

# Registration Form

(Please complete all information)

To register on-line for the "Environmental Laboratory Assessments – Basic Assessor Training". Course offered in **St. Paul, MN** on **April 29 to May 1, 2014**. **PLEASE SIGN UP BY:** March 31, 2014.

Registration information: [www.nelac-institute.org](http://www.nelac-institute.org)

Register on-line: <https://www.regonline.com/basic-stpaul14>

For Questions Email: [mmoore@advancedsys.com](mailto:mmoore@advancedsys.com)

This Course will be held: 625 North Roberts St, St. Paul MN 55155



## *Please enroll me in the following Course*

**APRIL 29 – MAY 1, 2014**

3 day course "Environmental Laboratory Assessments – Basic Assessor Training"

**\$650 per person for Federal, State and Local Governments**

**\$850 per person for all others**

***\$50.00 discount if you bring your own copy of the printed 2009 TNI Environmental Laboratory Standard Volume 1 and 2, Checklist, and other materials provided prior to the course***

***TNI Volume 1 with ISO language and TNI Volume 2 without ISO language hardcopy required for exam.***

***Prerequisite:*** Students must read the 2009 TNI EL Standard before coming to class. A pretest will be given at the start of class to ensure the students familiarity with these standards.

***The following information is requested to sign up for this class using the TNI website.***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ***Payment:***

Payment must be received prior to the beginning of the course.  
No refunds for cancellations made two weeks prior to the course offering.



**DO NOT FAX OR EMAIL REGISTRATION: GOTO: [www.nelac-institute.org](http://www.nelac-institute.org)**

**Administrative Support:** Payment made to The NELAC Institute at [www.nelac-institute.org](http://www.nelac-institute.org). The NELAC Institute (TNI) is a 501(c)(3) non-profit organization whose mission is to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. a 501c3 not for profit organization

**Course Offered by:** Advanced Systems conducts training for environmental sampling, quality control, laboratory operations and field operations and designs Management Systems based on ISO/IEC Management System Standards and ISO/IEC 17025, TNI, DoD and other Environmental Technical Competence Standards.

## OBJECTIVES OF COURSE

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This course provides examples and a basic understanding of the assessment processes, within the National Environmental Laboratory Accreditation Program (NELAP) framework. The basic principles for assessing environmental laboratories are presented. A summary of the 2009 TNI Environmental Laboratory standards and practical examples for implementation of assessment techniques are an integral portion of this training course.

The rationale for assessing must be based on proven quality principals that allow the determination of adherence to the defined system. The system standards used during this course are the TNI Environmental Laboratory standard, and the ISO/IEC 17025 "*General Requirements For The Competence Of Testing And Calibration Laboratories*" standard. Conducting an assessment of a laboratory system using quality principles and techniques allows personnel with a basic science background to assess operations and assure conformance to the stated management system.

The course presents the fundamentals of how to assess laboratories. These fundamentals include:

- Understanding the difference between assessments, audits, registration and accreditation
- Effective auditing tips and techniques
- How to: write findings; prepare and present the assessment report and evaluate findings from laboratories
- Evaluating laboratory corrective action programs and customer notification requirements.

The course also will provide personnel with guidance on assessing quality assurance/quality control (QA/QC) requirements to acquire technically and legally defensible environmental data from laboratory operations. The list of references provided in the course materials will further your understanding and provide specific information.

## COURSE BACKGROUND

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Accreditation of laboratories is based on a single set of standards developed by The NELAC Institute (TNI). Members represent federal agencies, state programs and the private sector. This single standard is a uniform standard for all laboratories.

The standard developed by TNI incorporates current state program requirements and the International Standards Organization (ISO) standard ISO/IEC 17025:2005, "General Requirements for the Competence of Calibration and Testing Laboratories." The standard includes all quality assurance (QA) policies and quality control (QC) procedures that must be presented in either a QA Manual or laboratory procedures to help ensure and document the quality of the data produced.

Laboratories seeking accreditation under NELAP must assure implementation of all QA policies and the essential applicable QC procedures specified in Volume 1 of the TNI standard. The QA policies are applicable to environmental laboratories regardless of the size and complexity.

This course has been revised and materials updated to meet the requirements of the 2009 TNI Environmental Laboratory Standard for basic assessor training.

The NELAC standards may be downloaded from the web at [www.nelac-institute.org](http://www.nelac-institute.org). Click on "Standards", "Standards Home" to find the 2009 TNI Standards. The standard is purchased from TNI with the full version of the 2009 TNI standard including the ISO/IEC 17025 language.

Specific link to the 2009 TNI Environmental Laboratory (EL) Standard

[http://www.nelac-institute.org/standards.php?pab=1\\_5#pab1\\_5](http://www.nelac-institute.org/standards.php?pab=1_5#pab1_5)

The TNI Checklist: (2009 TNI Version in Excel), 2009 TNI EL Standard Volume 1 with ISO language and Volume 2 without ISO language are used throughout this course. The hardcopy of these materials is required for the final examination.

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**COURSE AGENDA**

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**Day 1 – April 29, 2014**

- ◆ Pre Test
- Chapter 1: Introduction to Standards
  - ◆ TNI Standard – Overview of History
  - ◆ Overview of Assessment Process
  - ◆ Conformance to Standard, Methods, Procedures
- Chapter 2: Assessor Conduct
  - ◆ Ethics
  - ◆ Interviewing
  - ◆ Handling Difficult Situations
- Chapter 3: Assessment Process
  - ◆ Planning, Conducting, Reporting
  - ◆ Checklist
  - ◆ Writing NCRs

**Day 2 –April 30, 2014**

- Chapter 4: Management System Elements
  - ◆ Organization, Administration
  - ◆ Improvement, Preventive Action
  - ◆ Corrective Action, Internal Audits, Management Review
  - ◆ Documentation
  - ◆ Records, Paper and Electronic
  - ◆ Traceability-Methods, Sample, Data, Standards, Process
- Chapter 5: Management System Technical Elements
  - ◆ Personnel
  - ◆ Method Selection
  - ◆ Quality Control
  - ◆ Proficiency Testing

**Day 3 – May 1, 2014**

- Chapter 6: Laboratory Assessment
  - ◆ Documentation and Data Review
- Chapter 7: Conclusion
  - ◆ Questions and Final Comments
  - ◆ Scoring
  - ◆ Final Examination
  - ◆ Review of Final Examination

## COURSE NOTES

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Course starts promptly each day at 8:00 a.m.

Lunch is scheduled for 1 hour at noon each day. More or less will be allowed depending on availability of lunch locations.

*Lunch is on your own.*

Class ends each day at 5:00 p.m.

*Students must stay until the end to complete the course.*

Day 1 and Day 2 students should prepare for the final exam each evening.

*At the end of Day 1 and Day 2, students should prepare for the final exam by reading and reviewing the course materials.*

**Pretest score** is 25% of your final grade.

*Students should read TNI Laboratory Standard Volume 1 and 2. Students are expected to be thoroughly familiar with the TNI standards before arrival at the course.*

**Final Exam** score is 75% of your final grade.

*You must obtain a 70% score to “successfully complete” the course. (NELAP assessors: You are required to have successfully completed a basic assessor-training course.)*

All students receive a certificate of course attendance if not successful in completing the examination.

Students with test scores of greater than 70% receive a certificate of course completion.

*This course is not approved by TNI, NELAC or NELAP. It is up to the accreditation body to approve a basic assessor-training course in order to qualify its assessors*

*State accreditation body assessors have attended this class. Accreditation bodies have accepted this course for meeting the basic assessor training requirements of its assessors.*

This course was prepared in accordance with the TNI standard and the relevant parts of the TNI training guidance document.

**BRING TO CLASS:** Hard copy of the 2009 TNI Laboratory Standard Volume 1 with ISO language and Volume 2 without ISO language and Checklist and other class materials emailed to you prior to the start of the class will be provided to each student not requesting the discounted fee. The discounted fee is for students printing and bringing their own copies of the standard, checklist, and other materials to class. **Computer use during the exams is not allowed.**

Students should come to class knowing the contents of the TNI standard in order to successfully complete the course.

## **LOGISTICS**

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**Dates:** April 29 to May 1, 2014

**Instructor:** Marlene Moore, President, Advanced Systems, Inc.  
[mmoore@advancedsys.com](mailto:mmoore@advancedsys.com): or cell phone: 302 354 1717

**Location:** Minnesota Department of Health Office Building  
625 North Roberts St., St. Paul, MN 55155  
Freeman Bldg, Rm B144

**Local Contact:** Susan Wyatt, 651 201 5324  
Email: [Susan.Wyatt@state.mn.us](mailto:Susan.Wyatt@state.mn.us)

**Parking:** \$6.00 per day For information:  
<http://www.health.state.mn.us/about/metro.html>

**Hotels:** Please use Google Maps to find a hotel.  
No reserved or special rate location for this course.

**Hours:** 8:00 AM to 5 PM

**Lunch is on your own**  
Coffee, soda, water and break foods provided.