

TNI Board of Directors Meeting Summary

June 10, 2020

1. Roll Call

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

2. Approval of May Minutes

Motion to Approve: Patsy Root
Second: Paul Junio
Abstentions: Myron Gunsalus

3. NEFAP Strategic Plan (Attachment 1)

NEFAP has existed as an operational program in TNI for over six (6) years. During that period we have seen limited growth of the program with a limited number of field sampling and measurement organizations (FSMOs) accredited, and supporting activities (e.g., presentations, white papers, development of tools and resources, etc.) have diminished. Interest in the program appears to have stagnated and we recognize the prospect for growth under the current direction is questionable.

The TNI Board of Directors conducted a strategic planning session during 4th Quarter 2019. The future of NEFAP was discussed extensively, but ultimately deferred to the NEFAP Executive Committee (EC) to develop recommended changes to the program. The EC established a subcommittee; with members representing all the NEFAP recognized Accreditation Bodies (ABs), as well as representative stakeholder groups throughout TNI (Board of Directors, Executive Committee, Quality Systems, CSDEC, FAC, NEFAP, Accreditation Task Force, and NELAP among others). The subcommittee reviewed several options and ultimately submitted four (4) recommendations to the EC for consideration.

The EC reviewed the recommendations and while in agreement with the four (4) subcommittee recommendations in principal, the EC has added three (3) recommendations. After significant discussion reviewing the merits of each individually as proposed as well as together in a cohesive strategic plan, the subcommittee believes the recommendations in Attachment 1 are achievable and the best approach for NEFAP at this time.

Discussion: The training component may be a duplicate of what is already in the plan. The Training committee is currently made up of all lab people. While there is someone on the committee from NELAP, the amount of work required to identify training can't be handled by the Training committee alone. The focus needs to stay with the Field people. Everything would be done in coordination with the Training committee and the Training committee would be kept in the loop.

We are not seeing a lot of novel ideas here, i.e., the marketing committee. There already was/is a marketing plan. Those concerns were shared and committee thinks there is more than can be done there. We can't promise success, but everyone has been challenged to make the commitment to follow through. "Measurements" is a key piece here. We ultimately may not see anything drastically different happen, but the team now is a different and people are showing up and are involved. Meetings are now fully attended. So we have a better chance at success. But, if there is no improvement we will need to back off and everyone is aware of that.

It's not what we're doing here that is the issue, it's HOW we're doing it. That has to be different. The committee will need to think of different approaches and not do the same old thing. This program covers its costs through the accreditation fees for field sampling. So it doesn't cost TNI any money to run the committee.

Motion to Accept the NEFAP Strategic Plan recommendations, with some strong conditions:

- 1) In the next 3 months we need to see (a report to the Board) concrete measurements for improvement.
- 2) We need to see the goals with an emphasis on the marketing plan, and
- 3) That we have met the measures/goals [in one year].
- 4) The goals and measurements need good management

Motion to Approve: Jack Farrell

Second: Myrun Gunsalus

Opposed: Maria Friedman

Approved: Approved

4. California Update

California held a webinar to explain their third-party assessment program. It clarified that NELAP ABs are considered third-party assessors, but did not totally clear the air relative to the TNI Standard vs the California regulation. Screen shots of slides from this webinar were provided as a separate document. Note a few slides are missing between Paul Bergeron and Donna Tavares due to a computer glitch.

5. Program Reports (Attachment 2)

Attachment 1

NEFAP Strategic Plan: Recommendations

Background and Scope:

NEFAP has existed as an operational program in TNI for over six (6) years. During that period we have seen limited growth of the program with a limited number of field sampling and measurement organizations (FSMOs) accredited and supporting activities (e.g., presentations, white papers, development of tools and resources, etc.) have diminished. Interest in the program appears to have stagnated and we recognize the prospect for growth under the current direction is questionable.

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The EC reviewed the recommendations and while in agreement with the four (4) subcommittee recommendations in principal, the EC has added three recommendations (numbers 5, 6, and 7 below). After significant discussion reviewing the merits of each individually as proposed as well as together in a cohesive strategic plan, we believe the recommendations below are achievable and the best approach for NEFAP at this time.

The NEFAP Executive Committee respectfully submits the following recommendations for the NEFAP Strategic Plan:

TNI Strategic Plan - Goal 1.3 Maintain and expand an effective national program for the accreditation of field sampling and measurement organizations (FSMOs).

Streamline Program/EC operations to minimize resources required to maintain program based on size and need.	NEFAP EC	Medium
Focus available resources and efforts towards marketing the program.	NEFAP EC	High
Establish subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling.	NEFAP EC	High
Establish metrics and timeline for evaluation of success measures and impact on program.	NEFAP EC	High
Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.	NEFAP EC	Ongoing
Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.	NEFAP EC	Medium
Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP).	NEFAP EC	Low

Recommendations:

- 1. Streamline Program/EC operations to minimize resources required to maintain program based on size and need.**

We recommend the EC evaluates the program structure and operations to identify opportunities to reduce the resources required and scale the program to the current community need.

Considerations:

Look at reducing the operation to the minimum core requirements to keep the program running such as:

- Reduce to core functions of AB oversight (recognition and evaluation), maintenance of SOPs after current SOP updates are complete (not actively revise or develop unless warranted), handle SIR requests, etc.
- Reduce meetings to every other month, quarterly and/or 'as needed' to lessen resource requirements (both reduce volunteer resources and TNI staff resources). It may take 6-12 months to accomplish this due to outstanding program activity and need to implement the strategy recommendations.
- Reduce committee size to appropriate level for current program operation (this is based on EC chair comments that they have hard time getting quorums for meetings – possibly reduce the size of committee to smaller and less burdensome schedule as appropriate to current activities). Due to the proposed current workload this likewise would not take effect until likely the 2021 election cycle.
- Establish subcommittee(s) to pursue marketing and training endeavors.
- Maintain ability to revamp and scale up the committee for if/when the program grows.

2. Focus available resources and efforts towards marketing the program.

We recommend the EC directs available resources to implementing direct marketing campaign to target potential clients of the program.

Considerations:

- Evaluate components from previous strategic plan relating to marketing that was not completed and implemented. Determine if plan is still applicable and what is needed to effectively execute and develop an active marketing campaign. Revise plan and submit for EC approval/direction.
- Establish group of committed volunteers to conduct marketing activities in accordance with written plan. Utilize additional volunteer effort made available by reducing EC efforts/requirements (as outlined in recommendation above) to help with marketing campaign.
- Evaluate the need for resources and develop plan for funding additional marketing efforts internally using training as primary potential source of income if needed.
- Potentially conduct survey of trade organizations to identify needs, possibly lead to partnership or training opportunities.
- Potentially target direct marketing activities to organizations that contract FSMOs, evaluate approach and resources needed to succeed in this effort.
- Outreach with accrediting organizations, both NELAP and non-NELAP to identify possible opportunities to support their programs.
- As the NELAP standard is revised to accommodate the awareness of accreditation for sampling as indicated in ISO 17025 (2017), look for ways promote use of NEFAP as opportunity to meet competency requirements.

3. Training

We recommend the EC establish a subcommittee (can be combined with marketing if appropriate) to evaluate potential market for training opportunities. Should it be determined the market exists and is worth pursuing, develop and implement plan to provide training to FSMOs.

Considerations:

- Training serves as additional marketing for TNI and NEFAP.
- Training can generate revenue to be used for marketing efforts.
- Training can be organizational (i.e. NEFAP elements or systematic training) or individual/technical in nature depending on market demand.
- Training efforts can be sustained despite potential future changes in program.
- Evaluate the market for technical training, possible webinars or videos available for sale to help generate revenue.
- Evaluate the market for technical guidance documents on topics of interest to the field community (i.e. writing sampling plans, sampling and measurement technical guidance, etc.).
- Additional outreach and training will expose the untapped field industry to TNI and lead to potential new members if successful.
- Explore training tracks, specifically course or training program completion certificates (rather than 'credentialing') is a possibility to add legitimacy to the program.
- Explore introductory (possibly free) trainings to spread work about NEFAP training program and lead into paid training sessions.
- Explore collaboration opportunities; joint training sessions with ABs, other organizations.

4. Establish metrics and timeline for evaluation of success measures and impact on program.

We recommend the EC establish a specific timeline and metrics in order to evaluate the changes impact on the program.

- The program and the changes made should be evaluated periodically in a specified timeframe.
- Specific metrics for training and marketing to be established and evaluated in a specified amount of time.
- Specific metrics should be established in order to objectively evaluate the program during this time period (Recommend 18 months or other reasonable period between 1-2 years). Possible metrics to consider;
 - Growth in number of participants (FSMO, AB)
 - Growth in number of TNI members from FSMO community
 - Number of training courses available
 - Number of people that have completed training courses
 - Increase in standard purchases
 - Increase in revenue to program
 - Tangible increase in exposure to market via marketing efforts (i.e. number of presentations, articles published, white papers published, etc.)

The EC should evaluate progress on performance metrics and inform the TNI Board of Directors regularly through the Program Administrator report and through a more formal update at specified mile markers (Recommend 6 months, 12 months and 18 months.)

5. Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.

We recommend the EC implement and maintain a combined evaluation program with the TNI PT program.

- Finalize harmonizing the procedure for evaluation across TNI programs (PTPEC and NEFAP).
- Implement during current cycle of AB evaluations.
- Ensure all future AB evaluations are conducted in accordance with new procedure on timeline specified.

6. Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.

We recommend the EC identify sources of revenue to support the program and potential growth (marketing) initiatives.

- Training/marketing subcommittee should identify possible sources of revenue through sale of training materials.
- Explore additional sources of revenue such as tools or templates (i.e. sampling plan template, field quality manual template, etc.).
- Additional funds generated can be used to fund marketing and further growth initiatives.

7. Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP)

- Identify any needs of NELAP-recognized accreditation bodies with dual programs—e.g. what support, if any, can NEFAP provide to the non-NELAP part of the accreditation program.
- Explore accepting NELAP accreditation as meeting requirements of NEFAP for FSMOs where possible.
- Identify opportunities to participate in rule making processes where there is evidence that NEFAP accreditation could help improve field data and promote data integrity.
- Develop NEFAP scopes of accreditation which facilitate secondary recognition by NELAP and/or other accreditation programs (i.e. AASHTO's AMRL).
- Review standard language suggestions supplied by field activities accreditation task force.

Attachment 2

PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- On May 19, 2020 TNI received the official notice of the ANSI Suspension of Accreditation as was expected based upon previous discussions with ANSI personnel. During the suspension period, TNI may not submit PINS, BSR-8s for processing. After the suspension is lifted TNI may again submit these forms. BSR-9 may not be submitted until after a required special audit concludes. Once the suspension is lifted, TNI shall undergo a special audit for the first Standard or module developed completed under its reaccredited procedures. When the special audit is closed TNI may submit the BSR-9 for this first standard/module. Once this BSR-9 is approved, TNI may proceed as normal consistent with its SOPs and *ANSI Essential Requirements*.

The suspension to be lifted after ANSI acceptance of the following:

1. Submission of revised procedures that address the procedural audit recommendations/finding and those procedures successfully complete the accreditation process.
2. TNI submits a letter of commitment to ensure all audit issues will be properly addressed and stipulating that TNI will provide sufficient resources and properly trained personnel to administer TNI's responsibilities as an ANSI Accredited standards developer.
3. Provide a detailed corrective action plan, acceptable to ANSI Executive Standards Council addressing the recommendations/finding of the audit.

The Revised procedures are SOP 2-100 Rev. 3.0, SOP 2-101 Rev. 3.0 and SOP 1-125 Rev.1.0. The commitment letter referenced above has been submitted and the detailed corrective action plan is complete. TNI's response is due to ANSI on June 19, 2020.

- The Consensus Standard Development Executive Committee's Task Force on SOP 2-100 Revision 3 in response to the ANSI audit (and the "lessons learned" document) is now complete. SOP 2-100 has been approved by the CSDEC and is now before the Policy Committee for approval. SOP 2-101 has been finalized by the Task Force and is being balloted by the CSDEC on June 11, 2020. It is anticipated that SOP 2-101 will be approved at this next meeting and will be forwarded to Policy for their approval as soon as possible. The new SOP for membership and application management (SOP 1-125) is complete and has been previously approved by the Policy Committee. Hopefully both SOP 2-100 and 2-101 will have received approval by the Policy Committee prior to the June 19, 2020 submission deadline for ANSI's response.
- 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.
- A corrective action response was forwarded to Policy based upon the Internal Audit.
- 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.
- The Chemistry committee has begun initial efforts regarding modifications to Module 4 specifically as relates to Initial and Continuing Demonstration of Capabilities for the laboratory and 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. A draft corrective action response was forwarded to Policy based upon the Internal Audit.

- The Proficiency Testing expert committee continues to develop a work plan for 2020 focusing on needed changes to Module 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 final decision of the PTPEC regarding this issue. Currently the PTPEC has proposed resolving the issue through use of footnotes to the FoPT which if acceptable would remove any requirement for PTEC involvement. A corrective action response was forwarded to Policy based upon the Internal Audit.
- 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 been resolved. The Response to Comments form has been prepared and approved by the committee. A final DS approved by the committee has also been completed and will be posted on the TNI website for comment with broad reach announcements to both TNI and non-TNI members. A corrective action response was forwarded to Policy based upon the Internal Audit.
- The Laboratory Accreditation Body Expert Committee continues churning through 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, and requirements for selecting the methods to be assessed for labs.
- The WET committee began review of several revised sections of V1M7, and members continue working on other issues underway in recent months.
- The Radiochemistry Committee completed their Summary of Suggested Changes to the Standard table and will be doing their public webinar this Friday (6-12-20). There have been quite a few people ask to be invited to this webinar (>20). The Committee is formed a workgroup to look at Radiochemistry issues and to help the PTPEC develop NPW PTs.
- The Microbiology Committee determined an SIR that dealt with pH monitoring requirements for dilution water was not an SIR and received notice from LASEC that they were in agreement. The Committee is continuing work on their Summary of Suggested Changes to the Standard table. They should have a final DRAFT this month. They will then plan a public meeting to receive feedback on the proposed changes to the Standard.
- 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. Their goal will be to do a public webinar in July or August. The Committee completed a response to an SIR that dealt with how reference thermometers need to be calibrated by email and sent the final response to LASEC. The Committee has set a goal to have a DRAFT Standard to present at the winter meeting so they can hit a target of August 2021 for an approved CSDP Module 2 Standard. This is in response to a request by Jerry to have an approved Standard that DoD can use.
- The SSAS Committee is continuing work on their SOPs to define how they will be able to provide audit samples at other concentrations. SOP 6-100 (Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples) has been finalized and sent to the Policy Committee for review. The Committee is continuing to meet more frequently to try to finish up their last SOP 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 and approved a recommendation to the TNI Board for NEFAP Strategic Planning goals.
- The Committee finished up SOP 5-104 (Complaints, Appeals and Disputes) and sent it to the Policy Committee for review and finalization.
- The Committee 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. This thought was incorporated into the TNI Strategic Plan recommendation as looking at ways to work with NELAP.
- The NEFAP EC began discussion on looking for onsite evaluators who will review the NEFAP ABs procedures while assessing an FSMO in the field.

NELAP

Accreditation Council

- At the May NELAP AC meeting, Christine Sotelo updated the Council on California's current status, now that the final regulation is published. Two SIRs that appear to violate one AB's regulations were discussed and modified response language will be requested from the expert committee. The possibility of a remote observation for the most recent NGAB was discussed, and there were no objections from NELAP ABs.
- Review of the three newly submitted applications (current cycle) is underway, one AB received an extension to submit its application until mid-June and a fifth renewal letter will soon go out. Site visits are postponed for now.
- The implementation status of all NELAP ABs for the 2016 Standard is unchanged from the March Board meeting.

Laboratory Accreditation Systems Executive Committee

- LASEC did not meet in May. Revisions to SIR Management SOP 3-105 and a new Implementation Guidance SOP 3-114 were approved electronically and have been forwarded for Policy Committee review.
- Standard Interpretation Request Quarterly Update

Total	Closed Out	LASEC Review	NELAP AC Voting	Expert Committees
376	365	2	6	3

PROFICIENCY TESTING

- 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".

Shawn Kassner and Eric Smith have developed a survey they are finalizing to get input from states. The questions focus on how the states are accrediting Aroclors. This survey should go out before the end of the month.

- The SCM FoPT Table was reviewed for analyte names, footnotes and CAS numbers and it was finalized. Shawn is checking with PT Providers on an implementation date of October 1, 2020. If the date is confirmed it will be sent for posting on the TNI website and a copy will be sent to the NELAP AC.
- The Committee received a concern that TNI PT providers are interpreting the SCM FoPT table differently. This deals with acceptance criteria for metals. One PT provider is applying footnotes 5 and 6 to metals analytes as these are fixed criteria applied to the study mean, just as they would the volatile analytes. The other PT providers are applying the footnotes only to the volatile analytes. The Chemistry FoPT Subcommittee reviewed this concern and did not think there was an issue that required updating the SCM table. The PTPEC is still working with the PTPA's to determine whether the concern expressed is still an issue before deciding next steps.
- The PTP/NEFAP Combined Evaluation Taskforce. Progress will continue to be made in April on:
 - 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 by the end of June/early July.
 - Still need to finalize evaluator training with Marlene Moore when we have a solid time frame.
- Shawn met with Rami (Chair, WET Expert Committee). He is reviewing the Analyte Request Application (ARA) to understand the issues surrounding the development of a WET FoPT Table and the WET Expert Committee's request for data.

ADMINISTRATION

Advocacy

- The Committee began review and discussion on the white paper "Data You Can Trust".
- Jerry presented a press release which outlines ways TNI can provide support for California laboratories following approval of the new regulations.
- Mentoring Subcommittee
 - Approved their charter
 - Began discussing how to address the needs of small laboratories in the design of a TNI mentoring program

Policy Committee

- The Committee worked on review of SOP 2-100 (Procedures Governing Standards Development) and completed the review last week. CSDP is planning to make the updates to the SOP and Policy will have an extra meeting in June (6/12/20) in order to help finalize this SOP in time for the ANSI response.

Training

- The committee had its first meeting and worked on the Charter. The committee is picking a set meeting date by email and will meet again later this month.
- 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 has resigned from ANAB, but will still be involved in providing training.
 - Marlene and Ilona are still discussing evaluator training for the NEFAP/PTP Evaluations.
 - Marlene will be teaching 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 July 30, 2020. Registration will open for this class today. We changed the date for the last class so it won’t conflict with the virtual conference.
- Scott Siders is working on turning a training he was going to give in Minneapolis into a Webinar training. This date for this class will be scheduled this week.
- Marlene is interested in looking at ways to make breakout sessions work in training so that she might be able to do some online training for assessors. Ilona and she are looking options.

Environmental Measurement Symposium

- Registration is open. We have had 25 registrations so far.

NGAB

- IAS Evaluation: Kristin Brown and Ilona are looking into what would be involved in doing a virtual observation of a virtual laboratory assessment. Ilona participated on a NELAP AC call to discuss virtual evaluations and what would be needed.

TASK FORCES

- **Competency Task Force**

This group held its second meeting in late May and is conducting an email vote to approve its Charter. One member provided the IAF document, *Generic Competence for AB Assessors: Application to ISO/IEC 17011*, and the committee considered its application to assessor competence in particular as well as providing a template for establishing competence requirements for other types of positions. A brief brainstorming session produced a list of possible positions, with assessors, technical directors and quality managers being identified as the initial candidates. The June meeting will begin addressing assessor competence and will utilize information in the IAF document as background material.

MEMBERSHIP

- **Active Members:** 1071
- There was 1 committee application received in May: 1 – WET.