

TNI Board of Directors Meeting Summary

May 13, 2020

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	X
Steve Arms	X
Justin Brown	X
Kristin Brown	X
David Caldwell	X
Stacie Crandall	X
Bob Di Rienzo	N
Jack Farrell	X
Maria Friedman	X
Myron Gunsalus	N
Paul Junio	X
Judy Morgan	X
Patsy Root	X
Debbie Rosano	X
Scott Siders	X
Nick Slawson	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. Approval of April 2020 Minutes

Motion to Approve: Maria Friedman
Second: Judy Morgan
Approved: Unanimous

3. New Committees and Task Forces (Attachment 1)

Over 70 individuals have volunteered for these new efforts.

We were totally overwhelmed with the responses we received. New committees are up and running with great participation. There is a great deal of enthusiasm for consumables, as well as the others. It's refreshing and exciting to see a different group of people getting involved in these committees.

4. California Update

- On May 5, 2020, the California Water Resources Control Board adopted the 2016 TNI Standard into their environmental laboratory accreditation program with two (2) exceptions for proficiency testing and the education requirements for a technical manager. The resolution adopting this regulation has an effective date of October 1, 2020 and contains a three-year timeframe for laboratories to come into compliance. A press release, the resolution, the draft regulation showing changes, and a response to comments can all be found on the ELAP website.
https://www.waterboards.ca.gov/drinking_water/certlic/labs/index.html

Of the twenty-three (23) individuals who spoke at the hearing, sixteen (16) supported the resolution. Kudos to Bruce Labelle, California DTSC; Kaitlyn Kalua, California Coastkeeper Alliance; Brad Meadows, Babcock Labs; Diane Andersen, APPL; Bruce Godfrey, Montrose and ACIL; Corrine Bell, an attorney with NRDC; Carolyn Ruttan CSEA; Annelisa Moe, Healing the Bay; and Chris Gunning, A2LA for strong statements of support.

- One speaker (David Kimbrough) brought up a recent Supreme Court decision that disallowed copyright material to be used in regulation. The California ELAP attorney, Kim Niemeyer, disputed this claim as it was language written by legislators and judges, and not a consensus standards organization and the Court's ruling was very narrow.

5. New SOPs for Review

- SOP 1-125, Committee Application and Membership Tracking Procedures, is a new SOP designed to implement the requirements of SOPs 1-100 and 2-100. It is a technical SOP focusing on website activities, but does require approval by the Board.

Motion to Endorse SOP 1-125: Paul Junio

Second: Patsy Root

Approved: Unanimous

- Three SOPs from the PT Executive Committee have been reviewed and approved by the Policy Committee. These are:
 - **SOP 4-102, Complaint, Appeal, and Dispute Resolution Procedure**
 - **SOP 4-105, Voting Process**

This has an approved date of 2017 on it? Why coming to BOD now for information? There should be a 2020 date on it (February) when it was revised. This may not be the most current version. Table this SOP until the next call to make sure we are looking at the correct version.

- **SOP 4-108, Conflicts of Interest**

6. 2019 Annual Report

This item was tabled in the April call. The presentations from the opening session in Newport were converted to a document to produce an "Annual Report." This document presents goals for each committee for 2020 and will need review and approval by the Board. The report has been revised to include financial information and provided separately.

A note about the change to the August 2020 meeting will be made for future reference. Also, in the financial section, somewhere it should reference 2019.

Motion to Approve the 2019 Annual Report: Jack Farrell

Second: David Caudwell

Approved: Unanimous

7. Other Informational Items

- TNI has received a forgivable loan of \$36K as part of the Paycheck Protection Plan.
- An SIR related to the TNI Standard being an essential document for a laboratory to have as part of its management system was initiated by the TNI Executive Director in September 2019. An interpretation has been posted for comments. Once it is approved and posted on the TNI website, TNI will then reach out to all NELAP ABs and California to ask them to verify this requirement in their next on-site assessment. Currently, it is estimated that over two-thirds of the NELAP accredited labs do not have a licensed copy.
- Coalition: We did send out invitations to ELAB and a few other targeted individuals. We are getting rather good responses – around ten (10) people have responded so far. There will probably be a conference call sometime in May to take the next steps.

8. Program Reports (Attachment 2)

Attachment 1 Update on New Committees and Task Forces

Training Committee (Strategy 2.4)

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: The committee currently has 20 members and three associates and will hold its first meeting on May 12.

Task Force for Competency (Strategy 4.1)

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: This group held its first meeting in late April and reviewed a draft charter which will be provided to the Board next month for final approval. Individuals are still coming forward to join the group, with about twenty enthusiastic participants thus far.

Task Force - Laboratory Consumables (Strategy 4.2)

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: 14 individuals have volunteered to participate. They will have their first meeting on Tuesday May 12, to develop their Charter.

Advocacy Subcommittee for Mentor Program (Strategy 4.3)

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: The Subcommittee held its first meeting with 17 people present in April. The subcommittee reviewed and edited the proposed draft charter. The charter will be up for approval at the next meeting.

Attachment 2 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 ANSI Executive Standards Council will review our response on May 13, 2020. Communication with ANSI personnel suggest that TNI will receive a “suspension” until a follow-up audit can be completed regarding our revised procedures along with evidence of applicable corrective actions. During this period no new filings (PINS, BSR-8 and/or -9) can be made so while the TNI process of standards development need not be impacted recognition as ANS will not occur. Other potential conditions of a suspension are not yet known.
- The Consensus Standard Development Executive Committee’s Task Force on SOP 2-100 Revision 3 in response to the ANSI audit is now complete. SOP 2-100 is currently being reviewed by the CSDEC and approval should occur this Thursday at their meeting. The SOP will then be forwarded to the Policy Committee for review. SOP 2-101 and a new SOP for membership and application management are progressing and Task Force attention will soon be focused on these SOPs. The revisions to these SOP’s will address the “lessons learned” document from the LASEC/AC and simplify the standard development process.
- The TNI Glossary work group has begun activities by preparing a comparison document of all definitions presented in TNI documents and the current glossary as completed last year. Ultimate direction (i.e., guidance document, module of the standard, etc.) as to use of the glossary has yet to be addressed.
- Upon approval by the Policy Committee of SOP 2-100 and SOP 2-101, the CSDEC will commence work on a training program for committee chairs and committee members.
- CSDEC reminded all committee chairs of the need to complete their corrective actions relative to the recently completed Internal Audits.
- The Chemistry committee has begun an effort to identify issues that will be addressed in modifications to Module 4 of the 2016 Standard. They continue to review all previous SIRs and comments from development of the current standard. The majority of their efforts appear will be with regards to Initial and Continuing Demonstration of Capabilities for both the laboratory and for individual analysts. The committee also continues to discuss “Technical Manager” requirements and alternative approaches by identifying the duties and responsibilities of the position prior to establishing necessary requirements.
- The Proficiency Testing expert committee discussed the outcome of the impact of COVID19 on the reporting of PT study results. The notice made through TNI as to “business as usual but work with ABs as necessary” was well received. The committee continues to develop a work plan for 2020 focusing on needed changes to Volume 4, including review of ISO 17011, 17025 and 17034 for consistency with the TNI standard.
 - The committee is also looking at a request made to the PTPEC regarding PCB FoPT and Scoring of PCB results. The PTEC will respond to any potential changes needed in their module dependent upon the decisions of the PTPEC regarding this issue.
- The Asbestos expert committee has addressed the public comments received during the Newport Beach meeting relative to the proposed DS for EL1 M3. All comments except for one have been resolved. The remaining comment was regarding a reference required in Section 7.4.4.C, which should be addressed during the committee’s May meeting. The Response to Comments form will then be prepared and commenters notified. A final DS approved by the committee will then be

complete and posted on the TNI website for comment with broad reach announcements to both TNI and non-TNI members.

- The Laboratory Accreditation Body Expert Committee LAB is nearing completion of its review and response to the comments on the draft outline of proposed changes and the draft revised standard. As the comment reviews near completion, the committee is tackling a few larger issues such as assessor training and qualifications.
- WET committee members (both full and associate members) are addressing different sections of the standard module and several other activities underway. Five volunteer reviewers provided feedback on the recent WET Assessor Training and, working with the committee leadership, are providing an errata sheet to be distributed to trainees who took the course last fall.
- The Radiochemistry Committee completed their Summary of Suggested Changes to the Standard table and is planning a public Webinar on May 28th. Radiochemistry FoPT limits were discussed. There were some concerns expressed about Uranium PTs in soil where labs with more rigorous preparatory methods were failing PTs. These are soil PTs, so they are not currently a TNI issue. Carl Kircher did recently send a PT expansion request to the PTPEC to add NPW FoPT limits. The Committee will plan to have representatives involved in ways to determine NPW Radiochemistry FoPT limits.
- The Microbiology Committee reviewed an SIR that deals with pH monitoring requirements for dilution water. The Committee determined that the SIR is not really an SIR. They will be sending it back to LASEC. The Committee is continuing working on their Summary of Suggested Changes to the Standard table.
- The Quality Systems Committee is continuing work 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 received SIR 371 dealing with the reference thermometer calibration requirements. This will be discussed during the May meeting.
- The SSAS Committee completed SOP 6-100 (Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples) and it is ready to go to the Policy Committee for review. The Committee is continuing work on SOP 6-101 (SSAS Table Management). The Committee is continuing to meet more frequently to try to finish up 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 NEFAP EC reviewed the Strategic Plan Recommendation submitted by the NEFAP Strategic Plan Subcommittee. There were some recommend changes incorporated into the plan. He also prepared a DRAFT Goal 1.3 table for the TNI Strategic Plan. The committee met a second time to review the information and additional changes were discussed. The table will be finalized and voted on during their regularly scheduled May meeting (5-20-20). It will then be submitted to the TNI Board of Directors.
- The Committee reviewed the DRAFT changes made to SOP 5-104 (Complaints, Appeals and Disputes) by the Subcommittee formed to carefully review the impact of this SOP on the new combined evaluation procedure and other similar procedures in TNI. The NELAP EC approved the SOP and it will be sent to Policy Committee for final review and approval.

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. More sections reviews are nearing completion and a DRAFT of the Summary of Suggested Changes to the Standard form will be completed by June in order to plan a public webinar to get stakeholder input. before they start working on language for the Voting Draft Standard (VDS).
- Scott worked with an FSMO to help them work through issues of implementing the 2014 Standard when the FSMO also needs to meet the new ISO/IEC 17025:2017 Standard. This issue will be reviewed at the next meeting to see if the Committee needs to develop some guidance for FSMO's dealing with this issue before the new Standard become available.

NELAP

Accreditation Council

- The 2016-2019 evaluation cycle is completed with the final renewal approved. Review of the three newly submitted applications (current cycle) is underway, and a fourth renewal letter has been delivered. However, current circumstances do not allow for site visits to be planned.
- The May Council meeting on April 6 continued with helpful discussion of how ABs are adapting operations in the current emergency status of most states. A few technical items are continuing with email discussions.
- The implementation status of all NELAP ABs is unchanged from the March Board meeting, and thus the table will not be displayed until changes occur, as discussed at the April Board meeting.

Laboratory Accreditation Systems Executive Committee

- LASEC's new Chair, Maria Friedman, is moving into the leadership role with her usual energy and dedication, and the transition is proceeding smoothly. The Assessment Forum and Mentor Session will not be held in August, but the planned topics will likely carry forward to the winter conference in San Antonio. There is also interest in the committee about creating some type of forum for ongoing discussions among assessors about how remote assessments can be most effective, if they become needed.
- The committee has revised 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 and also created a new Implementation Guidance SOP 3-114, separate from the SIR Management one. Final edits were offered at the April meeting and both documents will be approved electronically and forwarded for Policy Committee review later in May.

PROFICIENCY TESTING

- The NPW and SCM FoPT tables were updated and approved with the new footnotes regarding PT design criteria that will alleviate the issue of DDT degradation products being reported inappropriately when DDT is spiked into a PT sample. PT Providers are being contacted to verify that a 10/1/20 effective date works and Shawn is also contacting the NELAP AC in case they have any comments.
- 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 Aroclor Identifications constitutes a failure to demonstrate proficiency for all Aroclors (listed above) which comprise the study".

- The PTPEC continued its review of this issue and determined that it may be better solved with a change to the Standard. A footnote may not work. Shawn will be surveying states (NELAP and Non-NELAP) to find out what they are currently doing. Once the Committee has this information they will continue their discussion.
- The Committee received a concern that TNI PT providers are interpreting the SCM FoPT table differently. Shawn is working with the PTPAs to collect information that will help the PTPEC decide if this issue still exists.
- The PTP/NEFAP Combined Evaluation Taskforce. Progress will continue to be made in April on:
 - The PTPEC will be looking at a new Appeal/Dispute SOP that NEFAP finalized. PTPEC would like to ensure procedures are similar to make implementation simpler for their PTPAs.
 - Finalization of the DRAFT application by the NEFAP EC and PTPEC – Draft PT checklist has been completed and Shawn Kassner and Ilona will work to finalize it.
 - Finalization of a DRAFT PTP checklist that has been prepared based on Vol 4 of the 2016 Standard and a SSAS Checklist. Shawn Kassner and Ilona will work to finalize it this month.
 - Still need to finalize evaluator training with Marlene Moore when we have a solid time frame.

ADMINISTRATION

Advocacy

- The Advocacy Committee did not meet this month. The Committee will begin work on white paper "Data You Can Trust" at the next meeting.
- The Spring newsletter should come out this week.

Policy Committee

- The Application and Membership Tracking SOP was finalized and approved by the Policy Committee.
- Two PTPEC SOPs were submitted for follow-up review and one new SOP was sent for initial review. All 3 SOPs were finalized and approved by the Policy Committee.
- The Committee will begin work on review of CSDP's update Standard Development SOP next Friday.

Training

- Current Classes being worked on:
 - Remote Assessment Series – 3 Part: Parts 1 and 2 were given last week with a total of 95 invitations sent for the Part 1: Information Communication Technology and 118 sent for Part 2: AB Remote Assessments. There were a number of group registrations where we sent individual invites to accommodate the remote working requirements for many people. Part 3 will cover

remote assessments from the lab perspective and will be held on May 26th. The survey response to the classes last week were excellent.

- Good Laboratory Practice – Internal Audits – Part II (Matt Sica) – Comments sent to ANAB for review and update of the training. Matt has resigned from ANAB, but will still be involved in providing training. Doing follow-up.
- Marlene and Ilona are still discussing evaluator training for the NEFAP/PTP Evaluations.
- A new proposal was 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.” Attendees will register for all 3 classes and the scheduled dates are July 7, July 23, and August 13, 2020. Registration will open for this class in mid-May.

Environmental Measurement Symposium

- The NEMC steering committee reviewed the proposed program for the virtual conference. The technical program will run over three weeks with only one track at a time. The Conference will feature 139 oral presentations and 40 poster presentations, organized into four tracks, plus 4 plenary presentations and 8 lunch presentations. Attendees can register for the tracks they wish to attend or register for all four tracks at a discounted price. After the conference, attendees will receive recordings of all presentations for which they register, as well as all keynote, plenary, and lunch presentations.

Some of the highlights for the week include:

- A special half-day general session with a keynote speaker focused on the conference theme and updates from EPA program offices;
- A virtual exhibit program showcasing the latest innovations in environmental monitoring;
- An innovative new technology showcase; and
- Two special keynote presentations on the conference theme.

The titles of the presentations, abstracts, and authors can be found on the NEMC website at <http://nemc.us>.

ANALYTICAL CHEMISTRY TRACK (45 Presentations)

Advances in High Resolution Mass Spectrometry and its Emerging Environmental Applications
Current Topics in Microbiology
Drinking Water
Air Methods, Monitoring and Technology
Wet Chemistry Automation
Metals Analysis and Remediation

ENVIRONMENTAL MONITORING TRACK (39 Presentations)

50 Years of Progress in Environmental Monitoring
Advances in Field Sampling, Measurement, and Sensor Technologies
Shale Oil and Gas
Academic Research Topics in Environmental Measurement and Monitoring
Citizen Science
Collaborative Efforts to Improve Environmental Monitoring
New Organic Monitoring Techniques

LABORATORY OPERATIONS AND MANAGEMENT TRACK (30 Presentations)

Identifying and Combatting Inappropriate Laboratory Practices
Public and Private Environmental/ Public Health Laboratory Partnerships
Best Management Practices for Environmental Laboratories

Building Consensus Methods to Support Environmental Laboratories
Laboratory Informatics
Data Quality, Management, and Review
Operational and Advocacy Issues Impacting the Environmental Laboratory Industry

PFAS TRACK (27 Presentations)

Polyfluoroalkyl Substances (PFAS) in the Environment (Session 1)
Polyfluoroalkyl Substances (PFAS) in the Environment (Session 2)
Polyfluoroalkyl Substances (PFAS) in the Environment (Session 3)
Polyfluoroalkyl Substances (PFAS) in the Environment (Session 4)
Polyfluoroalkyl Substances (PFAS) in the Environment (Session 5)

- There will also be a virtual exhibit hall, technology showcase and poster sessions. There will be no TNI meetings scheduled.
- Registration should open later this week.

Membership

- Active Members: 1070
- There were 2 committee applications received: 1 – FAC, 1-SSAS.
- 100 New and Renewed Memberships
- 26 Expired Memberships