

**TNI Board of Directors Meeting Summary
June 9, 2021**

ROLL CALL

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

AGENDA

1. **Review of Consent Agenda – Approved June 9, 2021**
2. **SOP 1-109 Establishing, Maintaining and Validating Analyte and Method Codes**

The Board approved Revision 0 of this SOP in November 2012. In 2019, the IT Committee made extensive changes, but that version was never finalized as the Policy Committee sent it back with numerous comments. This revision 2 incorporates all of the changes recommended by the Policy Committee.

Motion to Endorse SOP 1-109: Patsy Root

Second: Curtis Wood

Approval: Unanimous

3. SOP 1-116 Development and Approval of TNI Policies and SOPs

Changes include adding the TNI Bylaws to Section 3, Related Documents, adding the terms “Endorsement” and “Review” to Section 4, Definitions, and revising Section 5, Periodic Review, to require committees to conduct periodic reviews on their SOPs and Policies, as has been our practice. Appendix A, File Naming Convention for Control Document, was slightly edited.

Editorial Change: TNI Secretary and Chair of the Policy Committee are now the same, so we do not need that distinction. (Section 5). We will use “TNI Secretary.”

Motion to Endorse SOP 1-116: Paul Junio

Second: Patsy Root

Approved: Unanimous

4. SOP 1-124 TNI Internal Audits

Based on experience from 2019, the Policy Committee is suggesting we change the audit schedule so that the audit itself does not have to be done in December each year. Section 2 was revised to show an example schedule but has the Policy Committee finalize the schedule at the start of TNI’s fiscal year (currently October 1). The impact of this change is that we will not perform an audit for FY 2021 since we have already missed four (4) of the six (6) key dates. The Policy Committee believes this is a needed corrective action to improve the process.

Motion to Endorse SOP 1-124: Jack Farrell

Second: Judy Morgan

Approved: Unanimous

5. NEFAP Quarterly Metric Review:

Below is the second quarterly metrics report for evaluating NEFAP in accordance with our strategic plan and performance metrics submitted.

Metric	Target by December 2021	Current
Increase number of FSMO applications	8	0
Increase in FSMO membership within TNI	10% Increase	TBD
Develop revenue generating training sessions	3	1 in proposal stage
Develop multiple non-revenue generating training clips or informational media to promote paid sessions	2	1 in development
Increase in number of people completing NEFAP/Field training courses in TNI	10	0
Increase in number of FSMO Standard Purchases	11	0
Increase NEFAP related revenue	\$1,500 increase	0
Increase in presentations given external to TNI	3	1
Increase in published promotions (articles/white paper)	1	0
Increase in social media presence	20 posts on various formats	0
Increase in web traffic to NEFAP page	TBD	TBD

Increase in participation in EC meetings	75% attendance	60%
Increase in associate members (NEFAP EC & FAC)	6 new associates (there are 12 existing)	3
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	3

6. Environmental Monitoring Coalition – Draft Letter to EPA

For several months now, the Environmental Monitoring Coalition (EMC) has been working on a letter to send to the EPA Administrator and it has now been approved as a draft. The issues in this letter and attachment have been long standing. While the letter primarily focuses on method validation issues, but as shown in Attachment 1, Section 1.e, NELAP is also mentioned. Changing the way EPA develops, validates, and approves methods is a major goal EMC wants to accomplish. There are two parts to this effort – the letter and an attachment. The letter is now suitable for review by each of the coalition partners, including TNI.

Discussion:

This is a problem that needs addressing. It's something many of us have struggled with for many, many years now. And for the summer conference this year, the theme is Hitting Reset. Paul Anastas will talk about his vision for a new EPA, moving away from the media-focused regulations we have had since the 1970's which are part of the problem. Because the regulations – the Clean Air Act, the Clean Water Act, the Safe Drinking Water act, etc. – created all of these silos within EPA which led to the problem.

TNI agrees we need a better way, but the proposed solution looks very bureaucratic and cumbersome and time consuming and maybe not worth the time.

Maybe EMC should have more than one correspondence over time and should start with a brief letter of introduction and a request to talk as the first shot over the bow.

Let's clean this letter up even more, get it shorter, and not include the attachment at this time. We just want to let them know we exist, and we're there to help them. And that's the purpose of this letter.

This is going to be your first step, this should be an introduction. You can't pursue the solutions and the ideas you have all at once; save them for another time, after you start talking and once they agree on a partnership. That's the time to talk about these other things. But initially, all you want is a letter of introduction. And you're hoping that the partner on the other side is going to dance with you.

This letter is a first shot, and there will be more communication. We've got four founding organizations to help manage it. And you know, we're here to help. We understand what you're trying to do, and we want to promote it. And we'd love to get together and talk about how we can help you.

Advocacy is working on a similar letter. Maybe the essence of that could be communicated back to EMC.

This is something that's highly important, and something we've got to work on, because the current system is broken. We support the effort of EMC as their most important objective to try to fix this failed method development and validation process.

There is also the fact that organizations like TNI and EMC have not always delivered on partner relationships with EPA such as the effort to update the QC acceptance criteria for the 600 series methods.

Attachment 1
CONSENT AGENDA; Approved June 9, 2021

1. Approval of May 2021 Minutes

2. [RESERVED]

3. [RESERVED]

4. [RESERVED]

5. CONSENSUS STANDARDS DEVELOPMENT REPORT

5.1 CSDP Executive Committee

- Standard/Module review continues for virtually all elements of the TNI Standard. NOIs for Chemistry and Proficiency Testing are anticipated shortly; developments on EI-V3 and EL-V4 will follow. An ANSI BSR-8 for EL-V1M3 (asbestos) has been submitted and a BSR-8 is being prepared for EL-V2-M1 (General Requirements for Accrediting Bodies). PINS announcements to ANSI will follow approvals of the NOIs by the CSDEC.
- 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 has been presented. 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 has also developed its 2021 Charter and has received the Charter from the Expert Committees for approval by the CSDEC. All Charters will have been finalized by the end of June 2021.
- The proposal to resolve the issue of the definition of Technical Director/Manager in EL-V1-M2 (Quality Systems) from the Competency Task Force has been distributed to all Expert Committee and will also be addressed during the coming CSDEC meeting.

5.2 Asbestos Committee

- The Asbestos Expert committee has completed development and approval of their Draft Standard (EL V1M3) and all required accompanying documentation. An ANSI BSR-8 was filed on behalf of the ATEC. 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.

5.3 Chemistry Committee

- The Chemistry Committee continues to seek resolution of SIRs from the LASEC. 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 draft Notice of Intent has been prepared and after committee approval will be submitted to the CSDEC. An ANSI PINS announcement as well as all required internal and external notifications will then be made.

5.4 Laboratory Accreditation Body Committee

- LAB members continue reviewing the comments submitted on the V2M1 Draft Standard.

5.5 Microbiology Committee

- The Committee expects to be voting on the DRAFT Standard during their June or July meeting. Kasey and Cody are working on updating the Summary of Changes document and notifying LASEC about any SIRs incorporated into the new Standard.
- The Committee followed up on some guidance they developed (Membrane Filtration Method Blanks). They had not seen that it had been posted. Lynn said it should be posted soon.
- The Committee completed the update of their Charter.

5.6 Proficiency Testing Committee

- The PTEC committee returns to full membership with the election of Marie Wu from the LA CSD upon retirement of Mikes Blades. 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. 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

- The workgroup formed to start working on specific sections of the new Standard while the Committee continues to tackle the controversial topics, is continuing to meet and is making progress.
- The Committee is working on procedures for Internal Audits. Two proposals were sent to Committee members to review for discussion next Monday.
- The Committee finalized their Charter.

- The Committee was asked to take another look at SIR 378 (see section 7.2). The NELAP AC recommended a language change. The Committee could not come to agreement and will finish the discussion in June.

5.8 Radiochemistry Committee

- Terry is finishing up the Summary of Changes document and is drafting a note to LASEC about SIRs that were incorporated into the new Standard. Once these two things are done, the Draft Standard will be ready to post for comment.
- The Committee approved their updated Charter.
- The Committee received a request to review their original response to SIR 403 (see section 7.2). There was a misunderstanding by an AB who was concerned the original response was in conflict with Module 6 of the Standard. Samples can be counted on multiple detectors on multiple days. The Committee let LASEC know that no changes are needed to their original response and the NELAP AC vote can continue on this SIR.

5.9 Stationary Source Audit Sample Committee

- The Committee worked on a letter to EPA to request that they reconsider their requirement for two providers. The DRAFT letter was sent to Jerry for his review and he had no suggestions for changes. The letter should be completed in June and will be ready for TNI to send it to EPA.
- The Committee finalized their Charter.

5.10 Whole Effluent Toxicity Committee

- Development of a Data Interpretation Training and review of draft revisions to various sections of the V1M7 module of the TNI Standard continue, with good progress.

6. NEFAP

6.1 NEFAP Executive Committee

- The Marketing Subcommittee continues to actively meet and work on the action items from the strategic plan. The group has several testimonials ready for posting on the website along with requests for additional (minor) website changes to more effectively communicate the benefits of the program. The group is also working on a newsletter, social media page, completed an external presentation at FSEA, and is developing a NEFAP podcast in conjunction with one of the accrediting bodies. As marketing activity builds, we anticipate more exposure and potential interest in the program as well.
- The Training Subcommittee is looking at developing the Internal Audit training themselves. They will talk to a few possible leads to do this training and will start working on this effort in June. The Subcommittee prepared a listing of tasks that need to be done to develop a long term plan for training. The list was developed from the NEFAP Strategic Plan, and it looks like progress is being made on most all of the tasks.
- Both subcommittees (training and marketing) have been very active in development of components of their respective plans. We will continue to see implementation over the next quarter which we believe will begin to show tangible evidence of growth in the latter quarters of this year.

- The Committee started looking at the NEFAP voting SOP to determine if it can be replaced with the new TNI voting SOP. They are concerned they need to keep the veto vote and the ability of alternates to vote. The NEFAP SOP is being updated to incorporate the new TNI voting SOP with these two possible additions. The DRAFT will be reviewed in June.
- The NEFAP Nomination Committee (Chair: Tracy Szerszen Members: Stacie Crandall and Mohan Sabaratnam) is still working on their candidate list. They received some additional options they are reaching out to.
- The Committee will complete their Charter update in June.

6.2 Field Activities Expert Committee (FAC)

- The Committee did not meet in May. They are continuing work on both Volume 1 and 2 of the Field Standard.
- The Committee is working on their Charter and will submit it to CSDEC in June.

7. NELAP

7.1 Accreditation Council

- Two AB renewals have been approved and a third remote site visit is being scheduled for early June. At present, one application awaits the "site visit", one application has Technical Review and review of lab files nearly completed, while there are three submitted applications awaiting review and two applications yet to be submitted, with another renewal letter going out in June.
- The NELAP Charter was forwarded to Policy Committee for review, and the June Council meeting will take place on June 7, and any urgent updates from that meeting will need to be reported at the June 9 Board meeting.
- 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 its slightly edited Charter at the May meeting, and we learned that planning for both the Mentor Session and the Assessment Forum for the August conference are well underway.
- Two Standard Interpretations were posted on the TNI website on June 4.

389. A surrogate does not require a second source calibration check.
https://nelac-institute.org/content/load_sir.php?SIR=389

396. Other options for on-going demonstration of capability other than the 5 listed in V1M4: 1.6.3.2 can be performed.
https://nelac-institute.org/content/load_sir.php?SIR=396

Standard Interpretation Request Quarterly Report

Total Number: 410

Closed Out: 393

SIRS not resolved				
SIR #	Date	Subject	Status	Comment
254	3/13/14	Do ABs have to assess all methods during a reassessment	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.
373	1/22/20	Wondering if you intended to use the absolute value of this calculation? If measured value is < true value, the error will be negative. Can you have a negative % error?	NELAP AC	Originally rejected. Multiple questions. Decided to respond to one part. NELAP AC vote will close on 6/14/21.
378	3/2/20	Calibration frequency for reference thermometers	Quality Systems	Sent back to Committee on 4/21/21.
387	8/24/20	Can internal calibration be used to calculate test results	NELAP AC	NELAP AC vote will close on 6/14/21.
390	10/7/20	Ion-selective electrode (ISE) and minimum number of calibration standards	Chemistry	Sent back to Committee on 5/9/21.
391	10/7/20	ISE and measure of relative error in the calibration	Chemistry	Sent back to Committee on 5/9/21.
392	10/14/20	What equipment must be identified	Quality Systems	Sent back to Committee on 5/9/21.
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.
398	1/27/21	Number of calibration points required	NELAP AC	Sent to voting site 4/15/21.
399	1/27/21	Reporting Uncertainty required	NELAP AC	NELAP AC vote will close on 6/14/21.
401	2/3/21	Use of other microliter syringes	Quality Systems	NELAP AC vote will close on 6/14/21.
402	2/4/21	Failures of the ongoing verification of the DL and LOQ.	Chemistry	
403	2/8/21	Requirements on counting samples within a Radiation Measurement Batch (RMB) on the same detector.	NELAP AC	Sent back to Radiochemistry 5/9/21 and they sent back to NELAP AC 5/26/21 with no changes. There was a misunderstanding.
406	3/23/21	Testing media.	NELAP AC	NELAP AC vote will close on 6/14/21.
410	4/27/21	Are calibrations for the use of Ion Selective Electrodes (ISE) required to adhere to the rules specified in 1.7.1.1. (f) which apply to regression or average response/calibration factor calibrations?	Chemistry	
412	5/18/21	Unique container IDs	Quality Systems	

8. PROFICIENCY TESTING PROGRAM

- The Chemistry FoPT Subcommittee continues to work on this analyte request application (ARA) for PFAS. Concerns are being expressed that there is not enough data at present to set these limits. Stephen Arpie noted that he has talked to a few laboratories and is preparing to do a round robin study for PFAS at around the 10ppt level. He expects to do this in the next 6 months. The Subcommittee decided they will contact laboratories to get information about their MDLs, RLs, calibration curves, etc. The contact will be done by the PT providers so the labs can remain anonymous. The thought is that this information may help them set appropriate limits.
- SOP 4-107 (FoPT Table Management) is still in progress and will be sent to the Policy Committee soon for review.
- FoPT tables for SCM, NPW and DW have now been posted on the TNI website with an effective date of 10/1/21.
- The Committee started work on developing their metrics in combination with updating their Charter. The Charter will be completed in June.
- The Committee will review their voting SOP in June to finalize their preliminary decision to make it obsolete and start using the new TNI Voting SOP instead.
- A WET FoPT Subcommittee is still being formed.

9 ADMINISTRATION

9.1 Advocacy Committee

- The Advocacy Committee reviewed the Mentoring Steering Committee's draft SOP for Steering Committee operations. The Advocacy Committee suggested several changes and the Steering Committee will bring the SOP back for approval after those changes are made.
- The committee began discussions on development of a long-range plan to promote Quality Management Systems to data users. This is an objective for the Advocacy Committee under Goal 2.2 of the Strategic Plan.
- The newsletter was sent out on May 22.

Mentoring Steering Committee

- The Mentoring Steering Committee has paired six (6) laboratories with six (6) mentors so far. Three additional laboratories do not have a mentor. The steering committee will be soliciting additional mentors.

9.2 Policy Committee

- SOP 1-104 (Control of TNI Documents) had an editorial change in the definitions from 5 tiers of documents to 4 to match other changes. Because the procedure itself was not change, it does not need to be reviewed by the Board.
- 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. This SOP is being presented to the Board for review.

- SOP 1-116 Development and Approval of TNI Policies and SOPs) has been updated and is ready for Board review.
- Review of SOP 3-105 (Standard Interpretation SOP) is in progress.
- SOP 1-109 (Establishing, Validating, and Maintaining Analyte and Method Codes and Publishing Methods in TNI's Method Repository) was finalized and is ready for Board review.

9.3 Training Committee

- Training Committee:
 - The Committee has not met sent the last Committee update.
 - The Training Materials Review workgroup is continuing to review current TNI courses that may need updates.
 - The Training Opportunities Workgroup is continuing to look at longer term efforts needed to continue to develop courses for future RFPs.
 - The Committee is working on social media options and formed a small group to start looking at LinkedIn. The Committee would like to use the site to let people know about upcoming courses.
 - A 5-minute training is being recorded to help people submit training applications.
- Current Classes being worked on:
 - Contracts are being signed with 4 trainers and the next course Flyer will go out this week.
 - Contracts and Tenders & Service to Client Requirements and Implementation Ideas — This course will be taught by Mei Beth Shepherd, June 28 and 29th (3.5 hours).
 - Understanding Data, Data Review and Data Management for Chemical Testing – This course will be taught by Silky Labie, July 12-14th (8 hours).
 - Electronic Records Management – This course will be taught by Tony Francis, July 16th (4 hours).
 - Technical Writing for Environmental Laboratory Method SOPs – This course will be taught by Jack Farrell, July 20 and 27th (6 hours).
 - Basic Statistics for Environmental Laboratories – This course will be taught by Tony Francis, September 3, 10 and 17th (8 hours).
 - How to Properly and Scientifically Calibrate an Analytical System – This course will be taught by Jack Farrell, September 16th and 23rd (6 hours).
 - Introduction to Proper and Scientific Integration Techniques for Chromatographic Systems – This course will be taught by Jack Farrell, December 7th and 9th (4 hours).
 - 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.
 - 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.

- The NEFAP Training Subcommittee is looking at developing an Internal Audit course for this Fall.
- 2021 Method Update Rule: Jerry Parr, Patsy Root and William Lipps will be providing this webinar on June 22. As of June 6, we have 157 attendees and 19 groups. This class has also generated 12 new TNI members.

9.4 Forum on Environmental Accreditation

- No action until August.

9.5 National Environmental Monitoring Conference

- Registration has opened. As of June 6, we have 26 in-person attendees and 32 attending virtually plus 11 that have signed up for one or more of the tracks. This does not count exhibitors.
- Governor Jan Inslee has announced Washington will be fully open by June 30.

9.6 NGAB

- No action.

10. TASK FORCES AND OTHER EFFORTS

10.1 Competency Task Force

- The Task Force has finalized a proposal for shifting the paradigm of Technical Manager (Technical Director) selection to allow laboratories to define for themselves the personnel requirements needed to meet the requirements in the Quality Systems module, V1M2, rather than prescriptively setting formal education and experience pre-qualifications. Task Force members believe that the findings from routine assessments will show whether or not the requirements of the standard are met, thus indicating that personnel are competent. We learned that, while labs may hire and designate a “Technical Director”, the actual people addressing the various requirements in V1M2 that require particular knowledge, skills, and abilities are often spread across a spectrum of titles and individuals, especially for larger labs. This concept is being presented to relevant Expert Committees in June, and feedback from those teleconferences will be incorporated so that a refined proposal can be offered for consideration by the NELAP Accreditation Council in July. Task Force Chair Aaren Alger plans to meet with QS, Asbestos, Chemistry, Microbiology, Radiochemistry and WET Expert Committees over the course of the month to discuss the proposal.
- The Credentials subcommittee has now had two meetings and is making great progress in defining a series of “digital badges” for an Environmental Laboratory Professional for Quality Systems which could lead to a certification program. The concepts are all at a very rough draft stage, but this subcommittee is keeping the Competency Task Force and Training Committee informed.

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 twenty-five (25) expired memberships in April, five (5) renewed after receiving an email from Suzanne and four (4) were removed from the TNI database as they are no longer employed at the organization on file.
- **Active Members:** 1156
- **New and Renewed Memberships:** 94
- **Expired Memberships:** 29