

TNI Board of Directors Meeting Summary February 10, 2021

ROLL CALL

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

AGENDA

1. Review of Consent Agenda (Attachment 1) – Approved

2. 2021 Forum on Environmental Accreditation

- We had 373 attendees, a new record for our winter meeting.
- The Forum featured 12 TNI committee meetings, 50 presentations, and 26 networking sessions.
- Recordings of all presentations and committee meetings are available for viewing until April 1, 2021.
- Income was \$20K greater than budgeted.
- Comments/thoughts from the Board.

Comments about the conference:

- This model worked well – maybe keep it for the future.
- Discussion was good. Zoom sessions were surprisingly fantastic (afternoon sessions).
- About 10 evaluation forms were turned in. From the responses, they mostly indicated that the virtual conference doesn't replace the in-person meeting. For the future, perhaps the hybrid approach is the way to go.

3. Review and Approval of Annual Report

A draft of the Annual Report was provided. Note: While this report is 44 pages, about half of it are appendices. A summary of this was presented at the Winter Forum on January 25, 2021 and a copy of this presentation was also provided.

Motion to Approve Annual Report, with changes discussed: Patsy Root

Second: Paul Junio

Approved: Unanimous

4. Dave Speis

This is Dave Speis' last meeting on the Board. Dave has been a huge contributor over the years. Thank you, Dave, and best of luck. You will be missed.

**ATTACHMENT 1
CONSENT AGENDA; FEBRUARY 10, 2021**

1. Approval of January Minutes

2. [RESERVED]

3. [RESERVED]

4. [RESERVED]

5. CONSENSUS STANDARDS DEVELOPMENT REPORT

5.1 CSDP Executive Committee

- Comments recently received from the Accreditation Subcommittee of ANSI's Executive Standards Council, have been addressed by the CSDESC. This activity resulted in the development of Revision 3.4 to SOP 2-100. This revised draft of the SOP was reviewed, edited, and ultimately approved by the CSDEC and the Policy committee. The revised SOP 2-100, Rev. 3.4 was submitted to ANSI and we are currently awaiting their response to TNI's reaccreditation. Upon reaccreditation of TNI, submissions of BSR-8s for EL V1M3 (Asbestos) and EL V2M1 (General AB Requirements) would be prepared for submission to ANSI, if permitted to do so prior to the conclusion of a follow-up audit by ANSI.
- 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 segregated those 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. Other definitions in TNI documents (i.e., SOP, Guidance Documents, Policy documents) will then be addressed but should be more readily resolved as changes will not require utilization of the lengthier Standard Development process.
- Current training materials for Expert Committee members and Chairs is outdated and the CSDEC has undertaken the task of preparing new training materials. Efforts to finalize a training webinar specific to Expert Committee members including the Chairs nears completion and is anticipated to be available in the 1st quarter of 2021. Committee member training will be mandatory and attendance at webinars will be documented and appropriately recorded. 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.
- Expert Committee rosters for 2021 are complete and committees are properly balanced and staffed. Efforts to bring all Expert Committees to a maximum of 15 members continues for some Committees.

5.2 Asbestos Committee

- The Asbestos Testing Expert Committee completed their agenda and PowerPoint presentation for the TNI Winter meeting and hosted their session on Monday, January 25, 2021. The session was attended by 18 participants and attendees.
- The committee has completed development and approval of their Draft Standard (EL V1M3) and all required accompanying documentation. The Draft Standard materials were posted (12/22/2020) on the TNI website as well being provided to all required TNI personnel and Committees, and Non-TNI members who are interested in and/or potentially impact by the changes in the Standard. The DS is subsequently in its 90-day comment period which will close March 21, 2021. No comments have been received to date nor were any received in the virtual committee meeting during the TNI Winter Meeting.

5.3 Chemistry Committee

- The Chemistry Expert Committee completed their agenda and PowerPoint presentation for the TNI Winter meeting and hosted their session on Wednesday January 27, 2021. The session was well attended with 128 participants and attendees.
- 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, and detection limit and calibration language clarifications.

5.4 Laboratory Accreditation Body Committee

- LAB's conference session was a formal public meeting on the updated Draft Standard V2M1 that is now posted for comment. The Chair described overall changes in the underlying ISO 17011:2017 document and also discussed the substantive changes to assessor qualifications, training, authorization, and competency requirements. The changed confidentiality paradigm was covered as were risk assessment and mitigation. Comments made through the Q&A submission process will be reviewed by the committee but will not be treated as formally submitted comments, and it was made clear to participants that only formal comments will be ruled persuasive or non-persuasive with responses returned to the commenter(s).

5.5 Microbiology Committee

- The Committee met during the Virtual Conference on 1-26-21. There were 62 participants attending the meeting. The Committee worked on finishing the review of comments from the public webinar and starting to place language into the new Standard. Comments made at the Virtual Conference were also considered and incorporated into the Standard as appropriate.
- The comments from the public webinar were organized and the Committee has started reviewing them and making tentative language updates to the Standard. One of the more controversial updates deals with testing of supplies at the destination laboratory. Some organizations prefer to test supplies at one location and then send them to sister/satellite locations. The Committee agrees it is best practice to test the supplies at the final destination because shipping can affect them. There has been a lot of feedback received between the public webinar and the Virtual Conference and the Committee is working on updated language.
- The Committee added Robin Cook and Ashley Larssen to the Committee. Kasey Raley and Cody Danielson will continue to be Chair and Vice-Chair.

5.6 Proficiency Testing Committee

- The Proficiency Testing Expert Committee completed their agenda and PowerPoint presentation for the TNI Winter meeting and hosted their session on Thursday, January 28, 2021. The session was well attended with 73 participants and attendees. As previously reported the PTEC has reserved its final voting member of the Committee for an AB to be solicited by the Committee Chair. A positive outcome from the Winter Meeting session is that a representative from the State of Oregon maybe available to assume this position on the Committee. PTEC was also an active participant during the Winter Meeting in both Whole Effluent Toxicity Testing and Proficiency Testing Executive Committees joint session on Monday, January 25, 2021, and the Mentoring session on January 26, 2021.
- 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 met during the Virtual Conference on 1-26-21. There were 157 participants attending the meeting. The Committee shared information on the updates made to their Recommended Changes Summary table and asked for comment. The table was updated as needed in response to these comments.
- The Committee is continuing to review their Recommended Changes Summary table based on feedback received in writing and during the public webinar. Comments from the Virtual Conference have also been considered. The bigger topics of conversation are whether to include examples of support equipment (there were strong arguments for both sides), the need for clarification on electronic record requirements, how to present SOP requirements (should it be in paragraph form instead of a list that looks like required headers), new wording for identifying samples, internal audit frequency, accreditation claims, and whether a lab needs a formal Quality Manual.
- The Committee has added Nicole Cairns (Lab) and Amy Schreader (Lab) as new members.

5.8 Radiochemistry Committee

- The Committee did not meet in January. They are continuing to work on updating the Standard.

5.9 Stationary Source Audit Sample Committee

- The Committee completed its review of SOP 6-101 (SSAS Table Management) and finalized the SOP.
- The Committee reviewed its Recommend Changes Summary Table prepared for their Public Webinar to discuss possible changes to Modules 1, 2 and 3. The public webinar will be held on February 16, 2021.

5.10 Whole Effluent Toxicity Committee

- The WET Chair and Vice Chair participated in a joint session with PTPEC and PTEC to address the WET committee's proposals to improve data comparability for WET PT samples. The outcome was that some items will be addressed from the PT program side, with changes to the FoPT table for WET and possibly some changes in V1M1, while other items will be incorporated into the revised WET module V1M7.

6. NEFAP

6.1 NEFAP Executive Committee

- The NEFAP met during the Virtual Conference on 1-26-21 in a combined meeting with the FAC (see notes in FAC section).
- The Committee voted to develop a Marketing and Training Subcommittee that will remain in place to help NEFAP implement its strategic plan. The Committees will begin meeting this month.
- The Committee will re-start its effort on updating SOPs. TNI is working on a Voting SOP it hopes all TNI Committees will be able to use, so NEFAP will review this SOP and decide if they still need a voting SOP. NEFAP currently has Veto procedures it may not need.
- The Committee nomination process slowed down while the committee was working on strategic planning. Focus will be put on this process again in February.

6.2 Field Activities Expert Committee (FAC)

- The Committee met during the Virtual Conference on 1-26-21 in a combined meeting with the NEFAP EC. There were 45 participants attending the meeting. Justin Brown (Chair, NELAP EC) provided a NEFAP update sharing information about the new Strategic Plan and what the Committee is doing to implement it. Scott Haas (Chair, FAC) shared the Recommended Summary of Changes and asked for input. The Summary was modified to incorporate new comments received.
- The Committee completed its Recommended Summary of Changes table and has scheduled a public webinar on February 19, 2021 at 1pm Eastern. Notification has been sent out. The public webinar will focus on what is being added to the ISO/IEC 17025:2017 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.
- The Committee will finish membership updates in February.

7. NELAP

7.1 Accreditation Council

- The evaluation status is unchanged from December. The Council cancelled its February 1 meeting but will hold an informal discussion about the V2M1 Draft Standard on February 16, and likely again at the March meeting.
- At conference, AB representatives discussed operational changes due to the COVID-19 pandemic emergency. Laboratory testing was deemed an essential service, although at least one state took several months to establish that fact, so all NELAP ABs continued operations. Most implemented work-from-home operations with most staff coming into the office only for document retrieval and signatures. Most ABs implemented remote assessments after a period of "suspension" of assessments early on, and in-person site visits have often been shortened with more off-site document reviews.
- The implementation status of the 2016 Standard is unchanged from December, but updated information about state rulemakings is provided in the table below.

Implementation Plans for 2016 TNI ELS Standard – 1/5/2021		
State	Process for Implementing the New Standard	Anticipated Implementation Date
FL	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	April 1, 2019
IL	Full implementation on January 31, 2020	January 31, 2020
KS	Rulemaking underway, but slowly. Is allowing labs to upgrade now and is assessing to 2016 Standard even though 2003 NELAC standard is still the official version	Unknown
LA	Regulation updates delayed by pandemic, tropical storms, and hurricanes	Unknown
MN	Adopts by statute, and is updating its databases now. Is encouraging labs to implement 2016 standard now, with database updates ready and checklist going into electronic data system presently.	January 2021
NH	Is encouraging labs to upgrade now, working with counsel about how and when they can proceed with rulemaking	Unknown
NJ	Incorporated into regulation by reference	January 31, 2020
NY	Adopts by reference; unable to obtain permission to complete rulemaking to update other aspects on separate timeline. Implemented PT modules of 2016 Standard immediately but not able to use the updated/2016 checklist yet. Encouraging labs to upgrade now. Other modules await completion of rulemaking to revise NYS certification manual.	Unknown
OK	Discussions about rulemaking and implementation have resumed, is allowing labs to upgrade now	Unknown
OR	Implemented 2016 Standard effective January 1, 2021	January 1, 2021
PA	Incorporated into regulation by reference, all labs are required to have the 2016 standard implemented by July 2020.	January 31, 2020
TX	Incorporated into regulation by reference. Implementation has gone well.	January 31, 2020
UT	Rulemaking on hold due to emergency but recently re-started. May be open for comment in February 2021; allowing labs to upgrade to 2016 now	Several more months needed, but during 2021
VA	Regulatory update stalled, awaiting first publication.	Unknown

7.2 Laboratory Accreditation Systems Executive Committee

- LASEC did not hold its regularly scheduled teleconference meeting in January. During the conference session, Maria updated the participants about the committee’s activities over the past year. Many improvements have been made to the SIR management process (SOP 3-106), a new SOP was approved for Implementation Guidance documents (SOP 3-114) and members with the PA worked closely with CSDEC to update the Standards Development SOP 2-100 to address changes from LASEC’s 2019 Lessons Learned document (about development and adoption of the 2016 TNI Standard) as well as revisions from the ANSI audit.
- The Mentor Session at conference consisted of four presentations addressing MDLs and PT processes. The Assessment Forum dealt with emerging contaminants – PFAS, microplastics, COVID-19 in wastewater, and a general talk about assessing methods for emerging contaminants.

- **SIR Update**

Total Number:	396			
Closed Out:	384			
SIRS not resolved				
SIR #	Date	Subject	Status	Comment
132	8/20/10	Frequency for testing sterile deionized water.	NELAP AC	Posted on voting site on 12/1/20. 5 Negative Votes. Wrong SIR was posted, and this was recently corrected.
254	3/13/14	Do ABs have to assess all methods	LASEC	LASEC looking at developing a policy. Probably not an SIR.
362	9/10/19	What if 30 th day falls on a weekend or holiday	NELAP AC	Posted on voting site 12/23/20. Discussion requested.
378	3/2/20	Calibration frequency for reference thermometers	NELAP AC	Posted on voting site 7/15/20. Discussion requested.
387	8/24/20	Can internal calibration be used to calculate test results	NELAP AC	Posted on voting site 11/1/20. Discussion requested.
390	10/7/20	Ion-selective electrode (ISE) and minimum number of calibration standards	NELAP AC	Posted on voting site 12/1/20. Discussion requested.
391	10/7/20	ISE and measure of relative error in the calibration	NELAP AC	Posted on voting site on 1/4/21. 6 Negative Votes and discussion has been requested.
392	10/14/20	What equipment must be identified	Quality Systems	LASEC sent to QS on 2/8/21.
393	10/20/20	Calibration frequency for secondary set of weights	LASEC	QS sent back to LASEC on 1/11/21 because they don't believe it is an SIR.
396	11/19/20	Other possible approaches for DOCs	NELAP AC	Posted on voting site 1/4/21. 2/3 ABs have voted.
398	1/27/21	Number of calibration points required	Chemistry	
399	1/27/21	Reporting Uncertainty required	Radiochemistry	
401	2/3/21	Use of other microliter syringes	Quality Systems	

8. PROFICIENCY TESTING PROGRAM

- The PTPEC met during the Virtual Conference on 1-28-21. There were 41 participants attending the meeting. Shawn reviewed the progress made during the Joint WET/PT Expert/PTPEC meeting (see below), provided an update on current Analytical Request Applications (ARAs) (see below), introduced the idea of looking at an Air & Emissions FoPT table, worked on the PTRL language currently on the FoPT tables that is outdated (see below), and then asked people to provide feedback on what the Committee should be working on now.
 - Finish the FoPT Limit Setting SOP (SOP 4-101). Shawn will develop a workgroup with members from the PT SOP Subcommittee and Chemistry FoPT Subcommittee to expedite the completion of this SOP
 - Establish a WET FoPT Subcommittee
 - Finish editing the FoPT tables for finalization and voting

- PFAS addition to FoPT tables
- Look at expanding program with Air & Emissions. Is there a need?
- Shawn to talk to Dan Hickman about analyte code issues for Uranium, Oil & Grease, and TPH.
- PTPEC, PT Expert and WET Expert had a joint meeting during the virtual conference to understand the issues and discuss possible solutions to improve data comparability for WET PT Samples. Shawn prepared a handout with steps that can be taken to work through WET's concerns. The solution requires updates in Volume 1 of the TNI Standard and updates in WET's Module 7. The changes needed in Volume 1 include standardizing number of replicates per test, number of organisms per replicate, reducing the age range of test organisms. Many of the changes to Module 7 center around information the labs must document. There were questions about how the labs are supposed to do this and some PT Providers questioned why they are being asked to add additional instructions if it will be in the Standard. Labs generally don't look at the FoPT tables so instruction on the FoPT tables will not solve these issues. Rami shared a great slide that makes it clear why you shouldn't run PTs by permits. There are far too many permutations. Shawn hopes to use this slide to re-open communication with EPA.
- An issue was raised about the PTRL definition in the FoPT table footnotes. The FoPT tables do not match the Standard. Nicole Cairns prepare language that could be used to correct this issue. After much discussion, the Committee is considering deleting the language in the footnotes since it is already in the Standard.
- PCB Analyte Request Application (ARA): 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 (SOP 4-101).
- PFAS ARA: The Chemistry FoPT Subcommittee will start working on this ARA in March. Brian LaMarsh from NH has volunteered to join the Chemistry FoPT Subcommittee for these discussions. This ARA is focused on DW. Shawn will reach out to the NELAP AC to see if anyone is interested in sponsoring the addition of PFAS to NPW and Solids.
- The Committee selected Shawn for another year as Chair. Vice-Chair, Dixie Marlin rotated off of the Committee after serving 2 terms and Fred Anderson was selected to serve as Vice-Chair in 2021.
- The Committee voted to add Sennett Kim (AB/PTPA – A2LA), Patrick Selig (AB/PTPA – ANAB) and Prasanth Ramakrishnan (AB – IAS). This puts the balance of the PTPEC at 6 AB, 3 Lab/FSMO, and 4 Other.

9 ADMINISTRATION

9.1 Advocacy Committee

- The Advocacy Committee reviewed highlights and significant issues from the virtual winter conference and identified topics for the next newsletter.
- The target publication date for the next newsletter is June 1 and articles will be due May 1. Lynn Bradley is the editor.
- The committee's next project will be to complete the update of the "State of National Accreditation" report.
- The Mentoring Subcommittee will prepare a recommendations document for the TNI Board's consideration at their March meeting.

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. This SOP will be sent to the TNI Board for review at the March 2021 meeting.
- The Committee finished an urgent review of a resubmission of SOP 2-100 (Procedures Governing Standards Development) and approved it for finalization. ANSI requested additional editorial changes.
- The Committee reviewed SOP 3-102 (Evaluation of Accreditation Bodies) and submitted recommended changes back to the LASEC.
- The Committee finished the review of a new TNI SOP - SOP 3-114 (Implementation Guidance: Preparation and Approval). Definitions are being reviewed and then recommendations will be sent to the LASEC.
- The Committee started the review of SOP 4-107 (FoPT Table Management).

9.3 Training Committee

- Training Committee:
 - The 3 workgroups (Digital Badges, Training Material Review and Training Opportunities) will all be meeting in February for the first time. The Training Material Review and Training Opportunities Workgroups have been working on material by email to prepare for the first meeting. The Digital Badges workgroup will add additional members from the Competency Task Force due to an overlap in action items.
 - Calista prepared and presented a Training Committee overview during the Virtual Conference.
 - Ilona will develop a webcast for people interested in providing Training to the TNI community.
- 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 has not rescheduled yet.
 - 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.
 - The Training Opportunities Workgroup will be recommending 10 courses so that an RFP for training can be distributed late March or early Spring.

9.4 Forum on Environmental Accreditation

- See agenda item 2.

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: IAS submitted their final package and the last of the requested information to the Evaluation Team on January 28, 2021 to finish up their Interim Recognition. The Evaluation team met to review the information and a recommendation was sent to the Chair of the TNRC on January 29, 2021. The TNRC met on February 3, 2021 and approved their full recognition but asked that IAS submit an accreditation package for the first laboratory accredited for multiple organic technologies and additional inorganic technologies. This package should be sent to Ilona Taunton and Kristin Brown and be similar to what was sent on January 27, 2021 (time of receipt of the application through review of the issuance of the final Scope and Accreditation Certificate and posting on TNI's Laboratory Accreditation Management System (LAMS).)

10. TASK FORCES AND OTHER EFFORTS

10.1 Competency Task Force

- At its early January meeting, the group addressed technical training -- assessing the PT and QS modules of Volume 1 plus assessing to the analysis-specific modules. While there was no specific conference session dedicated to this group and its effort, there were a number of worthwhile comments submitted through the Q&A that the Task Force will need to consider.

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 January 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 MDL/LOD/LOQ Spreadsheet

- Derek Chen with the City of Sacramento has developed a very sophisticated spreadsheet for calculating and validating the EPA Method Detection Limit and TNI's Limit of Detection and Limit of Quantitation and approached TNI about posting this spreadsheet for others to use. Valerie Slave is working with Derek to review this checklist.

11. MEMBERSHIP

11.1 Active Members: 1083

11.2 121 New and Renewed Memberships

11.3 41 Expired Memberships