

## TNI Board of Directors Meeting Summary January 13, 2021

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### ROLL CALL

Directors	Present	Staff	Present
Jordan Adelson		Lynn Bradley	X
Aaren Alger		Carol Batterton	X
Steve Arms	X	Jerry Parr	X
Justin Brown	X	Suzanne Rachmaninoff	X
Kristin Brown	X	Ilona Taunton	X
David Caldwell	X	Janice Wlodarski	X
Stacie Crandall	X	Bob Wyeth	X
Bob Di Rienzo	X		
Jack Farrell	X		
Maria Friedman	X		
Myron Gunsalus	X		
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		
<b>Past Chair</b>			
Sharon Mertens	X		

### AGENDA

1. **Review of Consent Agenda - APPROVED**
2. **Review and Approval of SOP 7-100**

In the December Board call, the TNI Board requested some changes to *SOP 7-100: Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by TNI* for consistent terminology (e.g., NGAB vs AB) and how remote audits should be handled for new AB applicants. The changes have been made and the SOP is being resubmitted for Board consideration.

The relevant changes are shown in Sections 1.0, 2.1, 4.0 (Note 2 and several definitions), 6.2, 6.4, and 6.6.

**Motion to Approve:** Paul Junio  
**Second:** Judy Morgan  
**Approved:** Unanimous

### 3. Review and Approval of SOP 1-100

SOP 1-100 (Format Guidelines for Standard Operating Procedures (SOPs) of The NELAC Institute (TNI)) was reviewed due to some inconsistencies in how References and Related Documents are handled in TNI SOPs. These section requirements were clarified and a definition for “must” was added. The SOP was approved by the Policy Committee, but requires approval by the Board.

**Motion to Approve:** Jack Farrell

**Second:** Patsy Root

**Approved:** Unanimous

### 4. 2021 Budget

The Finance Committee met January 12 and will have a report for the Board. Three weeks from today – February 3<sup>rd</sup> – there will be a Board call (staff not needed) for a more in-depth review of the budget.

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**Attachment 1**  
**CONSENT AGENDA; January 13, 2021**

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**1. Approval of December Minutes**

**2. 2021 Board Election**

- The following indicated their interest in serving another term:
  - Bob DiRienzo
  - Jack Farrell
  - Maria Friedman
  - Myron Gunsalus
  - Curtis Wood
- David Speis has indicated he is wanting to step down so the February meeting will be David's last. He has been a TNI Director since the founding of INELA in 2002.
- A late application was received from Jessica Jensen of KC Water and the Nominating Committee added this nomination to the slate. The election period will start on January 16 and continue thru February 16.
- If elected, the balance on the Board will be 6 AB, 7 Lab, and 9 Other with no open slots.

**3. [RESERVED]**

**4. [RESERVED]**

**5. CONSENSUS STANDARDS DEVELOPMENT REPORT**

**5.1 CSDP Executive Committee**

- TNI received a response from the Executive Standards Council of ANSI with a few more "final" comments and suggestions. Their primary comment and suggestion were for clarification of *ANSI Essential Requirements (ANSI ER)* for resolution and recirculation. Per *ANSI ER*, only a commenter can decide if their comment is resolved or unresolved. If a commenter or Expert Committee member casting a negative vote considers their objection to be unresolved, despite TNI's attempts to resolve them, the resulting unresolved comment(s) must be recirculated to the Expert Committee to give Expert Committee members the opportunity to respond/reaffirm/change their votes. If the expert Committee continues to consider the comment/vote as non-persuasive, the commenter may then register an appeal with TNI as per section 6.0 of SOP 2-100.
- The only other comment was to stipulate that reaffirmations of the Standard/Module require both public and expert Committee review; the Executive Standards Council requested this be clarified in a revised SOP 2-100.
- TNI's final response to the audit is being developed to respond to these comments and will require a revision of SOP 2-100 to Revision 3.4. The revised SOP will require a vote of the CSDEC and approval by the Policy Committee. ANSI has been advised of the potential time frame for these

approvals and TNI has been directed to proceed in as timely a fashion as possible without them establishing a specific due date for our response. Anticipate presenting the revised SOP to the CSDEC at their next meeting.

- 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. The plan for further review was determined to be more efficient if we first segregated the definitions from the Standard (i.e., those which are the only enforceable terms for the ABs), and harmonize these definitions and/or request Expert Committees to include the potential changes to these definitions when making modifications to their Modules.
- Current training materials for Expert Committee members and Chairs is outdated and the CSDEC has undertaken the task of preparing new training materials. Initially the effort for this training was to provide materials for all TNI committee. It has been ascertained that this approach was not effective based upon the large number of requirements specific only to Expert Committee member, Chairs and Vice-Chairs. The training relative to Expert Committees is in the final stages of completion and is anticipated to be available in late January of February of 2021. The training is being prepared for presentation as a webinar with all Expert Committee members required to complete said training.
- While the materials being prepared are specific to the Expert Committees, it is believed that this training will provide a “template” for other committee training materials to be developed by others likely under the auspices of the Policy Committee.
- The CSDEC is also developing revised Internal Auditing Checklists for itself and its Expert committees based primarily on changes to SOPs 2-100, 2-101 and 1-125.
- Committee chairs have also been requested to review their committee rosters, evaluate new membership needs, approve said new members and/or confirm their committee Chair and Vice-Chair. Committee chairs have been asked to make attempts to bring Expert Committees to the full complement of 15 voting members

## 5.2 Asbestos Committee

- The Asbestos Expert committee has completed development and approval of their Summary Document for the recently completed Draft Standard (DS) for EL V1M3. The DS, the summary document and the present Response to Comment document (R2C) have been posted (12/22/2020) on the TNI website. The DS is subsequently in its 90-day comment period which will close March 21, 2021. No comments have been received to date. The DS and the accompanying documents have also been provided for non-TNI member public comment, but none have been received to date. Committee membership and roster development for 2021 was completed in the December with the addition of one new voting member. The appropriately balanced committee now stands at 8 voting members and 3 associates. The January meeting, yet to be held, will confirm Michelle McGowan and Glen Green in continuing roles as Chair and Vice-Chair, respectively of the Asbestos Testing Expert Committee.

## 5.3 Chemistry Committee

- The Committee has resolved its membership roster for 2021. Two new members were added, and Michelle Wade was elected as the Chair and Tony Francis was elected as the Vice-Chair. The committee consists of the full complement of 15 voting members and 28 Associate members; the committee is properly balanced as per TNI requirements. The committee continues to seek resolution

of a number of SIRs from the LASEC while continuing discussion of potential issues regarding modifications to Module 4. At this point in time, the primary issues facing the committee relate to reconsideration of the language and/or clarification of the requirements for Initial and Continuing Demonstration of Capabilities for the laboratory and individual analysts.

- The Committee completed their detailed agenda for the Winter TNI meeting and commenced work on the slides for use during their session scheduled for 10:00 AM ET on Wednesday, January 27, 2021. Finally, in the December meeting the committee reviewed and approved the content of their input to the Annual Report.

#### **5.4 Laboratory Accreditation Body Committee**

- The Draft Standard V2M1 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 session at conference will be the required public meeting to explain the major changes proposed and to address any questions about the content of the Draft Standard. Then, while awaiting the close of the comment period (to be extended until the end of March), committee members will review and color-code the updated Compliance Checklist (aka, Technical Review Checklist) for the revised standard, with the understanding that any persuasive comments may require further updates to the checklist.

#### **5.5 Microbiology Committee**

- The Committee held their public webinar and are reviewing the comments received and updating their Summary of Changes table. They are also working on membership and are following up one member to confirm continued interest before they vote.

#### **5.6 Proficiency Testing Committee**

- The Proficiency Testing Expert Committee developed their initial roster for 2021 including 3 new members and confirmation of Kirstin Daigle and Craig Huff as Chair and Vice-Chair, respectively. The appropriately balanced committee currently includes 14 voting members and 22 Associate members. The committee chair anticipates filling the final voting position on the committee with an AB which she is presently attempting to attract. During the December meeting the committee continued to prepare for their session at the TNI Winter meeting scheduled for 2:00 PM ET on Thursday, January 28, 2021. They are also preparing to participate in the join meeting with the Proficiency Testing Program Executive Committee (PTPEC) and Whole Effluent Expert Committee regarding issues with proficiency testing in this analytical genre. Finally, the committee continues to develop work plans focusing on needed changes to Module 1 including review of ISO 17011, 17025, 17034 and 17043 for consistency with the TNI standard.

#### **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 completed a response to send to webinar attendees. Still working through written comments.
- 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 CSDP Module 2 Standard. The Committee discussed this target with Alyssa Wingard (QS Committee Member and DoD ELAP Program Manager and Chair, QA Oversight Subgroup) she was able to provide an update this month. She noted that because they

issued Version 5.3 to deal with the immediate need related to the updated ISO/IEC 17025:2017 language, she is being told not to rush the new version they are working on. COVID-19 has delayed the process. They plan to issue updates for comment individually instead of waiting to complete the entire standard. When they finish a module, they will distribute it for comment. They are incorporating the 2016 TNI Environmental Laboratory Standard and stating any changes they will make to the language. They have asked that TNI sell this new DoD version when it is complete, and Jerry has agreed to this. Alyssa does not think rushing a new TNI Standard that incorporates ISO/IEC 17025:2017 makes sense, because they have already invested a lot of time in the 2016 language. They would likely not want to re-do the work they have done. This will be further discussed during the virtual conference and a new plan will be developed by the Committee. Alyssa is a member on the QS Expert Committee.

- The Committee is voting in new membership. One nominee still needs to accept and then the new members will be forwarded to the CSDP EC Chair for approval. The Committee elected a new chair for 2021- Debbie Bond. The Vice Chair will continue to be Kathi Gumpfer.

## **5.8 Radiochemistry Committee**

- The Committee continued work on the comments received from the public webinar. They have essentially completed the Summary of Changes Table and will begin working on the Standard rewrite in February. They are voting in new members and will send the list of new membership for the CSDP EC Chair to approve.

## **5.9 Stationary Source Audit Sample Committee**

- The Committee has completed its review of SOP 6-101 (SSAS Table Management) and will be voting on finalizing it during the January meeting.
- The Committee will review its Change Summary Table prepared for a Public Webinar to discuss possible changes to Modules 1, 2 and 3. They hope to hold the Webinar on February 16, 2020.

## **5.10 Whole Effluent Toxicity Committee**

- The WET Chair and Vice Chair presented the committee's proposed process for analyst demonstrations of competency to the NELAP AC at its January 4 meeting. The WET leadership will return for the Council's April meeting to address questions and receive comments and possible requested revisions to the proposal. For now, the committee will return to considering the remaining sections of the existing module and proposed revision to them.
- WET held its election of new members in December, including a competitive preliminary vote to reduce the number of "lab" stakeholders to match the number of vacant slots available. A total of ten new members will be welcomed into the committee after conference, with virtually all of the former members remaining as associates.

## **6. NEFAP**

### **6.1 NEFAP Executive Committee**

- The Committee has not met since the last monthly report. The Committee is still working on SOPs, the internal audit checklist and starting up the marketing and training committees to begin implementation.

## 6.2 Field Activities Expert Committee (FAC)

- The Committee worked on its Summary of Changes document this month and has planned their Public Webinar for February 4, 2020. Notification will be sent out early next week. 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. NELAP

### 7.1 Accreditation Council

- The first AB from the current evaluation cycle has its renewal approved after a remote site visit due to pandemic emergency. Two others are in various stages of review and four more await review; two applications are pending submittal. Utah has not determined who has signature authority for submission of its application, and since there is a substantial backlog of applications awaiting review, the UT application is on hold. Florida was restored to full recognition by the Council's vote at its December meeting.
- After a presentation by the WET Expert Committee, Council members are reviewing a proposed concept for analyst demonstrations of competency in WET labs. As this proposal will be a substantial change for some ABs, Council acceptance of the concept prior to publication in the Draft Standard is considered essential. The WET representatives will return for the April meeting to address questions and receive additional comments.
- The NELAP AC will request a 30-day extension for its review of the V2M1 Draft Standard. The March meeting will be devoted to discussion of this document.
- The implementation status for the 2016 TNI ELS Standard is updated with Oregon's adoption of the 2016 Standard, as noted below. Most rulemakings were delayed by the pandemic emergency.

<b>Implementation Plans for 2016 TNI ELS Standard – 1/5/2021</b>		
<b>State</b>	<b>Process for Implementing the New Standard</b>	<b>Anticipated Implementation Date</b>
<b>FL</b>	FL adopted the TNI 2016 Standards by regulation on September 26, 2018. Laboratories were granted a grace period until April 1, 2019, to implement the new standards	Fully implemented on April 1, 2019
<b>IL</b>	Rulemaking was finalized in July 2019, with a 6 month integration period and full implementation on January 31, 2020	January 31, 2020
<b>KS</b>	Rulemaking underway, but slowly. Is allowing labs to upgrade now.	Early 2021, hopefully
<b>LA</b>	Regulation updates delayed	Unknown
<b>MN</b>	Adopts by statute, and is updating its databases now. Full implementation by the end of 2020 but is encouraging labs to implement 2016 standard now	December 31, 2020
<b>NH</b>	Rulemaking underway, is allowing labs to upgrade now	End of 2020, hopefully
<b>NJ</b>	Incorporated into regulation by reference	January 31, 2020
<b>NY</b>	Adopts by reference; is rewriting regulation to update other aspects on separate timeline	January 31, 2020; regulation to update other program aspects is on hold

<b>OK</b>	Hopes to begin rulemaking later in 2020, is allowing labs to upgrade now	uncertain
<b>OR</b>	Implemented 2016 Standard effective January 1, 2021	January 1, 2021
<b>PA</b>	Incorporated into regulation by reference, all labs will be required to have the 2016 standard implemented by July 2020	June 30, 2020
<b>TX</b>	Incorporated into regulation by reference	January 31, 2020
<b>UT</b>	Rulemaking underway; allowing labs to upgrade to 2016 now	Several more months needed, but during 2020
<b>VA</b>	Rulemaking begun; timeframe for completion unknown	Unknown

## 7.2 Laboratory Accreditation Systems Executive Committee

- LASEC members are prepared to present both the Mentor Session and Assessment Forum sessions at the winter meeting. The SIR Management SOP 3-105 continues to accommodate requested revisions and awaits approval at the next meeting. This most recent revision is to adapt voting on SIR actions to require a two-thirds majority, to incorporate an illustration of the SIR submission webpage as an appendix, and to address the rare occurrence when an expert committee disagrees with the initial determination that a SIR is valid.
- Members are 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. PROFICIENCY TESTING PROGRAM

- Shawn Kassner is working with Kirstin Daigle (PT Expert, Chair) and Rami Naddy (WET Expert, Chair) to put an agenda together for the joint meeting during the Winter Conference to discuss WET PT concerns.
- An issue was raised about the PTRL definition. The FoPT tables do not match the Standard. The tables are being reviewed to make the appropriate changes. Once the updates are made and the new footnotes related to the PCB and Xylene Analyte Request Applications (ARA) are included, the Committee will vote on the new tables and plan implementation.
- PCB ARA: The Committee noted that the new footnote should not create any problems for labs that do not run all the Aroclors. They can still be accredited for just one or two if the states offer that option. 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).
- PFAS ARA: The Chemistry FoPT Subcommittee will start working on this ARA in February. Ilona let the Committee know that the TNI Board would like to know if an ARA is developed for NPW and SCM.

## 9. ADMINISTRATION

### 9.1 Advocacy Committee

- The Advocacy Committee reviewed the PowerPoint presentation from the Mentoring Subcommittee with their recommendations to be delivered at the virtual winter conference.
- The Mentoring Subcommittee will meet on January 14 to discuss and incorporate suggestions on their PowerPoint from the Advocacy Committee as needed.
- The committee also discussed plans for the Advocacy meeting during the winter conference.

### 9.2 Policy Committee

- The Committee is still 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.
- SOP 1-100 (Format Guidelines for Standard Operating Procedures (SOPs) of The NELAC Institute (TNI)) was reviewed due to some inconsistencies in how References and Related Documents are handled in TNI SOPs. These section requirements were clarified and a definition for “must” was added. The SOP was finalized.

### 9.3 Training Committee

- 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. This will be a 10-hour class. ANAB asked to delay the dates for this class and new dates are being selected.
  - 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.
  - 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

- As of 1/11, we have around 220 attendees with around 20 speakers/committee chairs that have not registered.

### 9.5 National Environmental Monitoring Conference

- The three EPA program presentations (OW, OGWDW, OCRC) will now be featured as keynotes on Monday, Wednesday and Thursday with the Wednesday plenary focused on the theme of *Hitting Reset*. Lara plans to reach out to the new administrator after January 20.

### 9.6 NGAB

- IAS Evaluation: Waiting for results of laboratory assessment. There is a question of when this information is due. Is it January 29<sup>th</sup> or January 31<sup>st</sup>? They need to submit their final response within 1 year of receiving interim recognition. The vote was completed on the 29<sup>th</sup>, but the letter they were sent was dated January 31<sup>st</sup>. Judy Morgan (TNRC Chair) is looking into this.

## **10. TASK FORCES AND OTHER GROUPS**

### **10.1 Competency Task Force**

- At its latest meeting, the group completed establishing the competencies that all NELAP assessors should have. Now, participants 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 December meeting resulted in further defining elements of the first area of concern, general products and supplies required for all laboratories. The work of the Task Force will require an extended effort prior to the production of any "product" whether in the form of Guidance and/or a recommendation for a standing Expert Committee. The sheer volume of items to be properly classified and for which purchasing guidelines need to be developed is extensive. The Task Force currently anticipates continuing meetings with TNI Stakeholders during public meetings and the sharing of information as the segments of the specific area of critical supplies and services are developed.

### **10.3 Reserved**

## **11. MEMBERSHIP**

### **11.1 Active Members: 1055**