

# TNI Board of Directors Meeting Summary

## October 10, 2007

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### 1. Roll Call

Judy Duncan called the meeting to order at 12 pm (Central). The following members were present:

- Judy Duncan, Chair
- Dave Speis, Vice Chair
- Steve Arms, Secretary
- Sharon Mertens, Treasurer
- Joe Aiello
- Brooke Connor
- Jack Ferrell
- Barbara Finazzo
- Ken Jackson
- Dave Mendenhall
- Tom McAninch
- Judy Morgan
- Ken Olsen
- Alfredo Sotomayor

The following staff members were present:

- Jerry Parr
- Carol Batterton
- Susan Johns
- Jane Wilson

Susan Johns acted as scribe.

### 2. Minutes from September 12 meeting.

The minutes were approved as distributed.

### 3. Evaluations

Barbara Finazzo provided information concerning EPA's role in the reassessment of the accrediting bodies.

- a) **Participation.** All EPA regions have agreed to participate in the reassessments in their own regions unless there is a clear conflict of interest.
- b) **Training.** There was some discussion about the need for mandatory on-site assessor training at the January TNI meeting. Lara Autry proposed an option (through the cooperative agreement) to have a make-up training via the web or teleconference for those who cannot attend the onsite training.
- c) **Office of Water.** They see the TNI assessment as an acceptable alternative but still maintain responsibility for the primacy program.

d) **SOP for Conflict Resolution.**

- EPA wants to make sure there is an SOP for how conflicts will be resolved (e.g., if an assessment team submits a recommendation and TNI approves it, but the region does not agree). The veto issue needs to be addressed. Greg Carroll will participate and work to help resolve this internally.
- Carol Batterton reported they were working on an SOP for appealing decisions but this could be adapted to include any conflict resolution. EPA would want to have this in place prior to the assessments (Feb 2008). Barbara suggested contacting the regional assessors for their input.

e) **Assessment Administration.** Lynn Bradley (EPA OEI) will serve as an administrative focal point for the assessments (Evaluation Coordinator). This position will work to help establish assessment teams, etc., but she would not participate in on-site Accrediting Body assessments. Carol Batterton will begin to include Lynn in the NELAP Board calls.

f) **Lead Evaluator.** The TNI NELAP SOP is written so that the team will choose their own lead. EPA agrees.

Jerry suggested the TNI Board consider the issue of having a consistent person to participate in these assessments.

Ken Jackson stated the position of the TNI NELAP Board was that there were 2 positions needed: an administrator and a QA person. The QA person would be present on site for all Accrediting Body assessments.

Jerry suggested that there be an announcement about EPA's position on the evaluations because this because it is a very significant issue.

- Jerry will draft something (e.g., a press release) and have Barbara Finazzo and Lara Autry review it for EPA prior to posting it.
- This information will also be sent to the committee chairs and all the regional assessors.
- The Board considered whether laboratories receiving TNI NELAP certification should be announced and/or congratulated on the website, possibly by category (e.g., state, private). There was also a suggestion to do a graphic to highlight state and regional labs that are accredited.
- Jerry will pursue the feasibility of these suggestions and determine how and how frequently we might do this. There are two parts: announce labs and produce some graphics to help promote the program.

### 3. **Cost for Sale of TNI Standards for Members/Non-Members**

Jerry provided an example of what could be used for the sale of TNI Standards. Jerry will attempt to simplify based on the discussion then resend it by e-mail to the Board for review. The distribution will be made at a time that is convenient. Jerry will select a time and propose that back to TNI.

### 4. **Adjournment**

The meeting adjourned at 12:48 pm