

**TNI Board of Directors Meeting Summary  
April 14, 2021**

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**ROLL CALL**

<b>Directors</b>	<b>Present</b>	<b>Staff</b>	<b>Present</b>
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	X	Janice Wlodarski	X
Stacie Crandall	X	Bob Wyeth	X
Bob Di Rienzo			
Jack Farrell	X		
Maria Friedman	X		
Myron Gunsalus			
Jessica Jensen	X		
Paul Junio	X		
Judy Morgan	X		
Patsy Root	X		
Debbie Rosano			
Scott Siders			
Nick Slawson	X		
Alfredo Sotomayor	X		
Lem Walker	X		
Curtis Wood			
<b>Past Chair</b>			
Sharon Mertens	X		

**AGENDA**

- 1. Review of Consent Agenda (Attachment 1) - APPROVED**
- 2. SOP 1-102 – Voting Rules for TNI Committees**

This SOP was discussed in the March Board call and edits based on that conversation were made. Roll Call Vote and Tally were added to the Definitions section and Sections 5.2.4 and 5.3.4.6 were revised to reflect the two types of votes.

June 1<sup>st</sup> is the proposed effective date, but this may be too soon to get accomplished. We will review this date in May and if it needs to be moved back, we can move it back.

This SOP does require approval by the TNI Board.

**Endorsement of the SOP: Approved**

### 3. SOP 1-101 (Committee Operations) and Update of Committee Charters

During the March call, it was clear there did not exist clear guidance on updating committee charters. SOP 2-101 does have language regarding expert committee charters, but SOP 1-101 does not. Section 11 of this SOP was revised by removing language about decision making rules and adding in language about charters. This SOP does require approval by the TNI Board.

If approved, the Board should set a date for the committees to complete the revise charters.

Next steps: This SOP will be sent back to the Policy Committee for minor corrections.

### 4. SOP 4-102: Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure

This SOP was briefly discussed in the May 2020 Board call, but no action was taken due to editorial issues surrounding the SOP. It should have been tabled to the June Board meeting, but that did not occur. The SOP has been reviewed and approved by Policy, thus no action by the Board is required. The only changes were editorial changes to sections 6.0, 8.3, and 9.0.

### 5. Stakeholder Groups for the PT Expert Committee

- Article XI, Section 4 of the TNI Bylaws says the following regarding the addition of a Stakeholder Group to a TNI Committee:
  - A core program or a committee unaffiliated with a core program may define a different set of stakeholder groups to better represent the program's or committee's constituency or to ensure balanced representation among its members. Establishing any stakeholder groups different from the default groups specified in this Section shall require approval by the Board of Directors.
- At the January 25, 2016 meeting of the Proficiency Testing Expert Committee (PTEC), the PTEC voted to create a new interest group (as Stakeholder Groups were referred to at the time). The PTEC voted in favor of adding PT Providers as a Stakeholder Group. That approval was taken to the Consensus Standards Development Executive Committee (CSDEC) for its approval. The CSDEC approved that request at its meeting on February 11, 2016.
- The creation of an additional Stakeholder Group should have been presented to the TNI Board, per the citation above. Based on a review of the Minutes of the Board of Directors. That never occurred (the PT Provider Stakeholder Group appears in the 2017 PTEC Charter, so approval would have had to occur between February and December 2016).
- The CSDP Executive Committee would like the Board to redesignate the Stakeholder Group "Other" for the PTEC be replaced by the Stakeholder Group "PT Providers". The current makeup of the PTEC is 4 ABs, 6 Labs and 5 PT Providers. The Committee has a full complement of 15 members, none of whom meet the definition of "Other". For this reason, this proposal is to remove "Other" as a Stakeholder Group from this committee, until such time as a member of that Stakeholder Group applies for Committee membership, in addition to creating the Stakeholder Group "PT Providers".

**Motion to deny the request to create an additional Stakeholder Group:** Jordan Adelson

**Second:** Jack Farrell

**Abstentions:** Curtis Wood

**Approved:** Approved

**ATTACHMENT 1**

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**CONSENT AGENDA – APPROVED 4/14/2021**

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**1. Approval of March Minutes**

2. [RESERVED]

3. [RESERVED]

4. [RESERVED]

**5. CONSENSUS STANDARDS DEVELOPMENT REPORT**

**5.1 CSDP Executive Committee**

- ANSI's Executive Standards Council has yet to address our suspension and while we are again an accredited SDO, we are not able to submit PINS and/or BSR-8s at the Notice of Intent (NOI) and draft standard (DS) steps of our standards development process. TNI will, upon lifting of the suspension, submit a BSR-8 for EL V1M3 (asbestos testing) and EL V2 M1, General requirements for ABs. There will also be a number of internal NOI produced in the coming months which will necessitate filing of PINS with 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. A Glossary Annex, which contains all the TNI definitions contained in documents that are not Standards, has been prepared and the work group has been assigned a number of said definitions for proposed resolution of conflicts. Completion of this effort should be accomplished within the next thirty (30) days and the work group and the CSDEC will request the authors of the documents in question to modify their language to utilize the harmonized definition. As virtually all of the anticipated changes are editorial in nature this process should be relatively straight forward. The resolution of different definitions for the same fundamental term within the Standards will be more difficult, but the plan is to determine the most appropriate definition, and then to work with the appropriate expert committees to include these harmonized definitions within the next revision of their Standard/Module.
- Revised training materials for Expert Committee members and Chairs has been completed. A webinar-based presentation of the new training was presented on March 30, 2021. The session was recorded for use by committee chairs and committee members unable to attend the initial presentation. A link to this training will available shortly on the TNI website. While not required, Committee associates are also being encouraged to participate in the training.
- The CSDEC is developing revised Internal Auditing Checklists for itself and its Expert committees based primarily on changes to SOPs 2-100, 2-101 and 1-125.
- The CSDEC is also in the process of preparing a 2021 Charter and working with the various expert committees to complete their respective 2021 Charters.

## 5.2 Asbestos Committee

- The Asbestos Expert committee has completed development and approval of their Draft Standard (EL V1M3) and all required accompanying documentation. The comment period for the DS expired on March 21, 2021. Two sets of comments have been received and will be addressed by the committee consistent with SOP 2-100, Rev. 3.4.

## 5.3 Chemistry Committee

- The Chemistry Committee continues to seek resolution of a number of SIRs from the LASEC. In that SIR resolution has dominated the efforts of the committee, a subcommittee structure has been proposed to enhance the committee's ability to address various issues and move more steadily forward. The committee also continues discussion of potential issues regarding modifications to Module 4. While the entire module will be examined as per SOP 2-100, 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

- The formal comment period on the V2M1 Draft Standard closed on March 30 deadline. A total of 91 comments were submitted from eight individuals, six of whom represented NELAP ABs and two others. LAB members will be reviewing these comments and likely inviting the submitters to attend a meeting to explain and clarify some of the comments.

## 5.5 Microbiology Committee

- The Committee is continuing to update language in their Standard based on the feedback they have received.

## 5.6 Proficiency Testing Committee

- The PTEC 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. The committee is also beginning to look at EL V2M2, EL V3 and EL V4 for any needed updates or modifications to these standards. These latter standards will have to initiate the revision process or be reaffirmed through the ANSI process by 11/29/2021.

## 5.7 Quality Systems Committee

- A workgroup was formed to start working on specific sections of the new Standard while the Committee continues to tackle the controversial topics: technical manager, SOP requirements, Quality Manual, Internal Audits, etc.
- The Committee worked on Technical Manager requirements and revisited the work that Microbiology had done. They proposed some changes and sent it back to the Microbiology Expert Committee. Work on Technical Manger will cease while the Competency Task Force works on this topic. Internal Audits will be the next topic the Quality Systems Expert Committee will work on.
- The Committee completed a response on SIR 392 that deals with labeling equipment with calibration information.

## 5.8 Radiochemistry Committee

- The Committee finished its work on Module 6 of the Standard. A vote was approved to move the Standard forward as a DRAFT Voting Standard. The document will be sent to Jan for some formatting assistance before it is ready to post. Robert Wyeth was informed and will be working on the ANSI side of this process. The Committee is working on finalizing the Summary of Suggested Changes and Justification that will be posted with the DRAFT Standard.

## 5.9 Stationary Source Audit Sample Committee

- The Committee is working on a letter to EPA to request that they reconsider their requirement for two providers. This is not a requirement for PT. The DRAFT letter will be sent to Jerry for his review. The Committee would like the letter to come from TNI.
- The Committee is working on their Charter and beginning work on updating the language in their Standard.

## 5.10 Whole Effluent Toxicity Committee

- WET representatives Rami Naddy (Chair) and Pete de Lisle (past Vice Chair) met with the NELAP AC to follow up on their presentation of a new paradigm for analyst initial demonstrations of competency that was presented in January. There were no adverse comments, only some clarifying discussion. For more information, please refer to the NELAP AC report elsewhere. The WET Committee's development of a Data Interpretation Training (planned for early fall of 2021) continues, as do its discussions of draft revisions to various sections of the V1M7 module of the TNI Standard. The immediate concerns about WET methods and method codes that were requested some months ago have been resolved, but a long-range issue about how the WET method codes are assigned will require resolution that involves the NELAP AC. This latter issue is a low priority for now.

## 6. NEFAP

### 6.1 NEFAP Executive Committee

- The Marketing and Training Subcommittees are continuing to meet:
  - Marketing: The Subcommittee has been meeting frequently. They prepared a questionnaire on social media and website opportunities and received responses from Jerry, William, and Ilona. They are looking to see where NEFAP is now accepted and where there may be other opportunities for NEFAP acceptance. They are hoping to prepare a webinar or webcast only on what NEFAP is. John Moorman is helping with this. They would also like to work more closely with Advocacy. They would like to update them on what the Subcommittee is doing and see where they can get help.
  - Training: The Training Subcommittee developed a course description that presented to the TNI Training Committee to include in the Request for Proposal (RFP) that went out April 5, 2021. The RFP is also posted on the TNI website and it was sent to the Marketing Committee for additional distribution. The course being proposed is an internal audit class for FSMOs. The Subcommittee will now focus its effort on more long-term opportunities.
- NEFAP will review TNI's new voting SOP in April and decide if they still need a voting SOP. NEFAP currently has Veto procedures it may not need.

- The NEFAP Nomination Committee (Chair: Tracy Szerszen and Members: Stacie Crandall and Mohan Sabaratnam): Applications were received, but the Committee is looking for additional applications. The voting should start in April.
- The Committee reviewed the information from the FAC public webinar. FAC will start providing an update during each NEFAP EC meeting.

## **6.2 Field Activities Expert Committee (FAC)**

- The Committee completed its public webinar on February 19, 2021 and received two sets of written comments in March that were reviewed during their last meeting. There were concerns expressed that some of the project planning and sampling detail changes may not be required for all work. It will be important to review this information and include “as appropriate” where needed. The concept of sampling modules was viewed favorably by one company, but another company did not like the idea. This will require further Committee discussion.
- The Committee is starting work on Volume 2 (AB portion) of the Standard. Marlene is reaching out to NGABs and ABs to get comments by the end of April.

## **7. NELAP**

### **7.1 Accreditation Council**

- There is now one evaluation completed, one awaiting corrective action response(s), two undergoing Technical Review and review of lab files, three submitted applications awaiting review. One application is yet to be submitted, with another renewal letter to be sent in April.
- For the April meeting of the Council, WET committee representatives returned to receive feedback on the proposed paradigm for individual analyst initial demonstrations of competency. The WET representatives were able to clarify some confusion about the distinctions between laboratory DOCs and analyst DOCs (lab DOCs are generally well defined in the method manuals) and also about differentiating successful completion of training from the actual analyst DOC, there were no objections to the proposed paradigm that consists of a new analyst participating in two standard reference toxicant tests and performing all tasks that the analyst has been trained to perform, and a recommended matrix of tests and organisms that can substitute for other tests/organisms (chronic tests include all tasks of an acute test and certain species are so similar that the tasks are essentially identical).
- The implementation status of the 2016 Standard is unchanged from January, when updated information about state rulemakings was provided.

### **7.2 Laboratory Accreditation Systems Executive Committee**

- LASEC approved a new revision of the SIR Management process, SOP 3-105; this document has been forwarded to Policy Committee for review. Additionally, the committee is reviewing edits to the Implementation Guidance SOP 3-114 to address changes requested by Policy. LASEC submitted no formal comments on the Draft Standard V2M1.

## **8. PROFICIENCY TESTING PROGRAM**

- A WET FoPT Subcommittee is being formed. A list of volunteers has been developed and Shawn is working on assigning a Chair. This Committee should be functional by next month.

- The Committee finalized its priority list for 2021:
  - Begin PTPA evaluations.
  - Complete SOP 4-101 (Setting FoPT Limits)
  - Develop mechanism to improve involvement of Non-TNI AB stakeholders
  - Perform feasibility studies to explore
    - Radiochemistry Uncertainty to PT Evaluations
    - Technology based PTs
    - Addition of preparation methods to FoPT tables
    - Air and Emissions FoPT Table
  - Development of PT Program metrics
  - Review of Charter and Membership requirements
  - Finish updates to the Drinking Water Radiochemistry FoPT table
- Representatives of the Chemistry FoPT Subcommittee and the PTP SOP Subcommittee met. They finished discussions and the PTP SOP Subcommittee is considering the input to prepare a final DRAFT update of the SOP. This update will be submitted to the Chemistry FoPT Subcommittee so they can include examples and then it will be ready for PTPEC review.
- PFAS ARA: The Chemistry FoPT Subcommittee is still waiting for the data that has been requested from PT Providers to start working on this analyte request application.
- PCB ARA: There was some initial concern expressed that Texas could not implement the new footnote on the FoPT table. This has been resolved and the footnote is fine.
- The Committee confirmed that both PTPAs have implemented Volume 4 of the 2016 TNI Standard. The completion target was March 31, 2021.
- SOP 4-107 (FoPT Table Management) was pulled from Policy Committee review so additional updates could be made. Proposed changes include requiring a sponsor to remove an analyte from a table, expanded language on how effective dates are determined, more information on what an editorial change is, and how name changes and CAS number updates are handled.

## **9 ADMINISTRATION**

### **9.1 Advocacy Committee**

- The revised target publication date for the next newsletter is May 1 and articles are due April 15. Lynn Bradley is the editor.
- A high-level State of National Accreditation letter summarizing TNI's key accomplishments and future plans is in final draft stage and ready for review by the TNI Board Chair. The Advocacy Committee will then finalize the letter at their next meeting and begin discussing distribution among EPA and other federal officials.
- The Mentoring Subcommittee is finalizing the Mentoring Initiative webpage and making plan to roll out the initiative on May 1.
- TNI will make presentations on the Mentoring Initiative at the following meetings:
  - The Bay Area Clean Water Agencies (BACWA) on April 20
  - California WEA Tri-Counties chapter meeting in May

- California ELAP 3-day conference from June 1-3
- FSCA Meeting (Steve Arms/Carol Batterton)

## 9.2 Policy Committee

- The Committee completed its update to SOP 1-102 (Voting Rules for TNI Committees). The TNI Board requested the SOP be updated to make it clear when roll call votes are needed. The SOP and implementation plan will be discussed by the TNI Board during the April 2021 meeting.
- SOP 1-101 (Operations of TNI Committees) was updated to include information about charters, changing “decision making” to “voting” and miscellaneous editorial updates. This SOP will be reviewed by the TNI Board during the April 2021 meeting.
- The Committee decided to remove the Decision-Making Rules section of the charters because this is covered by SOPs. They also want to make sure the approval date is included in each charter’s header. This will be included on the April 2021 TNI Board agenda.
- SOP 1-104 (Control of TNI Documents) is being reviewed and updated.

## 9.3 Training Committee

- Training Committee:
  - The Training Materials Review workgroup is continuing to review current TNI courses that may need updates. The Training Opportunities Workgroup completed language for 9 courses and added language from the NEFAP Training Subcommittee for a 10<sup>th</sup> course. Ilona completed the RFP with these 10 courses, and it is now posted on the TNI website and has been distributed to the TNI consultant/trainer list. The workgroup will now look at longer term efforts needed to continue to develop courses for future RFPs.
  - The Digital Badges workgroup has received information from Jerry and a meeting is planned later this month.
  - Ilona presented a DRAFT of a webcast on the TNI Training Application Process. Comments will be incorporated, and this will be available mid-April. Jerry and Ilona are working on FAQs for trainers to post on the website in addition to the FAQs for students.
  - The Committee is continuing discussions on marketing efforts. They are looking at developing a catalog, sending a Training update to the big TNI mailing list with classes developed for Spring/Summer, attending a NELAP AC meeting to share information about training materials, a trifold for assessors to give to labs about TNI tools (including training) and social media presence (LinkedIn).
- 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.
  - Progress is being made on ANAB’s new course: Risk Based Thinking in the Environmental Laboratory. This will be a 10-hour class. People are asking about this type of class. The recent update is that they are close to being ready to roll this out.
  - 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 now planning to do the class in Fall 2021.



- An RFP has been distributed with 10 courses. The due date for submission is May 4<sup>th</sup> and TNI will respond to submissions by May 18<sup>th</sup>.

#### **9.4 Forum on Environmental Accreditation**

- No action until August.

#### **9.5 National Environmental Monitoring Conference (Attachment 2)**

- We are moving forward with the hybrid meeting and registration will open this month.
- We have received 186 abstracts, 155 for oral presentations and 31 posters.
- The Assessment Forum, *Unmasking the 2016 Standard*, will focus on common findings from the implementation of the 2016 Standard.
- A special session on Wednesday afternoon, *Updates on TNI Activities*, will feature 6 speakers on a variety of topics.
- See Attachment 2 for more details.

#### **9.6 NGAB**

- No action.

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

#### **10.1 Competency Task Force**

- Jerry has stepped down from his initial role as Interim Chair of this group and Aaren Alger was elected as Chair. Jerry agreed to serve as an unofficial Vice Chair in the event that Aaren is unavailable for any particular meeting, but will shift his focus to a joint workgroup of the Task Force and the Training Committee, exploring a possible credentialing program for TNI. As noted last month, the Task Force has set aside its effort to document competency for assessors until V2M1 is settled and will undertake to better define the Technical Director role and the knowledge, skills, and abilities needed to fulfill the “technical” aspects of that role, with the understanding that the “management” functions sometimes associated with that title can be performed by individuals other than the Technical Director, even without technical qualifications.

#### **10.2 Consumables Task Force**

- The Task Force is continuing in the process of listing and classifying critical products, supplies and services. Inputs from all Task Force members are being received and collated by the Task Force Chair. Recent meetings 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.

### **11. MEMBERSHIP**

- Out of 21 expired memberships in February, 8 renewed after receiving an email from Suzanne.

**11.1 Active Members: 1111**

**11.2 New and Renewed Memberships: 112**

**11.3 Expired Memberships: 21**

**Attachment 2**  
**2021 EMS – Conference at a Glance: *Hitting Reset***

**Week 1: Virtual and In-Person NEMC Program and TNI Forum**

Time (PDT)	Mon 8/2	Tues 8/3	Wed 8/4	Thurs 8/5
8:00-8:30	Intro	Keynote – Leadership Communications	Plenary - EPA ORD Administrator - EPN Speaker?? - Jay Inslee?? - Paul Ananastas??	Keynote -Laboratories as Essential Services
8:30 – 10:00	EPA Program Presentations (3)			
M: 10:15 – 12 T: 9:00 – 12:00 Th: 9:00 – 12	Best Management (3) Shale Oil (3) TNI LAB Committee	LIMS (5) Air 1 (5) TNI Mentor session		Data (5) New Organics 1 (6) TNI Assessment Forum
M, W: 12-1:30 T,TH: 12-1:00	Lunch on own	Lunch ( <i>vendor loop</i> )		Lunch on own Lunch ( <i>vendor loop</i> )
M, W: 1:30 – 5 T: 1:00 – 3:00 Th: 1:00 - 5:00	TNI Chemistry Committee Consensus Methods (7) PFAS 1 (7)	TNI Mentor session (cont.) Sensors (3) Inappropriate Practices (4)	Update on TNI Activities SARS 1 (5) Collaborative 1 (6)	TNI Assessment Forum (Cont.) PFAS 2 (8) Microplastics 1 (7)
Break	3:00 – 3:30	3:00 – 3:30	3:00 – 3:30	3:00 – 3:30
	Reception & Exhibit 5:30 – 7:00	Technology Showcase 3:30 – 5:00 (onsite only)	Exhibit close 3:30	
	Poster Session 12-5	Poster Session 8-5:00	Poster Session 8-3:30	

**Week 2: Virtual NEMC Program and TNI Forum**

Time (EDT)	Mon 8/9	Tues 8/10	Wed 8/11	Thurs 8/12
9-12	Air 2 (4) Microplastics 2 (5) TNI Quality Systems Committee	Citizen Science (6) PFAS 3 (5) TNI Microbiology Committee	SARS 2 (5) PFAS 4 (6) TNI PTP Executive Committee	NEMC HRMS (2) NEMC CA Microplastics (4) TNI Advocacy Committee
	Vendor Lunch-Shimadzu	Vendor Lunch-Waters	Vendor Lunch-Thermo	Vendor Lunch-Agilent
	Collaborative 2 (6) LCMS (6) TNI NELAP AC / LASEC Committee	Drinking Water (7) Metals (8) TNI WET Committee	Operational (7) New Organic 2 (7) Field Activities Committee	

Available to all attendees

NEMC Analytical Chemistry Track

NEMC Emerging Contaminants Track

NEMC Environmental Monitoring Track

NEMC Laboratory Operations and Management Track

TNI Track

**TNI Special Session: Update on TNI Activities**

*Reinventing the Technical Manager Position*, Aaren Alger

*Applying Management System concepts to Environmental Activities*, Marlene Moore

*Benefits of Accreditation for Field Sampling and Measurement Organizations*, Justin Brown

*TNI's Training Efforts*, Calista Daigle

*State of National Accreditation*, Jerry Parr

*TNI's Mentor Initiative*, Jacob Oaxaca