

TNI Board of Directors Meeting Summary

July 8, 2020

1. Roll Call

Directors	Present
Jordan Adelson	X
Aaren Alger	
Steve Arms	X
Justin Brown	
Kristin Brown	X
David Caldwell	X
Stacie Crandall	X
Bob Di Rienzo	
Jack Farrell	
Maria Friedman	X
Myron Gunsalus	X
Paul Junio	X
Judy Morgan	X
Patsy Root	
Debbie Rosano	
Scott Siders	X
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	X
Jerry Parr	X
Suzanne Rachmaninoff	X
Ilona Taunton	X
Janice Wlodarski	X
Bob Wyeth	X

2. Approval of June 2020 Minutes

Motion to Approve: Maria Friedman

Second: Dave Speis

Approved: Unanimous

3. Charters for Three New Groups (Attachment 1)

Three of the four new groups established as part of the 2020 strategic plan have been finalized. See Attachment 1. The Charter for Training should be complete in July.

Competency Taskforce Charter

No discussion or questions. Move on to approve Charter.

Motion to Approve: Stacie Crandall

Second: Paul Junio

Approved: Unanimous

Consumables Task Force (CTF) Charter

Discussion:

Objective #2 Expert Committee: How would forming this effect the Quality Systems expert committee – don't they talk about issues like this in their standard? Yes, but not to any specificity that she is aware of (Judy Morgan). It does fall in with the CTF to a point; all of this is being considered as a discussion point and should be addressed in the detail as it is [created].

The CTF will define what are the critical consumables supplies product and services that need to be potentially looked at during the accreditation process. The QS volume is fairly general regarding consumables. This will be much more specific.

Motion to Approve: Paul Junio

Second: Myron Gunsalus

Approved: Unanimous

Mentor Subcommittee Charter

The Chair provides the charter for the subcommittee. It's ok for the BOD to see this, but does not have to approve it. Do we have anything that needs to be changed or does anyone have any comments or questions? No.

4. Program Reports (Attachment 2)

5. Next Meeting: Board Call August 12 from 1pm – 2:30pm EST

Attachment 1 Charters (1 of 3)

Competency Task Force 2020 Charter

(Revised: 04-09-2020)

Mission:

Explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers, and others as appropriate. Note: Such documentation may involve credentialing and/or digital badges.

Objectives:

- Define the types of professional positions to which this program would apply.
- Define the knowledge, skills, and abilities (KSAs) each type of position should have.
- Explore how training courses and/or on-the-job experience contribute to this knowledge and skills.
- Establish generic competencies for each group.
- Research credentialing to see if it is a viable option for this program.
- Develop recommendations, including an implementation plan, to present to the TNI Board of Directors.
- Coordinate with TNI Training Committee in developing courses.

Decision Making (*specify default option from Decision Making SOP 1-102*):

- The Task Force will strive to attain consensus in its decisions, and ensure that all member input is considered. Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum. Voting options are: Yea, Nay or Abstain. The Chair may declare a different decision rule for any specific item or issue.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls until such time as the plan is developed. Initial schedule is fourth Wednesdays at 1 pm Eastern.
- Within 12 months, provide a plan to the TNI Board of Directors for approval and implementation.
- Quarterly calls thereafter to monitor progress.
- Face to face meeting as needed at TNI meetings.

**Attachment 1
Charters cont. (2 of 3)**

**Consumables Task Force
2020 Charter**

June 9, 2020

Mission:

Support the current TNI Environmental Laboratory Sector Standard (ELSS) requirement for purchased services, supplies, reagents, and consumables, that directly impact the quality of tests or calibrations, to meet criteria suitable to ensure data of known and documented quality. The group, which includes appropriate representation of the vendor community, will identify what critical supplies and services are. Next, the group will develop essential criteria enabling users to ensure that products and support services meet a minimum quality expectation, are in accordance with appropriate applicable standards, and can provide documentation that represents an adequate level of traceability. The task force will work with laboratories, providers, regulators, data users and others to effectively develop a process that is complementary of and in compliance with the TNI standards.

Composition of the Committee:

Committee will consist of a range of volunteers knowledgeable of the laboratory accreditation process, the manufacture, verification, and distribution of commercial products, and in the purchasing of supplies and equipment by stakeholders.

Objectives:

1. Explore the feasibility of developing implementation guidance, and ultimately, a standard for laboratory consumables.

Goal: Discuss the requirements of the TNI 2016 ELV1M2 Standard Section 4.6 and determine the elements that are highest priority. Understand and identify the use of the term “critical consumables, services and supplies”. Using the terms consumables, services, and supplies, create content for each category. Example: Services - weight verification, balance calibration, thermometer verification, etc.

Goal: Relative to critical consumable categories, provide expanded and detailed information related to documentation necessary for meeting the requirements of 4.6.3.

“Purchasing documents for items affecting the quality of laboratory output shall contain data describing the services and supplies ordered. These purchasing documents shall be reviewed and approved for technical content prior to release. NOTE: The description may include type, class, grade, precise identification, specifications, drawings, inspection instructions, other technical data including approval of test results, the quality required and the management system standard under which they were made.”

Goal: Define the evaluation criteria necessary to meet the requirements 4.6.4 “The laboratory shall evaluate suppliers of critical consumables, supplies and services which affect the

quality of testing and calibration, and shall maintain records of these evaluations and list those approved.”

The criteria will be different for distributors, manufacturers, service providers, etc.

- 2. Consider forming an Expert Committee to turn guidance into a standard once the initial effort is complete.** (Engage laboratory assessors, regulators, other TNI community committees and any other relevant group to provide suggestions and input throughout the process.)

Goal: Utilize the TNI community for valuable insight and information related to audit findings, criteria, performance standards, and other factors that drive expectations of conformance for certain products or services.

Example: Thermometer verification must be traceable to a NIST certified thermometer. What is the proof, documentation, tolerances, timeframe, other related?

Goal: Evaluate the information to determine the need for a standard, guidance document, mandatory process/procedure, certification/accreditation, or other appropriate action or expectation.

Task 1: Determine a master list of details that can be used to meet specific criteria and can be met by all suppliers and service providers.

Task 2: Require that all suppliers and service providers meet the criteria as established and recommended by this taskforce.

Decision Making:

Any necessary decisions to be made by the Task Force will be made based upon the following decision making rules. A quorum is defined as >50% of the members and a quorum is required for any decision making by the Task Force. For passage of administrative matters such as agenda, minutes, adjournment, etc., a simple majority of members present is required and a 2/3 vote of all members is required for passage/approval of matters related to guidance or standards development and other matters that are defined as the objectives of the Task Force. **Voting options are: Yeah, Nay or Abstain.**

Available Resources:

- Volunteer committee members
- TNI web site for on-line storage, maintenance and archiving of SOPs, Policies, SIRs, and related documents
- Existing national and international consensus-based standards
- Teleconference and A/V services
- Program Administrator support
- Other TNI Committees (Expert and Administrative) for feedback on committee documents
- Participating organizations and other entities as the committee sees fit, that pertain to our mission

Anticipated Meeting Schedule:

- Teleconferences: Currently scheduled on the 2nd Tuesday of each month at 2:00-3:30 PM ET. Schedule is subject to change. Participants will be notified of any changes. The Task Force schedule will be posted on the TNI Website.
- Face-to-face meetings as needed.

**Attachment 1
Charters cont. (3 of 3)**

**Mentor Subcommittee
2020 Charter**

(Approved: 05-28-2020)

Mission:

Explore and make recommendations on developing a financially sustainable laboratory mentoring plan that provides assistance to laboratories seeking to implement and maintain a quality management system based on the TNI standard.

Objectives:

- Explore approaches to mentoring such as one on one, conference calls, webinars, electronic bulletin boards, and FAQs that can be used for a TNI mentoring program for laboratories.
- Develop and make recommendations for a mentoring plan for laboratories.
- Explore ways to use the TNI Ambassadors to help implement.
- Explore ways to make the program financially sustainable.
- Provide monthly reports to the Advocacy Committee on progress.

Decision Making :

- Decisions will be made by majority vote and in the presence of, or by electronic voting of a committee quorum; voting options are: Yea, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls until such time as the plan is developed.
- Within 12 months, provide a plan to the TNI Board of Directors for approval before implementation.
- Quarterly calls thereafter to monitor progress.
- Face to face meeting as needed at TNI meetings.

Attachment 2 PROGRAM REPORTS

CONSENSUS STANDARDS DEVELOPMENT

- TNI submitted a timely response to our audit and has received additional comments from the Director of the ANSI Standards Development Audit Program requesting some minor/editorial changes to the Corrective Action Plan, SOP 2-100 and SOP 2-101. Changes have been made and are being re-presented to the Policy Committee for approval. The ANSI Executive Standards Council, who will ultimately decide upon our reaccreditation, has not yet reviewed our response.
- A corrective action response for the CSDEC 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.
- Revisions to training materials for Committee Chairs and committee members will commence upon final completion of SOP 2-100 and SOP 2-101.
- 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 Proficiency Testing expert committee continues to develop a work plan for 2020 focusing on needed changes to Module 1, including review of ISO 17011, 17025 and 17034 for consistency with the TNI Standard. A corrective action response was forwarded to Policy based upon the Internal Audit. The committee's next meeting is scheduled for August.
- 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 has been approved by the committee has also been completed and the summary document is being prepared for posting with the proposed DS. These materials will be circulated 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 is down to the last few issues of review and response to the comments on the draft outline of proposed changes and the draft revised standard. Assessor training and qualifications will be discussed in July, and the committee is mindful of the Competency Task Force's efforts but may not be able to wait for final results from that group. Still, the standard need not contain the level of detail that the Task Force will recommend for training. The other issue awaiting resolution is how to address the recommendations of the Field Activities Task Force, since those recommendations include conforming changes to Volume 1 as well as Volume 2 and the changes will need to be implemented simultaneously.
- The WET committee began review of several revised sections of V1M7, and members continue working on other issues underway in recent months. The committee has provided feedback and made recommendations about the WET Assessor Training that was presented last year.
- The Radiochemistry Committee did their public webinar on June 12th. There were 52 people in attendance and the Committee has also received some written feedback. Attendees really liked the new format and found the webinar very helpful.

- The Microbiology Committee is continuing work on their Summary of Suggested Changes to the Standard table. Language for the posting is being worked on. The webinar will be end of July or end of August.
- 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 had an extra meeting this month to finish up the table and it will be finalized by email. The Committee is hoping to do the webinar end of July or in August as the schedule allows. 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. The Committee is awaiting more input from Jerry to confirm they need 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 sent to the Policy Committee for review and an update to SOP 6-101 (SSAS Table Management) is being worked on. 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. The Committee is reviewing a presentation Sheri Heldstab plans to give at the Virtual Conference on behalf of the Committee.

NEFAP Executive Committee

- The NEFAP EC reviewed the TNI Board's response to their strategic planning recommendation. Two workgroups were formed to begin addressing the marketing plan and training plan. The Committee will work on performance metrics.
- The Committee is working on putting a Nominating Committee in place with a goal to vote in new membership late August. Geneva Bowman from AIHA has volunteered to Chair.
- No progress made. The Committee is working on reviewing the Field Standards and providing formal review comments to the Field Activities Expert Committee.
- 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.

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 hoping to do a public webinar for feedback on proposed changes in July.

NELAP

Accreditation Council

- Review of one renewal application is complete and the AB awaits its site visit. Three other applications are in various stages of review and the most recent renewal letter recipient has received an extension to submit its application. The Council and the evaluators are discussing options for site visits this week.

- The Council also considered minor revisions to the Standards Review and Acceptance SOP 3-103, made during a review to ensure alignment with the revised Standards Development SOP 2-100.
- Most NELAP ABs are in various stages of considering and sometimes implementing the use of remote assessments. Two ABs have determined that they are unable to perform remote assessments at this time. 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 received a briefing on the major changes to the Standards Development SOP 2-100 and then reviewed edits to the NELAP Standards Review and Acceptance SOP 3-103 before passing that to the NELAP AC. They also reviewed changes made to the LASEC Standards Review for Suitability SOP 3-106, made to conform to changes in SOP 2-100, and those changes will likely be approved at the July meeting.
- The meeting time has been changed to fourth Thursdays, and the TNI meetings calendar updated. The schedule for SIR Subcommittee meetings is changed to third Thursdays, when there are SIRs needing review prior to posting to the NELAP AC voting site.

PROFICIENCY TESTING

- Analyte Request Application (ARA) for PCBs: *Currently, if the laboratory mis-identifies an Aroclor and quantitates the misidentified Aroclor, the laboratory would pass the five "non-detect" Aroclors and fail the other two Aroclors (the one that was not correctly identified and the one that was quantitated in error). The addition should be made to add the "PCB Aroclor Identification" line in the same way that it currently appears on the DW FoPT. Additionally, we would like to have Footnote 2 on both the NPW and SCM table expanded to include the addition of "Successful participation in a proficiency study for PCBs includes an Acceptable score on the PCB 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 finalized a survey to get input from states. The questions focus on how the states are accrediting Aroclors. Shawn will work with Ilona and Jan to get this survey out. Shawn is also working directly with Michelle Potter and Rachel Ellis to find some acceptable language for the NPW and SCM FoPT tables to address the concern raised in the ARA. The PTPEC worked on a proposal in June and if they like it, he will request a meeting with the NELAP AC to discuss it. Shawn will also discuss the language with Kirstin Daigle (Chair, PT Expert) to make sure it works and there are no conflicts with the 2016 TNI Standard.

- The SCM FoPT Table: The implementation date of October 1, 2020 worked for the PT Providers, so Shawn is finalizing the table 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 is continuing on:
 - Finalization of the DRAFT application by the NEFAP EC and PTPEC – The DRAFT should be finished in July.

- A DRAFT PTP checklist has been prepared based on Vol 4 of the 2016 Standard and the SSAS Standard. Shawn Kassner and Ilona plan to have this complete in July.
- Still need to finalize evaluator training with Marlene Moore when we have a solid time frame.
- The PTPAs have been requested to do their annual report during the August PTPEC meeting since the Committee will not be meeting in person this summer.
- Rami (Chair, WET Expert Committee) will be invited to the July PTPEC meeting so everyone can understand the issues surrounding the development of a WET FoPT Table and the WET Expert Committee's request for data.
- SOP 4-105 (PTPEC Voting Process) has been revised, approved and will be sent to the Policy Committee.
- The Chemistry FoPT Subcommittee met with members of the Radiochemistry Expert Committee regarding the ARA for NPW Radiochemistry PTs. The Subcommittee will submit a recommendation to the PTPEC that there is no clear need for these PTs at this time.
- The Chemistry FoPT Subcommittee also reviewed the ARA related to including Xylene isomers to the DW and SCM FoPT tables. The Subcommittee is recommending the addition to the SCM FoPT table, but will need to invite someone from Pennsylvania to attend the next meeting to clarify the ARA. The regulated analyte in DW is Total, so the Subcommittee wants to look at impact of making the requested change.

ADMINISTRATION

Advocacy

- The Committee completed final review and discussion on the white paper "Data You Can Trust". They are planning vote electronically to approve after final edits are made.
- The Mentoring Subcommittee reviewed and discussed a questionnaire which will be sent to small laboratories to assess their mentoring needs. After edits are made the questionnaire will be converted to Survey Monkey. The committee will then work on a survey for potential mentors to gather information about their areas of expertise for mentoring. The subcommittee will also begin developing an outline of the mentoring process.

Policy Committee

- The Committee finalized SOP 2-100 (Procedures Governing Standards Development) and SOP 2-101 (Procedures for Expert Committee Operations). The Committee had an extra meeting to help finalize these SOPs in time for the ANSI response. They also started working on updating SOP 1-101 (Operation of TNI Committees).
- Minor changes will likely need to be made based on ANSI comments.

Training

- The Training Committee decided to meet the second Friday of each month from 1-2:30pm Eastern. This has been forwarded to William for the TNI calendar. The Committee will finalize their Charter and begin prioritizing tasks at their next meeting.
- 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. There are 28 individual and 5 group registrations as of Monday this week.
- Scott Siders is working on turning a training he was going to give in Minneapolis into a Webinar training. This class is being scheduled for early September.
- Marlene decided to do the upcoming Texas assessor class via Webex instead. It will not be recorded. We will be trying online break-out groups to still encourage people to work together.
- Jerry will be doing a special training for USGS on July 9, 2020 on method validation.

Environmental Measurement Symposium

- Registration is open. We have 126 attendee registrations so far and 32 exhibitors.

Desc	Count
Complete conference (All 4 Tracks)	58
Track 1: Analytical Chemistry	17
Track 2: Environmental Monitoring	17
Track 3: Laboratory Operations and Management	21
Track 4: Per and poly fluorinated substances (PFAS)	13

- A calendar for training of each of the Sessions has been developed and all training will be completed within 2 weeks of the virtual conference. Procedures for pre-recording a session presentation have been completed, but Webex has been involved to help us improve sound quality. We have a work around, but it would be better if Webex can fix this.

NGAB

- IAS Evaluation: Kristin Brown and Ilona will be meeting with IAS on Monday, 7/6/20 to discuss the possibility of doing a virtual observation of a virtual laboratory assessment. Ilona is drafting a possible addition to the NGAB Evaluation SOP that she will share with the NELAP AC in July. She will work with Kristin on this DRAFT.

TASK FORCES AND OTHER GROUPS

Competency Task Force

- At its June meeting, the group drafted a list of needed knowledge, skills and abilities (KSAs) for assessors that included items from the IAF document, *Generic Competence for AB Assessors: Application to ISO/IEC 17011* as well as from the 2003 NELAC Standard. The July meeting will address additional KSAs needed for assessors to be qualified to assess to the specific requirements of the TNI ELS Standard.

Consumables Task Force

- The Task Force met on June 9, 2020 and approved their Charter. The next order of business was to discuss/debate the definition of “Critical Consumables, Supplies and Services”. The following definition has been initially adopted:
 - “ A supply, product, or service that directly affects the result, therefore requiring traceability and verification to ensure data that is method compliant, legally defensible, and of known documented quality.”
- Discussion continued relative to product vs. supplies; decided that it would be necessary to separate approach between product/supplies and services. The issue of “for use” was also presented as consumables used for different purposes and/or in different methods will have differing requirements, some critical and others not.
- Committee considered organization and structure of an ultimate standard and concluded that the initial task was to identify, separate, categorize and classify consumables prior to determining structure for the Task Force’s efforts.
- The first step will be to ascertain general categories of products and supplies beginning with those in common use throughout laboratories (services to be addressed separately and at a later date). A brainstorming session is planned for the July meeting with members requested to share their thoughts prior to the meeting.

Environmental Monitoring Coalition (EMC)

- The Environmental Monitoring Coalition met as a full committee and elected Jerry Parr as interim chair and David Friedman as vice chair.
- They brainstormed some of the initial tasks and operational guidance needed. They also planned to review ELAB’s project list to see which topics they want to pick up and work on.
- Jerry will do an overview presentation of EMC as part of the summer virtual meeting.

MEMBERSHIP

- **Active Members:** 1066
- **New and Renewed Memberships:** 149
- **Committee Applications:** There were 4 committee application received in May:
 - 1 – PTPEC, NEFAP EC
 - 1 – LASEC, PTPEC, Chemistry
 - 1 – Chemistry, Quality Systems
 - 1 – Chemistry