

TNI Information Technology Committee Meeting Summary

February 16, 2017

1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	X
Shepherd, Mei Beth	X
Starr, Rip	X
Varner, Pam	X
Ward, Keith (Vice Chair)	X
Wlodarski, Jan	X
Howland, Ed	---

2. Approval of December 2016 and January 2017 Minutes

Changes to December 2016 Minutes:

Ed Howland was not at the meeting and should be noted as such.

Motion to Approve December 2016 Minutes with Changes: Dan Hickman

Second: Mei Beth Shepherd

Approved: Unanimous

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**Motion to Approve January 2017 Minutes:** Nick Evans

**Second:** William Daystrom

**Approved:** Unanimous

### 3. January 2017 Houston Meeting Perspective & Information

Dan had the opportunity to talk to all the ABs about the LAMS user manual and the expectation that they will do their data uploads as well as look at their data to make sure it is accurate. Dan will also be doing a major overhaul on the methods table. A number of ABs are continuing to use non-active methods. Dan will send them a translation table showing the inactive method and the correct one to use.

Jerry announced the three NGABs; this was significant for the conference. Jerry has a summary for the meeting, as well as is getting the presentations in from the conference, for posting. Warren Merkel at NIST gave a great presentation on the new ISO 17025. The new version will take effect in approximately 3 years. We will need to revise our standards to match. The winter meeting will be in Albuquerque, NM next year. Overall, it was a very good and busy conference.

Maria was in the PTPEC meeting – it was very productive. They resolved how they are going to work on their SOPs as well as work on Volumes 3 and 4, and what they need to prioritize/how they are going to proceed to accomplish everything.

#### 4. Charter Modifications

Should both Expert committees AND Administrative committees have a charter? Yes. The charter applies to all committees. It was just an oversight by Patsy.

The fundamental goal of revising the Charter SOP is to make the charter a document that doesn't have to be revised every year. So there would be no members listed and no goals for the year listed. The charter then becomes a high-level document. A separate document (document #2) is the "work plan", which gets updated every year. The third document is the annual report that is given at the meeting (i.e., Houston).

The IT Charter: Our charter is in pretty good shape. "Composition of the committee" is not in charter. And the "decision-making process" needs to be added/edited. Take out current membership – this piece is on the website.

The key milestones would be good to continue, perhaps as a separate document and not part of the Charter.

IT Committee Milestones: We can update these each meeting, and send to William with the minutes to replace the spreadsheet on the website. There is no need to archive the old spreadsheet – each new sheet will be cumulative, current, and all encompassing.

"2016" should be dropped from the document and a "finalized" date kept in the footer.

*Next Steps:*

- 1) Pare down the items in the current charter
- 2) Develop the other document types
- 3) Develop the Excel spreadsheet; Get start date and complete dates from Dan

#### 5. LAMS, Method Compendium, and Gen App Update

**LAMS:** LAMS 2.0 was created by William. It's actually workable and really fabulous. Dan is working with it to find things that need to be changed, and to update the user manual. He is hoping to release it very soon. LAMS 2.0 is also ready to go to NGABs. No training yet. It will be on the new system, but we're a few weeks out yet.

**Method Compendium:** EPA gone through and added cover pages to all their methods that appear in the Federal Register that have original date of method completion. Dan is in the process of updating all the methods in the methods compendium and updating all the dates. This also makes it necessary for Dan to make changes to the inactive methods and send the list back to the ABs.

**Gen App:** The Gen App has been sent to IL and KS and continues to be pounded on by ESE in Tennessee. LASC has been asked for feedback. Dan talked to the ABs regarding information for the mobile labs and what ancillary information has to come with just the FOA and demographics for the application.

#### 6. Website Update

For the NGABs, there have been changes to the NELAP menu as well as some additional scattered changes to the website to accommodate the addition of the NGABs.

#### 7. Next Meeting: March 16, 2017 at 3pm EST