

## TNI Board of Directors Meeting Summery May 12, 2021

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### ROLL CALL

Directors	Present	Staff	Present
Jordan Adelson	X	Lynn Bradley	X
Aaren Alger	X	Carol Batterton	
Steve Arms	X	Jerry Parr	X
Justin Brown		Suzanne Rachmaninoff	
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			
Jessica Jensen	X		
Paul Junio	X		
Judy Morgan	X		
Patsy Root	X		
Debbie Rosano	X		
Scott Siders			
Nick Slawson			
Alfredo Sotomayor	X		
Lem Walker	X		
Curtis Wood	X		
<b>Past Chair</b>			
Sharon Mertens	X		

### AGENDA

1. **Review of Consent Agenda -- APPROVED**
2. **SOP 1-101 (Committee Operations) and Update of Committee Charters**

The Board reviewed this SOP in April and had comments on Sections 1 and 4 and Appendix A. Section 1 was revised by removing language about exceptions and including all exemptions in Appendix A. Section 4 was revised by adding Committee Charter to the list of definitions and Appendix A was modified to indicate all committees except the Board are required to have Charters. This SOP does require approval by the TNI Board.

If approved, the Board should set a date for the committees to complete the revised charters based on the 2020 Strategic Plan.

Any comments? No.

**Motion to Endorse SOP 1-101 as Presented:** Paul Junio

**Second:** Stacie Crandall

**Approved:** Unanimous

Due date for committees to complete committee charters: August 1<sup>st</sup> to be completed, including Policy Committee review, and be provided to the Board.

### **3. SOP 1-104 Control of TNI Documents**

This SOP was revised significantly by removing Class IV documents (these are drafts that do not require document control) and renumbering Class V to Class IV; adding Fields of Proficiency Testing tables to the documents that required control; significantly revising Appendix A to reflect actual practice; and making other edits to conform to other SOPs. This SOP does require approval by the TNI Board.

**Motion to Endorse SOP 1-104 with minor editorial change to Appendix A:** Jack Farrell

**Second:** Judy Morgan

**Approved:** Unanimous

### **4. SOP 3-103 NELAP Accreditation Standards Review and Acceptance**

This SOP was reviewed by Policy in August 2020 and comments were sent back to the NELAP AC and LASEC. Both groups accepted the recommendations from the Policy Committee and the SOP was approved by those two groups in October 2020 and the revised SOP was uploaded into Power DMS, but Policy never reviewed it. Policy has now approved this SOP. The Board is not required to take any action of this SOP. The revisions made were to ensure this SOP is aligned with SOP 2-100 (Standards Development) and 3-106 (LASEC Review of Standards).

### **5. SOP 5-107 Addressing Conflicts of Interest in the NEFAP EC**

This SOP is intended to address how the NEFAP Executive Committee handles Conflicts of Interest (COI) in its activities. The SOP was approved by the Policy Committee in December 2019 but was not presented to the Board. The Board is not required to take any action of this SOP.

### **6. Second Quarter Financial Statement**

The second quarter financial statement for 2021 was reviewed.

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**ATTACHMENT 1  
CONSENT AGENDA 5/12/2021 – APPROVED**

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**1. Approval of April 2021 Minutes**

2. [RESERVED]

3. [RESERVED]

4. [RESERVED]

**5. CONSENSUS STANDARDS DEVELOPMENT PROGRAM**

**5.1 CSDP Executive Committee**

- ANSI's Executive Standards Council, in correspondence dated 4/28/2021, has lifted TNI's suspension. TNI is again permitted to submit Project Initiation Notifications (PINS) and/or Board of Standards Review form 8 (BSR-8) at the Notice of Intent (NOI) and draft standard (DS) steps, respectively, of our standards development process. TNI will shortly 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 ANSI requirement for an audit against our revised procedures will not be scheduled until we have a standard/module that has proceeded through each step in these revised procedures. Until such time when said audit is complete, TNI will not be able to submit a BSR-9 (i.e., seeking final ANSI approval of the Standard/Module).
- 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 which are not included in the Standards has been prepared and members of the work group have been assigned a number of said definitions for proposed resolution of any potential conflicts. Completion of this effort should be accomplished soon 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, many of which are being worked on at this time.
- 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 be available shortly on the TNI website. Attendance by Committee members is mandatory and will be recorded by the Committee Chairs. While not required, Committee associates are also being encouraged to participate in the training.

- 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.
- 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 are being addressed by the committee consistent with SOP 2-100, Rev. 3.4. The Committee's 2021 Charter nears completion.

## **5.3 Chemistry Committee**

- The Chemistry Committee continues to seek resolution of SIRs from the LASEC. Committee responses to all SIRs received to date have been provided to the LASEC. As SIR resolution has dominated the activity of the committee in recent monthly meeting, an SIR work Group has been established and is functioning to bring proposed resolutions to the full Committee. 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. Minor, less substantive issues, are also being discovered during the review process which will be resolved by the Committee. A Notice of Intent and subsequent ANSI PINS are anticipated within the next month. The Committee's 2021 Charter nears completion.

## **5.4 Laboratory Accreditation Body Committee**

- LAB members have begun reviewing the comments submitted on the V2M1 Draft Standard. Review will continue for some months yet to come.

## **5.5 Microbiology Committee**

- The Committee is continuing to update language in their Standard based on the feedback they have received. The Committee expects to be voting on the DRAFT Standard during their June or July meeting.
- The Committee worked on SIR 406 that deals with testing requirements of media. A final response was developed and forwarded back to LASEC.
- The Committee completed the update of their Charter.

## **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. The Committee has, as of the May meeting, an opening for a voting member to the Committee. Mike Blades of ERA is retiring and will vacate his position. Candidates are being reviewed to fill the position and the Committee will meet in closed session to elect a new member. A

Notice of Intent and subsequent ANSI PINS are anticipated within the next month. The Committee's 2021 Charter nears completion.

### **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. They had their first meeting and present an update to the Committee in May.
- The Committee is working on procedures for Internal Audits. A proposal that incorporates risk will be reviewed in May.
- The Committee completed their DRAFT Charter review and will vote on it during their May meeting.

### **5.8 Radiochemistry Committee**

- The Committee received the last vote needed to finalize the DRAFT Standard. It is now finalizing the Summary of Suggested Changes and Justification that will be posted with the DRAFT Standard.
- The Committee completed its Charter update.

### **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**

- 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. A new Proficiency Testing section of V1M7 will be drafted to address items needed to create comparable data in PT results, as agreed upon at the joint committee meeting in January 2021. This section will supplement, not replace, the language about WET PTs already in V1M1.

## **6. NEFAP**

### **6.1 NEFAP Executive Committee**

- The Marketing Subcommittee has completed FSMO and Data user testimonials on the benefits of NEFAP and are working on website updates, developing an Ambassador program for NEFAP, social media opportunities, distribution of the survey prepared with the Training Subcommittee, developing a list of opportunities where NEFAP information can be presented at conferences, developing a NEFAP podcast, development of a newsletter, and reviewing website keywords for William to assist with website positioning.

- The Training Subcommittee is working on a free webcast to introduce people to NEFAP. It will include some history, information about the program, benefits, etc. The Committee completed a survey they sent to the Marketing Subcommittee for distribution. The survey information will help the Training Committee develop a long-term strategy to continue to develop training courses.
- NEFAP will review TNI's new voting SOP in May and decide if they still need a voting SOP.
- The NEFAP Nomination Committee (Chair: Tracy Szerszen Members: Stacie Crandall and Mohan Sabaratnam) is still looking for additional applications. They are working with a current EPA committee member to find a replacement since he needs to step off the committee.
- The Committee will complete their Charter update in May.

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

- The Committee is continuing work on Volume 2 (AB portion) of the Standard. NEFAP ABs have provided comments that will be incorporated into Standard draft.
- The Committee spent meeting time discussing needed changes to the new Section 6. They discussed whether requirements need to state whether a written policy or procedure is needed, and they started discussing ways to demonstrate capability in the field.
- The Committee reviewed the Charter and will finalize it by email in May.

## **7. NELAP**

### **7.1 Accreditation Council**

- A second NELAP AB renewal of recommendation has been completed as of this week, with two applications undergoing Technical Review and review of lab files, three submitted applications awaiting review and two applications yet to be submitted.
- During the May meeting of the Council, participants discussed a PT issue that will require eventual resolution involving the PTPEC. A workgroup is forming to clarify the details and formulate a proposed solution to the issue, and then follow through with PT Program and possible needed clarifications to the PTP standard in the coming months. Participants also addressed several SIRs that have "needs discussion" votes or too many "against" votes to be accepted; some of these will be returned to the expert committees for revision of the original responses.
- 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 revisions to the Implementation Guidance SOP 3-114, in response to changes requested by Policy. The revised SOP has been sent to Policy for further review. Planning for the Mentor Session and the Assessment Forum for the August conference is underway.

## 8. PROFICIENCY TESTING PROGRAM

- A WET FoPT Subcommittee is still being formed.
- PFAS Analytical Request Application (ARA): The Chemistry FoPT Subcommittee met this month to start working on this application. After initial review of the data, they were able to obtain, the Subcommittee is looking at recommending a PT range 10-500 ng/L and 20-500 ng/L for PFDHA. There have already been concerns expressed by New Hampshire regarding these ranges and Shawn is concerned that there is not enough data at present to set these limits. Shawn likes the idea of running a round robin study for PFAS at a level near or above the UCMR MRL. His concern is that although the current PT limits are at +/- 40%, we have limited data from PTPs and labs to support the inclusion into the FoPT table. The number of labs running PFAS currently is limited to about 47 labs in the LAMS database. The Subcommittee will consider these discussions/concerns and determine what information is needed from labs and PT Providers and what the next steps should be.

For your information:

- States considering or developing PFAS drinking water regulations: California, Colorado, Connecticut, Illinois, Minnesota, Nevada, Pennsylvania, Rhode Island, Virginia, Washington, Wisconsin
- States with PFAS drinking water regulations: Massachusetts, Michigan, New Hampshire, New Jersey, New York, Vermont
- SOP 4-107 (FoPT Table Management) is just about ready to be sent to stakeholders for comment. The comments will be reviewed and addressed, and then the SOP will be ready for finalization. Shawn noted that ABs are using different codes to meet the requirements of their programs, so making changes would cause complications.
- The Committee will begin discussing the recommended Radiochemistry limits update to Drinking Water in May.
- FoPT tables for SCM, NPW and DW were reviewed and approved for an implementation date of October 1, 2021. Shawn is working on notifications.
- The Committee is working on a process to use when doing feasibility studies of adding new FoPT tables. The Committee will start by developing PTPEC metrics.

## 9. ADMINISTRATION

### 9.1 Advocacy Committee

- The Advocacy Committee has finalized the State of National Accreditation letter and will begin distribution among EPA and other federal officials beginning with the Environmental Measurement Forum at EPA to be followed by a webinar presentation for state assessors and Regional Science Directors. Outreach to higher level officials will be postponed until additional confirmation hearings have been completed.
- The Mentoring Initiative webpage went live May 2 and so far, 5 laboratories have requested mentors and 5 people have volunteered to be mentors. A mentoring steering committee has been created to facilitate pairing. Jacob Oaxaca, chair of the mentoring subcommittee, has resigned from California ELAP to accept a new position. Another chair will be appointed for the steering committee.

- Registration for the summer meeting will open this week with announcements going out by email and in the newsletter.
- The spring newsletter is scheduled to go out once registration opens.

## 9.2 Policy Committee

- In addition to the SOPs in the regular agenda, SOP 1-124 (TNI Internal Audits) was updated with new dates for the Internal Audit process. The Internal Audits will now be performed after the TNI winter meeting and all corrective action will be complete before the next TNI winter meeting. Given the disruptive impact of the pandemic and the large number of SOPs that have been updated or are still in the process of updates and finalization, the Policy Committee has decided to delay the start of the next Internal Audit to the time frames discussed in the revised SOP. This SOP will be voted on by the Policy Committee in two weeks and then presented to the TNI Board at its June meeting.

## 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 will begin looking at longer term efforts needed to continue to develop courses for future RFPs.
- Current Classes being worked on:
  - The RFP resulted in 9 proposals received from 4 trainers. Ilona is meeting with trainers to work through course details to gain information and to start preparing contracts. A flyer for the new classes being developed for presentations over the next 3-4 months should go out within the next 2 weeks. These new classes will include:
    - Understanding Data, Data Review and Data Management for Chemical Testing
    - Basic Statistics for Laboratories
    - Technical writing for Environmental Laboratory SOPs
    - Contracts and Tenders: Requirements and Implementation Ideas
    - Electronic Records Management
    - Introduction to Proper and Scientific Integration Techniques
    - How to Properly & Scientifically Calibrate an Analytical System
  - 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.

## 9.4 Forum on Environmental Accreditation

- No action until August.



## 9.5 National Environmental Monitoring Conference

- Registration will open this week.
- The conference brochure is at the printer and should be mailed this week. A draft copy was provided with the agenda.
- The Wednesday plenary looks to be special with
  - Christopher Frey, AA EPA ORD
  - Bob Perciasepe, former Deputy Administrator for EPA presenting the EPN Report "Resetting the Course of EPA"
  - Paul Anastas, former AA EPA ORD, leading a panel on "New Thinking, New Paths to a Sustainable Future"

Note: An article published in ES&T on this topic by Dr. Anastas was provided separately.

## 9.6 NGAB

- A new certificate was prepared for IAS. Updated certificates need to be issued to A2La, ANAB, and Perry Johnson and a new template is being developed. A new procedure will then be established to send NGAB certificates annually with the annual invoices.

## 9.7 IT Committee

- **Website**
  - For policies and procedures, we discontinued using PowerDMS and returned to storing them in Dropbox. Consequently, William has returned to my old system for updating those documents on the website, and all the SOPs and Policies on the website (in the TNI menu, [Policies and Procedures](#)) have been updated to the latest versions. He also took the opportunity to add an Effective Date column to the document list so you can easily see when each policy or SOP was updated.
  - A [new page](#) for TNI's Mentor Initiative went live, and along with it a new button on the home page - in blue.
  - In January, the TNI Forum came and went, and if you participated, you got to experience our virtual format - a first for the Forum, that also served as a trial run for the next NEMC to connect attendees to WebEx sessions through our online Portal instead of using WebEx email invitations. The session recordings were available for attendees to watch through April 1, and then were replaced by PDF presentations [posted for the public](#). The presentations are organized in a new way such that the original program schedule is preserved, with links added to download PDFs of presentations.
  - Finally, the long-awaited project to improve committee roster management is nearly complete. This project was conceived back in January 2020 at the TNI Forum and was supposed to be done in just a few months. Well, as we all know, circumstances outside our control intervened, and priorities were shifted to virtualizing NEMC and the TNI Forum. Still, William has been plugging away at this project and Attachment 2 provides a preview of how this will look.
- **LAMS**
  - The LAMS/GenApp server was hit by a ransomware attack on the morning of the first day of the TNI Forum. For those not aware, a ransomware attack is one where a malicious program encrypts files on your PC or server so they are unreadable, except

for a message left on the desktop that tells you how “they” now own all your data, and if you want it back, you have to pay a ransom (usually in bitcoin or some other untraceable currency) to recover your files. These sorts of attacks usually happen because someone ran a program they got in an email or downloaded from a website, but that wasn’t the case here. The attack vector was an open RDP (Remote Desktop Protocol) port used for remote management of the server. William immediately shut the server down and initiated a full server restore from a backup made before the malicious software was installed. This process took about 45 minutes beginning to end. He also added rules to the firewall in Azure to prevent recurrence of this kind of attack. So, in all, no damage done, and a good test of our disaster recovery tools.

- All NELAP ABs are now uploading Fields of Accreditation into LAMS. This has been a 14-year effort. The committee considered writing an article for the newsletter on this accomplishment, but decided it would be too embarrassing.
- **Generic Application:**
  - William fixed the query that would load FOAs from LAMS into an application; it had been pulling ALL a lab’s FOAs into GenApp, when it only needed to pull the lab’s FOAs for the application AB. This bug was revealed when we tried to load FOAs from LAMS for a lab that had 27,000 FOAs (primary + secondary combined).
- **Other**
  - The committee made edits to SOP 1-109 relating to method and analyte codes based on comments from the Policy committee and resubmitted the SOP to Policy for final review.

## 10. TASK FORCES AND OTHER EFFORTS

### 10.1 Competency Task Force

- The Task Force is making good progress in addressing the Technical Director role by breaking out the various requirements in V1M2 that require particular knowledge, skills, and abilities to fulfill them. Once the new concept is adequately defined, the Accreditation Council, the Expert Committees and possibly LASEC will be brought into the discussion in hopes of obtaining buy-in.
- In related news, a subcommittee of this Task Force and the Training committee, the Credentials subcommittee held their first meeting on May 7. They reviewed a number of documents related to certificates, certification programs and digital badges. After discussing all the options, this group feels digital badges are the way to go first, but that this could potentially lead to a certification program which has components of education, experience, training, and an annual renewal. The subcommittee is going to pilot this effort by looking at the “badges” that might be awarded relative to the Quality Systems module. An example of this might be a “Data Integrity” badge which would require understanding sections 4.1.5 (b), 4.1.5 (c), 4.1.5 (d), 4.1.5(k), 4.2.8.1, 4.2.8.2, 5.1.7, and 4.16.

### 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 Task Force

nears completion on the topic of “General Laboratory Supplies and Services” and is developing the means by which laboratories can effectively utilize this data.

- 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 16 expired memberships in March, 3 renewed after receiving an email from Suzanne and 3 were removed from the TNI database as they are no longer employed at the organization on file.

**11.1 Active Members: 1147**

**11.2 New and Renewed Memberships: 102**

**11.3 Expired Memberships: 22**

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## Attachment 2

### Preview of the Committee Management Database

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This project began with 2 main objectives: provide linkage between committee member applications and their ultimate disposition on committees, and make it easier to check TNI membership status of committee members. The main obstacle to meeting those objectives has been the several different ways that member data is maintained. For example, to find out who has an active membership in TNI, that's in our aMember database. Want a list of who applied to join a committee? That's in our forms database. Want a list of who is currently a member of a committee? That's maintained in an Excel spreadsheet in Dropbox that is then periodically uploaded into a roster database for the website. Clearly, we needed a new approach.

The new system uses two databases: our TNI membership database (aMember), and a new TNI committee database. To address objective #1, the committee database stores both new committee member applications and current committee rosters, with direct linkage between the two. To address objective #2, the TNI membership status is automatically fed from aMember into the committee database, so Program Admins need not track down that information manually.

Other features of the new system include:

❖ Committee Dashboard:

- Provides an immediate link to committee rosters
- Display the current stakeholder balance for all committees, with an evaluation of whether any one group exceeds dominance threshold (>50% of voting membership)
- Display the number of pending new member applications with a link to display them
- Display date of the latest minutes posted for that committee, with a link to the committee's posted minutes

❖ Committee Rosters:

- Display roster for all committees at once, or display a single committee using a simple drop-down selection
- Quickly find members with free-text filters on name, e-mail address, organization, membership status, and more
- Toggle column display between default (names, email, and organizations) and status (adds committee and TNI status, beginning and ending term dates, and more)
- Export full committee roster information to an Excel spreadsheet
- Clicking on a member row provides access to the following:
  - View/Edit Demographics: See the member's contact information, stakeholder group, and qualifications attachment. Make changes to the contact information and stakeholder, with the option to replicate the same changes to that member's records across all committees
  - View/Edit Status: See the member's current status on the committee, including the beginning and ending dates of their term, their status (e.g. active or inactive committee member), and position (e.g. Voting Member, Associate, Affiliate, Chair, Vice Chair, etc.)
- Committee rosters posted on the website will be directly linked to the committee database, so changes will be reflected in real time

### Committee Rosters

Information Technology    Active: Active    [Default View](#)    [Status View](#)    [Clear Filters](#)

First Name	Last Name	Email	Organization
William	Daystrom	william.daystrom@nelac-institute.org	The NELAC Institute
Nick	Evans	evannb@jea.com	JEA
Maria	Friedman	maria.friedman@waterboards.ca.gov	State Water Resources Control Board
Paul	Harrison	paul.harrison@ks.gov	Kansas Department of Health and Environment
Dan	Hickman	danthrax33@msn.com	The NELAC Institute
Jerry	Parr	jerry.parr@nelac-institute.org	The NELAC Institute
Mei Beth	Shepherd	mbshep@sheptechserv.com	Shepherd Technical Services
Rip	Starr	trs@adem.state.al.us	Alabama Dept of Environmental Mgmt
Keith	Ward	kward@phenova.com	Wibby Environmental

[View/Edit Demographics](#)  
[View/Edit Status](#)  
[Export](#)

### Committee Dashboard

Click on a row to open that committee's roster

Committee	Lab	AB	Other	Total	Balance	New Applicant	Latest Minutes
<a href="#">Advocacy</a>	5	1	7	13	Fail		<a href="#">10/1/2020</a>
<a href="#">Asbestos</a>	4	2	3	9	Pass		<a href="#">2/17/2021</a>
<a href="#">Board of Directors</a>	6	5	10	21	Pass		<a href="#">12/9/2020</a>
<a href="#">Chemistry</a>	6	5	3	14	Pass		<a href="#">3/3/2021</a>
<a href="#">CSDP Executive Committee</a>	1				NA		<a href="#">3/11/2021</a>
<a href="#">Field Activities</a>	4	4	2	10	Pass		<a href="#">12/7/2020</a>

**Committee Rosters**

Advocacy  Active: Active

First Name	Last Name	Email	Organization	Stakeholder	Position	Term Began	Term Expires	Committee Status	TNI Status
Steve	Arms	arms.steve@comcast.net	Florida DOH (retired)	Other (consultant, government agency, etc.)	Chair		NA	Active	Active (Email)
Carol	Batterton	carol.batterton@nelac-institute.org	The NELAC Institute	NA	Program Administrator		NA	Active	Active (Name)
Lynn	Bradley	lynn.bradley@nelac-institute.org	The NELAC Institute	Other (consultant, government agency, etc.)	Voting Member		NA	Active	Active (Email)
Teresa	Coins	teresa.l.coins.civ@mail.mil	US Army Pine Bluff Arsenal	Laboratory	Voting Member		NA	Active	Unconfirmed
Robin	Cook	cookr@codb.us	City of Daytona Beach EML	Laboratory	Voting Member		NA	Active	Active (Email)
Stacie	Crandall	scrandall@hrsdc.com	Hampton Roads Sanitation District	Laboratory	Voting Member		NA	Active	Active (Email)
Zonetta	English	zonetta.english@louisvillemisd.org	Louisville Jefferson Co., MSD	Laboratory	Voting Member		NA	Active	Unconfirmed
Martina	McGarvey	mmcgarvey@pa.gov	Pennsylvania DEP	Accreditation Body (AB)	Voting Member		NA	Active	Active (Email)
Sharon	Mertens	smertens@mmsd.com	Milwaukee Metropolitan Sewerage District	Other (consultant, government agency, etc.)	Voting Member		NA	Active	Active (Email)
Marlene	Moore	mmoore@advancedsys.com	Advanced Systems, Inc.	Other (consultant, government agency, etc.)	Voting Member		NA	Active	Active (Email)
Trinity	O'Neal	trinity.o'neal@austintexas.gov	City of Austin Water Utility	Laboratory	Voting Member		NA	Active	Active (Email)
Lara	Phelps	phelps.lara@epa.gov	USEPA /CEMM	Other (consultant, government agency, etc.)	Voting Member		NA	Active	Active (Email)
Janice	Willey	janice.willey@navy.mil	NAVSEA LQAO	Other (consultant, government agency, etc.)	Voting Member		NA	Active	Active (Email)
Josh	Wyeth	joshw@phenova.com	Phenova	PT Provider	Voting Member		NA	Active	Active (Email)

### Edit Committee Member Demographics

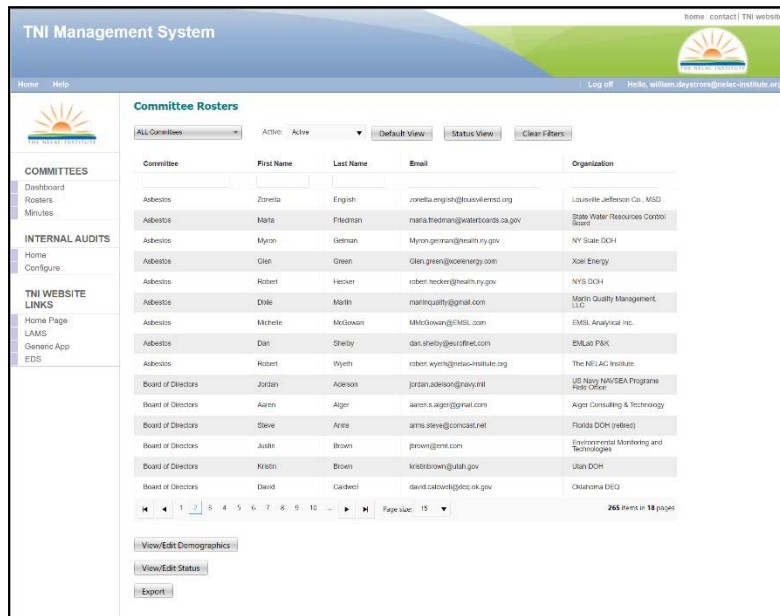
First Name:   
 Last Name:   
 Organization:   
 Stakeholder Group:   
 Address:   
 Address (2nd Line):   
 City:   
 State:   
 Zip:   
 Phone:   
 Cell:   
 Email:   
 Qualifications:   
 Update demographic data in all committees:

### Edit Committee Member Status

Deb Gaynor  
 Position:   
 Status:   
 Term Began:   
 Term Expires:   
 Date Updated:   
 Date Response to Application Sent:   
 Comments:

**How the new system will be accessed.**

In deciding how to give Program Admins access to the new committee member system, William began by creating a new web app with its own login and user system. He soon realized He had an opportunity to leverage existing TNI apps and build a unified app from which a variety of TNI information can be maintained. And so was born the **TNI Management System**.



With one logon, users can access both the new Committee Management system as well as the Internal Audits Database. He is planning to add additional modules over time, for example SIR tracking and posting is

something that has long needed an overhaul, so this is the logical place to do that. This system does not have to be limited to Program Admins: for example, committee chairs already have access to Internal Audits, and some of them would certainly be interested and able to make updates to their committee rosters too.

## **When?**

The rollout of the new system will have three phases:

- Phase 1: Complete help documentation
- Phase 2: Testing by Program Admins
- Phase 3: Go Live: migrate latest rosters, replace new member application on website, update website to pull rosters from new database

The help docs should be done by mid-May. How long the testing phase takes depends on the Program Admins and on what issues they find and if any changes need to be made. The "go live" phase will be the quickest as I already have the necessary queries and programming changes ready to go.