochlor Identifications constitutes a failure to demonstrate proficiency for all Aroclors (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.

- Updated DW and NPW FoPT tables were approved in February with an implementation date of October 1st. CAS numbers have been added to these tables and editorial changes have been made to make them more consistent with LAMS. There were also changes made to separate MPN-Multiple Tube and MPN-Multiple Well analyses.
- A new ARA was received to add Radiochemistry limits to the NPW FoPT table. The PTPEC agreed to look into the possibility of doing this and have assigned the review of this ARA to the Chemistry FoPT Subcommittee. They will work with the Radiochemistry Expert Committee to determine the best way to do this.
- The Breakdown Analyte Subcommittee has questions about the data they received from PT Providers to help work on the DDT degradation (to DDE or DDD) impact on PT results issue. They will be meeting and providing detailed needs to the PTPEC so this Subcommittee can continue its work.

ADMINISTRATION

Advocacy

- The next newsletter will be published in April. Articles are due March 31. Trinity O'Neal is the editor.
- The committee discussed the proposed schedule for the summer meeting which reduces the time for some TNI committee meetings but allows time for more TNI special sessions. Suggestions for special sessions included a review of the new initiatives from the strategic plan (mentoring, training, consumables standard, competency) and a continuation of the discussion on the value of accreditation.
- The committee approved the formation of a task force to explore the feasibility of a TNI mentoring program. Jacob Oaxaca from California ELAP has agreed to chair the group. There will be a call by email for volunteers to serve on the task force.
- Aurora Shields has been added as the TNI Ambassador to Missouri.
- Jerry and Steve will be doing presentations at TCEQ and FSEA on the "Does Accreditation Really Make a Difference" and will be using the information from the Newport sessions as the basis for this.

Attachment 5 cont.
PROGRAM REPORTS

Policy Committee

- The SOP for internal audits was completed. A memo will go out to Committee Chairs and Program Administrators with instructions for completing corrective actions as soon as the updates to the internal audit database table are completed. This is expected to happen within the next week.
- The first DRAFT of the TNI Application and Membership SOP was completed and reviewed. Updates will be completed, and instructions will be sent for the expansion of the application database to track membership too.

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.
 - Marlene and Ilona are still discussing evaluator training for the NEFAP/PTP Evaluations.
 - A new proposal has been submitted by Marlene to teach a traceability series with three 3 hour trainings: “Traceability of Measurements”, “How to Measure Temperature” and “How to Measure Mass.”

Environmental Measurement Symposium - Minneapolis

- The steering committee is finalizing the program so that the preliminary program announcement can go out in the mail in April. Speakers and session chairs will be notified of abstract acceptance during March.
- 48 out of 60 exhibit tables have been sold. Five lunch sponsors and three meeting sponsors have signed up.
- We have received 138 abstracts for oral presentations and 38 for posters with 4-6 more expected to come in for the NEMC sessions.
- Registration should open April 1.

NGAB

- IAS Evaluation: The TNRC recognized IAS with Provisional Recognition. IAS will need to complete an onsite evaluation with evaluator observation to complete the recognition process. IAS was recognized as a NGAB on February 3, 2020 in Newport Beach.

Membership:

- Active Members: 1126
- There were 4 committee applications received:
 - 1 – PT Expert
 - 1 – Chemistry
 - 1 – Quality Systems
 - 1 – LAB
- 228 New and Renewed Memberships (January and February)
- 52 Expired Memberships (January and February)