

TNI Board of Directors Meeting Summary

January 12, 2022

ROLL CALL

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

AGENDA

1. **Review of Consent Agenda - Approved**
2. **2022 Forum on Environmental Accreditation (Attachment 1)**
 - We have 196 registered attendees (167 in-person and 27 by recordings).
 - We have 18 Exhibitors (was 20).
 - Both training courses are filling up nicely with 14 (15) for the Risk course and 18 (20) for the QA Manager course.
 - Like most of the US, Bexar County is now at high risk at 1690 cases per 100K. The positivity rate is 36%. The county has a high vaccination rate and low hospitalizations, consistent with many other locations in the US.
 - Hyatt is requiring unvaccinated guest to wear masks (but not checking) and requesting vaccinated guests to wear masks. Other measures include:
 - Cashless transactions
 - Knock and go room service
 - Suzanne has prepared a Welcome email to go out to the in-person attendees awaiting any feedback from the Board. See Attachment 1

The hotel will most likely provide masks, but those that are traveling by plane will have a mask with them. There will be hand sanitation around - the normal things. They will not require spacing, but some of the meeting rooms will be set for more seats than we need so people can self-separate where possible.

3. Committee Charters

The Charters for the NEFAP EC, PTP EC, and Policy committees are ready for Board review and were provided as separate documents. This review will complete the Charter review process.

1. **Motion to Approve the Policy Committee Charter:** Paul Junio
Second: Kirstin Brown
Approved: Unanimous
2. **Motion to Approve the Proficiency Testing Program Executive Committee Charter:** Patsy Root
Second: Paul Junio
Approved: Unanimous
3. **Motion to Approve NEFAP Executive Committee Charter:** Paul Junio
Second: Patsy Root
Approved: Unanimous

4. FDA Accreditation for Food Laboratories

Patsy did additional research on this new regulation, and it appears the bottled water and source water for the agriculture production aspects of the rule would only apply in outbreak situations, so TNI does not need to pursue an exception for NELAP-accredited laboratories.

5. 2022 Board Election

Based on a review of nominations submitted, the Nominating Committee has developed the following slate:

- o Steve Arms
 - o Caitlin Brice, SGS Laboratories
 - o Robin Cook, City of Daytona Beach
 - o Stacie Crandall
 - o Harold Longbaugh, City of Houston
 - o Judy Morgan
 - o Valerie Slaven, PDC Laboratories
 - o Alfredo Sotomayor
- As stated in the TNI Bylaws, this slate is provided as a courtesy only.
 - As decided by the Board last year, up to 2 of these would serve a 2-year term. The Nominating Committee is proposing the 2-year terms for Caitlin and Harold.
 - If elected, the balance will be 5 AB, 7 Lab, and 9 Other.
 - Voting will be open from January 17 to February 18, 2022.

We have a few more openings due to changes in Board composition mid-term. It was tough getting nominations. We approached some ABs to see if there was interest there and received the nominations shown here. The 2 that have the least experience have been asked to take the 2-year terms for now. If they like it, they can re-nominate themselves in 2-years. Let Sharon know if there are any questions.

For the future – Thank you very much to those ABs that are participating on the Board. There are fewer of you representing your stakeholder group. As all of you interact with the ABs, we are always looking for that kind of representation on the Board. Please keep that in mind and talk it up.

There will be voting at the winter meeting.

Attachment 1
Welcome Letter to Forum Attendees 2022

Welcome to the 2022 Forum on Environmental Accreditation

Welcome to the **2022 Forum on Environmental Accreditation** to be held from **January 17 - 21** in San Antonio, Texas! We are just a few days from starting the Forum and I wanted to share a few items with you so you can better prepare for the meeting.

We have a busy week planned for the over 180 attendees already registered. The final agenda is now available on the Forum portal at <https://portal.nelac-institute.org/>. Be sure to visit the portal for news pertinent to the conference, an area map, daily program and more. A printed copy of the agenda, along with other information, will be provided to you when you check in.

The Portal is also where you will find session recordings available January 24 – March 30, 2022. Recordings are available to everyone who participated in person, as well as to those who registered for recordings-only.

A couple of highlights for this conference:

- A number of TNI Expert Committees will either be hearing public comments or reviewing public comments already received on their Draft Standard.
- Two Special Sessions tackling complex issues: Proficiency Testing for Radiochemistry, and Credentialing for Quality and Technical Experts.
- 20 exhibitors will be joining us so plan to meet with them about their products.
- An informative lunch presentation titled *Plastics in Lavaca Bay*. Diane Wilson is an ardent pursuer of justice for the environment and brings her insights to us based on her experience with the San Antonio Estuarine.

Registration will be open from 3:00 pm to 5:30 pm on Monday in the Regency Ballroom Foyer and will reopen Monday at 7:30 am. Please note that those people attending Monday trainings should report directly to their classes in either *Frio* or *Nueces* on Monday and can pick up their conference packets later at the registration desk during the above hours.

For all those attending in person next week, please take a few minutes to visit the Travel tab on our conference website: <https://nelac-institute.org/forum/2022-winter/travel.php>. There you will find important information in the **Hyatt Know Before You Go Information** link, as well as a link regarding our **Health and Safety Protocols**.

The weather looks to be seasonally warm with highs in the upper-60's to mid-70's. That will feel like a heat wave to many of you. However, temperatures will drop into the 40's at night so bring something warm to wear if you plan to go out in the evenings.

I look forward to seeing you all next week for what promises to be a great meeting.

CONSENT AGENDA
Approved 1/12/2022

1. Approval of December Minutes

2. [Reserved]

3. [Reserved]

4. [Reserved]

5. CONSENSUS STANDARDS DEVELOPMENT REPORT

5.1.1 CSDP Executive Committee

An NOI for EL-V1M1, V2M2, V3 and V4 has been approved by the CSDP EC and PINS are being submitted to ANSI. Announcements have also been distributed to all TNI and non-TNI interested parties as required by SOP 2-100. Concerning all aspects of Proficiency Testing has been forwarded to the CSDP EC for approval. The Radiochemistry Expert Committee has posted their DS and announcements of this activity are also being distributed as per SOP 2-100. A BSR-8 will also be submitted to ANSI for the Radiochemistry DS.

5.2 Asbestos Committee

No change from last meeting.

5.3 Chemistry Committee

No change from last meeting.

5.4 Laboratory Accreditation Body Committee

Elections were held at the December meeting. Two new members, Yumi Creason and Sviatlana Haubner, have been approved by the CSDEC Chair as acceptable; their terms begin immediately. Aaren Alger was elected Chair and Yumi Creason as Vice Chair, with terms to begin at the end of conference in San Antonio.

5.5 Microbiology Committee

The Committee is looking at teaching an "Understanding Microbiology" course. Planning will begin in San Antonio.

5.6 Proficiency Testing Committee

No change from last meeting.

5.7 Quality Systems Committee

Debbie Bond (Chair, QMS), Kristin Brown and Ilona will meet this week to discuss issues the NELAP AC has with a response to SIR 412 dealing with uniquely identifying solvents.

5.8 Radiochemistry Committee

No change from last meeting.

5.9 Stationary Source Audit Sample Committee

No change from last meeting.

5.10 Whole Effluent Toxicity Committee

WET re-elected Rami Naddy as Chair, Stephen Clark as Vice Chair, and Teresa Norberg-King as an Affiliate member.

6. NEFAP

6.1 NEFAP Executive Committee

- The Training Subcommittee is continuing working on the development of an Internal Audits course. The DRAFT training has been updated and the Subcommittee will do a final review the week after the conference. It looks like the class will be split into at least 2 class days. The course should be available in Spring.
- The Marketing Subcommittee will be reaching out to Jerry Thao (TNI Linked In Coordinator) to see how NEFAP can use the new site.
- Work has been restarted on SOP 5-103 (NEFAP Nominating Committee) so the update can be final before the next round of nominations in Spring.

6.2 Field Activities Expert Committee (FAC)

- The Committee did not meet in December but is planning an extended meeting with the NEFAP EC to work on the Standard in January. It was originally planned for 1/10/22, but network issues for the Committee Chair required it to be rescheduled for 1/24/22.
- A final DRAFT of the AB Standard (Volume 2) has been prepared and is out for comment to the Committee members and NGABs. Comments are due January 21st. The Committee is planning to do a public meeting in February or early March.
- Work is continuing on the FSMO Standard (Volume 1). The Committee is updating language as it is reviewing the combined DRAFT they prepared where old language was inserted into ISO/IEC 17025:2017.
- The Committee is asking CSDP EC to approve a third term for Scott Haas, Chair of the FAC.

7. NELAP

7.1 Accreditation Council

At its January 3 meeting, the Council discussed how some ABs are dealing with the ongoing issue of PTs being reported under improper method codes, after a complaint by one AB about having received a finding during their evaluation, but literally being unable to resolve the problem because it is beyond control of the individual ABs, while strict compliance with the Standard would mean failing labs for reporting under the options provided by the PT providers. We hope that PTPEC will assist with addressing this long-standing issue.

7.2 Laboratory Accreditation Systems Executive Committee

Maria was re-elected as Chair, and Harold Longbaugh was elected Vice Chair, to succeed Dorothy Love when her second term expires after conference. In order for him to fulfill this role, LASEC is asking the Board to approve a third term for Harold, in accordance with SOP 1-101 §7.3.5, as he is taking on a new and substantive leadership role for the committee.

Quarterly SIR Report

Total Number:	420		
Closed Out:	408		
SIRS not resolved			
SIR #	Date	Subject	Status
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.
390	10/7/20	Ion-selective electrode (ISE) and minimum number of calibration standards	Chemistry (Still on NELAP AC Voting Site) Sent back to Committee on 12/23/21.
391	10/7/20	ISE and measure of relative error in the calibration	Chemistry (Still on NELAP AC Voting Site) Sent back to Committee on 12/23/21.
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.
402	2/4/21	Failures of the ongoing verification of the DL and LOQ.	NELAP AC
403	2/8/21	Requirements on counting samples within a Radiation Measurement Batch (RMB) on the same detector.	NELAP AC NELAP AC Final Vote will be complete 1/24/22.
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 Waiting for final response on 390.
412	5/18/21	Unique container IDs	Quality Systems There are now 7 negative votes. QS Chari, QS PA and NELAP AC Chair to discuss 1/10/22.
413	6/17/21	Responsibility of the secondary accreditation body to use or not to use LAMS to provide information about the laboratories granted secondary accreditation.	NELAP AC
414	6/21/21	PT use for DOCs	NELAP AC NELAP AC Final Vote will be complete 1/24/22.
422	12/16/21	What does "Documented procedures shall exist for the purchase, receipt and storage of consumable materials used for the <u>technical operations of the laboratory</u> " encompass.	Quality Systems
423	12/16/21	Are positive and negative culture controls that have been performed by the media manufacturer for pre-prepared, ready-to-use medium or medium prepared in the laboratory, or both acceptable to meet V1M5 1.7.3?	Microbiology

8. PROFICIENCY TESTING PROGRAM

- The PTPEC reviewed the Policy Committee comments on their Charter and provided an update to Policy for finalization.
- The Committee will begin working on a PT Position paper for the Advocacy Committee. It will help TNI reach out to non-TNI ABs to get them involved with PT.
- The Committee is reviewing SOP 4-107 (FoPT Table Management) for finalization.
- SOP 4-101(Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests) is being formatted for final review and addition of examples and tables. The Committee should be reviewing this SOP for finalization in March.
- The Committee is updating its Internal Audit Checklist to reflect updates to SOPs.
- The Committee is inviting members of the NELAP AC to join the February call to discuss various PT concerns received in an email. Some of the concerns may be items for the PT Expert Committee.

9 ADMINISTRATION

9.1 Advocacy Committee

- Advocacy discussed the FDA's proposed regulation requiring accreditation of food testing labs by an ILAC signatory AB, which also includes testing of bottled water and source waters used for agricultural and food processing purposes. Historically, food labs (and thus both FDA and USDA) were not included in NELAP's scheme of accreditation, but this current proposal will require duplicate accreditation for FDA reporting purposes, at least in states that require NELAP accreditation for such testing. Advocacy will support Jerry in drafting a comment or response to FDA requesting that NELAP accreditation be accepted for those two water types (but not for food testing).
- The committee continued review of the high priority items in its work plan, with good ideas offered about how to encourage TNI members to volunteer for committees

9.2 Policy Committee

- The Committee discussed the possibility of Policy taking responsibility for the Glossary once the Glossary Workgroup completes its task. The Workgroup is compiling a list of where definitions need to be updated within Policies and SOPs and the Policy Committee will coordinate this update. Once the updates are made the Policy Committee will be the keeper of definitions since this is already part of the Policy Committee Charter.
- The Committee reviewed SOP 3-114 (xxx).
- The Committee has started reviewing updates to Internal Audit Checklists.
- The Committee added another voting member from the Administration side of TNI: William Lipps from the Advocacy Committee.

9.3 Training Committee

- Current Classes being worked on:
 - Introduction to Proper and Scientific Integration Techniques for Chromatographic Systems – December 7 and 9th (4 hours). 57 people attended the course.
 - The NEFAP Training Subcommittee has completed a DRAFT of the Field Internal Audit class and we should see the course scheduled for early Spring.

- The Microbiology Expert Committee is planning to develop a “Understanding Microbiology” course. Timing will likely be late Spring/Summer.
- An RFP will go out late January/early February with 9 possible course proposals:
 - o Ethics and Data Integrity for Field and Plant Sampling
 - o Managing your Proficiency Testing Program
 - o Training: Beyond the Demonstration of Capability
 - o Choosing the Right Analytical Protocol
 - o Ethics Training – Developing your Organizations Training
 - o Keeping the Chain of Measurement Traceability Intact
 - o Building a Culture that *Encourages* Creativity, Ingenuity, Innovation, and Problem-Solving
 - o Accommodation and Environmental Conditions Relative to Analytical Activities
 - o Managing Laboratory Support Equipment – Calibration, Verification, and Maintenance

9.5 2022 Environmental Measurement Symposium

No change from last meeting.

9.6 NGAB

No activity.

9.7 Information Technology

No change from last meeting.

10. TASK FORCES AND OTHER EFFORTS

10.1 Competency Task Force

The Task Force eagerly anticipates the joint session planned for Thursday morning at conference, where discussion will update participants on recent activities and then focus on components of a possible credentialing program, initially addressing Technical Experts and Quality Systems Management Experts. Our expectation is that, after conference, the group will be able to pursue establishing the knowledge, skills, and abilities (KSAs) needed for various roles in a functioning laboratory, and also for assessors (once the V2M1 details are settled). Aaren has indicated her desire to step down from the Chair role, and Ken Brown from the City of Escondido has expressed interest in taking on that position, so it is likely that an election will take place at the next meeting.

10.2 Consumables Task Force

Efforts to further develop and refine this decision tree/matrix will continue to be the short-term focus of the Task Force. It is believed that a guidance document regarding the products of the Task Force will provide for compliance with TNI requirements and assist laboratory procurement efforts to ascertain which supplies and/or services are critical and subsequently require certificates to ensure compliance with TNI requirements.

10.3 Mentor Initiative

No change from last meeting.

10.4 Environmental Monitoring Coalition

No change from last meeting.

11. MEMBERSHIP

1175 active members

11.1 Committee Applications

No applications in December

11.2 62 New and Renewed Members:

14 members expired in November 2021. They were reminded via e-mail. 5 of those expired members renewed following the outreach.

11.3 18 Expired Memberships