

**TNI Board of Directors Meeting Summary
December 9, 2020**

ROLL CALL

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

AGENDA

1. Review of Consent Agenda, December 9, 2020 (Attachment 1)

Consent agenda was reviewed and approved.

2. Review and Approval of SOP 7-100

Jerry asked that Policy prepare this update for the TNI Board since the TNI Board currently oversees the NGAB recognition for accrediting environmental labs. (SOP 7-100: Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI).) This SOP now needs to be approved by the TNI Board. The update was focused only on making changes to the SOP to ensure remote evaluations/assessments could be done.

After much discussion, there are more changes and clarifications that need to be made. Jerry and Ilona will go back and work on the SOP, then send it to Policy for review. A revised SOP will be presented to the Board for approval in January.

3. Laboratory Accreditation Body Committee

LAB members approved final revision of V2M1, and that Draft Standard is now posted for comment, along with a summary of changes and the response-to-comments Excel file, see <https://nelac-institute.org/news.php?id=4398>.

The LAB developed a separate document explaining how the Field Activities Task Force recommendations were addressed. This document may receive criticism from some members of the NEFAP program. It is being provided to the Board for informational purposes.

4. Proficiency Testing (PT) Executive Committee (PTEC)

The Committee met with Rami from the WET Expert Committee to understand their PT concerns. There will be a joint meeting (PTPEC, PT Expert and WET Expert) during the Winter Conference to discuss WET PT concerns. The discussion this month centered around whether language in the Standard could change, would additions to FoPT tables be appropriate, is there a way to request PT Providers to include information in their instructions, are changes needed to the WET Standard, etc.

The Committee is still working on the PCB Analyte Request Application (ARA). Shawn reached out to Michelle Potter and Rachel Ellis from the NELAP AC to propose possible language for a footnote on the FoPT table. The language did not work for them and they proposed alternate language:

A not-acceptable evaluation of any one or more Aroclor identifications constitutes a failure to demonstrate proficiency for all accredited Aroclors reported.

This new language was unanimously approved by the PTPEC and will be included on the NPW and SCM FoPT tables. Implementation will be further discussed at the December meeting after Shawn has had a chance to check-in with PT Providers and the NELAP AC about effective dates. The Committee still plans to distribute a survey to gather more information about NELAP and non-NELAP PT requirements for Aroclors.

The PT SOP subcommittee is continuing work on their FoPT limit setting SOP (4-101).

A new ARA was received from New Hampshire with a list of PFAS analytes to add to the DW FoPT. The PTPEC reviewed the request and determined it was valid. The request is being sent to the Chemistry FoPT Subcommittee for a recommendation.

5. Winter Meeting

We have around seventy (70) registrations so far and a brochure should be mailed out this week. A copy of the brochure was also provided.

We have planned seven (7) special session and recruited speakers for these sessions, but as shown in a separate document (special sessions) we still need twelve (12) speakers. Jerry is planning to send additional recruiting emails this week.

Jerry has requested help from the Board to help find speakers for slots still open. If someone on the Board would like to be a speaker, please let Jerry know. We need speakers for the following areas:

- 2 – How accreditation improved my laboratory*
- 2 – Operating a laboratory during a pandemic*
- 2 – Improvements in laboratory performance and data quality*
- 3 – Accreditation issues in emerging contaminants*

Also, if you haven't registered for the conference yet, please register.

Attachment 1
CONSENT AGENDA; December 9, 2020

1.0 Approval of November Minutes

2.0 [RESERVED]

3.0 [RESERVED]

4.0 [RESERVED]

5.0 CONSENSUS STANDARDS DEVELOPMENT REPORT

5.1 CSDP Executive Committee

- The ANSI Executive Standards Council has initiated review of our Corrective Action Plan and the revised SOPs. They submitted some additional questions and requests for clarifications, to which we have responded. The primary issue appears to be that TNI's Consensus Standards groups (i.e., Expert Committee) are not open to the general public. I explained that the Expert Committees were technical committees and specific expertise is required. I further explained that the Expert Committees are only a segment of the overall TNI population and that all other committees, as well as all TNI members, ANSI, and non-members alike (through outreach) are provided an opportunity for comments on all proposed standards activity and that all comments, regardless of the source, are responded to by the Expert Committees. *Update: we've responded once again to comments and waiting for ANSI response back.*
- The TNI Glossary work group continues to prepare a comparison document of all definitions presented in TNI documents and the current glossary as completed last year. Relevant ISO standards definitions are also being included as appropriate. The work group is also collating definitions from TNI ABs to ensure consistency with State rules and regulations.
- Revisions to training materials for all committee chairs and committee members, and revisions to the Internal Checklists for CSDEC and Expert committees based primarily on changes to SOPs 2-100, 2-101 and 1-125, are all continuing activities of the CSDEC. Discussion as to the need for two training sessions (one for expert committees and a second for all other committees) has been proposed.
- Committee chairs have also been requested to review their committee rosters and determine the potential need for new members in 2021, which will be advertised in the TNI Newsletter for solicitation of committee candidates. Committee chairs will be asked to make attempts to bring expert committee to the full complement of fifteen (15) voting members.

5.2 Asbestos Committee

- The Asbestos committee continues to develop their summary document. The committee has approved the summary. The Draft Standard and the Summary will be posted and announced consistent with Rev. 3.2 of SOP 2-100. This announcement will be directed to all relevant TNI committee chairs, as well as the non-TNI interested parties. Committee membership and roster development for 2021 will occur during the December meeting and leadership defined in the January meeting.

5.3 Chemistry Committee

- The Chemistry Committee is working to resolve issues regarding 2021 committee membership and leadership. During the November meeting the roster for 2021 was finalized. The election of Chair and Vice-Chair will occur during the January meeting. They also dealt with SIRs 389, 390, 391 and 396. Responses to SIRs 389 and 390 were accepted by the LASEC. SIR 391 was returned for further comment by the committee. Committee responses to SIR 396 was sent to the LASEC, as was a revised response to SIR 391. The committee continues efforts regarding modifications to Module 4, specifically as relates to Initial and Continuing Demonstration of Capabilities for the laboratory and individual analysts. *Note: In the future, we should have some sort of brief summary of what the SIRs are/are about so we know what is being discussed.*

5.4 Laboratory Accreditation Body Committee

- This report was added to regular agenda.

5.5 Microbiology Committee

- The Committee held their public webinar on December 1, 2020 from 12-1:30pm Eastern. They had 121 people in attendance and received lots of feedback that they now reviewing. They are also continuing to work on new membership.

5.6 Proficiency Testing Committee

- The Proficiency Testing Expert Committee continues to develop a work plan focusing on needed changes to Module 1, including review of ISO 17011, 17025, 17034 and 17043 for consistency with the TNI Standard. During the November meeting, the roster for 2021 was finalized. The election of Chair and Vice-Chair will occur during the January meeting. The 2021 roster will include fourteen (14) members. The committee is working to fill the last position with an AB representative.

5.7 Quality Systems Committee

- The Committee did their public webinar to receive more input on the needed changes/additions to the Module 2 Standard. They are still completing a response to send to webinar attendees and have started reviewing the comments with Committee members.
- The Committee 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 Module 2 Standard. The Committee discussed this target with Alyssa Wingard (QS Committee Member and DoD ELAP Program Manager and Chair, QA Oversight Subgroup) and she is expected to give additional feedback on whether the committee's timing will be useful in their next DOD/DOE Quality Systems Manual.
- The Committee reviewed SIR 393 (deals with calibration and weights) and determined that it should not have been accepted as an SIR. A response is being prepared for LASEC.

5.8 Radiochemistry Committee

- The Committee did not meet in November, but has been continuing to work on new membership.

5.9 Stationary Source Audit Sample Committee

- The Committee is continuing work on an update to SOP 6-101 (SSAS Table Management).
- The Committee has decided to go back to a monthly meeting schedule in January, instead of meeting twice a month.

5.10 Whole Effluent Toxicity Committee

- The WET committee members continue working on the various issues underway while the Chair and AB representatives are focusing on attaining closure about an acceptable process for analyst initial demonstrations of competency. There are more “lab” associate members applying for full membership to replace departing members than there are slots available. Therefore, a competitive election will be held by email in advance of the December 16 meeting. There are two (2) “other” members continuing and a number of “AB” stakeholders have applied as well. All of the AB representatives will likely be elected to full membership, replacing the current ABs that are all rotating off, having completed two (2) terms.

6.0 NEFAP

6.1 NEFAP Executive Committee

- The Committee reviewed a DRAFT SOP to de-couple certificates from evaluations as was done in NELAP. They were good with the concept, but additional implementation language will be added to request information to show the NGAB is in good standing before the first certificate is processed using this new SOP. This SOP will be reviewed by the PTPEC this month and should be ready for Board review to approve for the TNI Environmental Laboratory Standard Recognition too. This will cover all NGAB recognitions.
- Tracy Szerszen has volunteered to become the Chair of the Nomination Committee. She is finalizing Committee membership and should be ready to present a slate of candidates by late December/early January.
- The Committee is still working on SOPs and updating its internal audit checklist.

6.2 Field Activities Expert Committee (FAC)

- The Committee worked on its Summary of Changes document this month. The Standard will be a complete rewrite since it will be based on ISO/IEC 17025:2017, so the public webinar will focus on what is being added to the 2017 ISO/IEC Standard (e.g., 2014 TNI FSMO Standard language, sampling documentation, sampling plans, and definitions) instead of focusing on what has changed from the 2014 TNI Standard.

7.0 NELAP

7.1 Accreditation Council

- One evaluation awaits a second corrective action response and six (6) others are either in preparation or awaiting various stages of review. Another renewal letter will go out this month. Florida has successfully completed its corrective actions to be restored to full recognition, and the Council is scheduled to vote on that recommendation at its December 7 meeting.

- At the December meeting, AB representatives will be encouraged to review the V2M1 Draft Standard in detail and provide comments.
- The implementation status for the 2016 TNI ELS Standard is unchanged from the March Board meeting, and thus the table will not be displayed until changes occur. Adjustments to AB operations due to the pandemic emergency have interfered with rulemakings as well as other activities.

7.2 Laboratory Accreditation Systems Executive Committee

- LASEC members continue planning for the Mentor Session and Assessment Forum sessions at the winter meeting. Yet another revision of the SIR Management SOP 3-105 awaits approval at the December meeting, and the prior revision was withdrawn from Policy Committee review. This most recent revision is to adapt voting on SIR actions to require a two-thirds majority, and to address the rare occurrence when an expert committee disagrees with the initial determination that a SIR is valid.
- Members will be reviewing the recently posted V2M1 Draft Standard in order to provide both individual comments, possible committee comments, and a recommendation to the NELAP AC about its suitability, per the Standards Review for Suitability SOP 3-106.

8.0 PROFICIENCY TESTING PROGRAM

- Report included in Agenda.

9.0 ADMINISTRATION

9.1 Advocacy Committee

- The Advocacy Committee has reviewed the TNI 2020-2025 strategic plan to identify high priority items to include in their 2021 workplan. High priority tasks for early 2021 include:
 - Revising and updating the “The State of National Accreditation” report and sharing the report with key decision makers. TNI committees and program administrators will be asked to assist with the update.
 - Revising the “Introduction to TNI” PowerPoint presentation to create a webinar for new members.
- The Mentoring Subcommittee continues to work out the details of their proposed mentoring plan. A draft web page and a questionnaire for labs seeking mentors have been completed. An agreement and expectations document will be finalized next.

9.2 Policy Committee

- The Committee is working on an update to SOP 1-102 (Decision Making Rules for TNI Committees). The goal is to have all TNI Programs use it for their voting procedures.
- The NGAB evaluation SOP was updated and approved by the Policy Committee. Jerry asked that Policy prepare this update for the TNI Board since the TNI Board currently oversees the NGAB recognition for accrediting environmental labs. (SOP 7-100: Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)). This SOP now needs to be approved by the TNI Board. The update was focused only on making changes to the SOP to ensure remote evaluations/assessments could be done.
- The Internal Audit Schedule has been updated for this year:

- Each Committee Update Internal Audit Checklist (as needed): Due January 5, 2021
- Policy Committee Review and Updated Checklists Sent to IT Administrator: Due February 5, 2021
- Internal Audit Data Base Updated: Due March 1, 2021
- Internal Audits Performed: Due April 30, 2021
- Corrective Action Process Completed: Due September 30, 2021
- The Committee agreed that updated Committee Charters will be due March 30, 2020. This gives time for the TNI Board to review the 2021 Committee plans before Charters are prepared.

9.3 Training Committee

- Training Committee:
 - The Committee decided to post Jerry's recent free training on TNI Tools and Resources on the TNI Tab in addition to its posting on the Educational Delivery System Tab.
 - Jerry is working on a handout with TNI letterhead that assessors can send to or leave with labs that let them know about TNI tools and resources that can be used to implement the TNI Standard. Use of this handout will be voluntary.
 - The following workgroups were formed to start working on Charter items:
 - Review current course offerings to ensure that examples, references, and links are still current and appropriate.
 - Use of digital badges
 - Review current list of course offerings and look for gaps and ideas for training classes that can be developed. This will feed into a 2021 RFP for training.
 - Development of workgroups for marketing and trainer evaluation criteria have been put on hold.
- Current Classes being worked on:
 - Good Laboratory Practice – Internal Audits – Part II (ANAB). Ilona met with ANAB for an update. They will be making the requested updates to this class and then it will be available as a self-paced course. No additional update.
 - Progress is being made on ANAB's new course: Risk Based Thinking in the Environmental Laboratory. Dates for this class have been determined (January 13-14, 2021) and a flyer will go out in the next week. This will be a 10-hour class.
 - Marlene and Ilona are still discussing evaluator training for the NEFAP/PTP Evaluations. It looks like this training will need to be completed during the summer.
 - Jerry and Judy Morgan completed their course on the History of Environmental Monitoring. This course was given December 4, 2020 and had eleven (11) attendees.
 - Silky completed her 4-day course: Implementing the 2016 TNI Standard Series. Total class attendance including groups was forty (40).
 - A new training has been submitted by the WET Expert Committee: Whole Effluent Toxicity (WET) Testing – Data Interpretation Training. They are planning to give the class early summer.

9.4 Forum on Environmental Accreditation

- This topic included in the Agenda.

9.5 National Environmental Monitoring Conference

- Planning for the 2021 Symposium is well underway. The Call for Abstracts has opened.

9.6 NGAB

- IAS did their remote laboratory assessment November 23-24, 2020. The final report has been issued to the lab. This assessment needs to be complete in order to finish up IAS's recognition process.

10.0 TASK FORCES AND OTHER GROUPS

10.1 Competency Task Force

- At its latest meeting, the group affirmed changes to the Assessor Qualifications and Training document from the prior meeting and reviewed competencies that any assessor applicant should be expected to bring to the position (professional and foundational ones). They will address the requirements for an assessor training course next -- what should be included in the technical training portion (assessing the PT and QS modules of Volume 1 plus assessing to the analysis-specific modules) and technical module training (specific technologies and methods used in Modules 3-7), that will accompany the assessor competencies already identified.

10.2 Consumables Task Force

- The Task Force is continuing in the process of listing and classifying critical products, supplies and services. This information collection effort is utilizing a previously approved spreadsheet for this purpose. Inputs from all Task Force members are being received and collated by the Task Force Chair. The November meeting resulted in further defining elements of the first area of concern, general products and supplies required for all laboratories.

10.3 Environmental Monitoring Coalition (EMC)

- New language has been drafted for User-Generated Mass Spectra and will be reviewed at the next meeting.
- The sampling plan for the Acrolein and Acrylonitrile Preservation and pH project is being finalized and work will start in January.
- The coalition will draft a letter to the new administration at EPA proposing a plan for the EMC to collaborate with EPA on method development and validation. The EMC plans to reach out sometime in January or February 2021.

11.0 MEMBERSHIP

11.1 Active Members: 1070