

# Registration Form

(Please complete all information)

To register on-line for the "Environmental Laboratory Assessments – Basic Assessor Training".  
Course offered in Springfield from **December 3 to December 5, 2019. PLEASE SIGN UP BY:**  
November 16, 2019.

Registration information: [www.nelac-institute.org](http://www.nelac-institute.org)  
Register on-line: <https://iattend.net/EventHome?id=assess19-IL>  
For Questions Email: [mmoore@advancedsys.com](mailto:mmoore@advancedsys.com)  
This Course will be held: Illinois EPA  
1021 North Grand Avenue East, Springfield, IL



*Please enroll me in the following Course*

**DECEMBER 3-5, 2019**

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

**\$550 per person for Federal, State and Local Governments**

**\$750 per person for all others**

**\$450 for Illinois EPA employees**

***Each person is required to purchase a copy of the TNI standard Volume 1 and 2 (2016) and bring your own hardcopy of the printed Materials. Materials include: 2016 TNI Environmental Laboratory Standard Volumes 1 and 2 with ISO language, checklist, exercises and other materials provided prior to the course for students to print and bring to class***

***TNI EL Volume 1 and 2 2016 hardcopy is required for the exam.***

***Prerequisite:*** Students must read the 2016 TNI EL Standard before coming to class. A pretest is 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: <https://iattend.net/EventHome?id=assess19-IL>**

**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 Standards.

## OBJECTIVES OF COURSE

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 2016 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 2016 standard, and the ISO/IEC 17025:2005 “*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 provides 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.

**This class does not address the ISO/IEC 17025:2017 standard.**

## COURSE BACKGROUND

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 2016 TNI Environmental Laboratory Standard for basic assessor training.

**The status of the implementation will be reviewed in the class.**

The TNI 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 2016 TNI Standards. The standard is purchased from TNI with the full version of the 2016 TNI standard including the ISO/IEC 17025:2005 and ISO/IEC 17011:2004 language.

Specific link to the 2016 TNI Environmental Laboratory (EL) Standard

<http://www.nelac-institute.org/content/CSDP/standards.php>

The TNI Checklist: (2016 TNI Version in Excel), 2016 TNI EL Standard Volume 1 and Volume 2 are used throughout this course. The hardcopy of these materials is required for the final examination.

Class start and end times may vary depending on student's request.  
Students are requested to read the TNI standards before class.

Course Revision Date: 2/14/19

# COURSE AGENDA

## Day 1 – December 3, 2019

### Chapter 1: Introduction to Standards

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- ◆ Preliminary Examination
- ◆ Overview - TNI Standard
- ◆ Overview of Assessment Process
- ◆ Conformance to Standard, Methods, Procedures

### Chapter 2: Assessor Performance

- ◆ Qualifications
- ◆ Ethics
- ◆ Skills and Handling Difficult Situations

### Chapter 3: Assessment Process (V2M3)

- ◆ Planning, Conducting, Reporting
- ◆ Completing
- ◆ Checklist
- ◆ Writing deficiencies (findings)

## Day 2 – December 4, 2019

### Chapter 4: Proficiency Testing (PT) (V1M1)

- ◆ Reviewing PT data
- ◆ Understanding reporting limits

### Chapter 5: Management System Elements (V1M2 Section 4)

- ◆ Organization, Administration
- ◆ Improvement, Preventive Action
- ◆ Corrective Action, Internal Audits, Management Review
- ◆ Documentation and Data Integrity
- ◆ Records, Paper and Electronic

### Chapter 6: Technical Elements (V1M2 Section 5) (V1M3-M7)

- ◆ Personnel
- ◆ Method Selection
- ◆ Quality Control
- ◆ Traceability-Methods, Sample, Data, Standards, Process
- ◆ Proficiency Testing (V1M1, V2M1)

## Day 3 – December 5, 2019

### Chapter 7: Laboratory Assessment (V1M1-M7)

- ◆ Documentation and Data Review
- ◆ Conformance Evaluation
- ◆ Effectiveness of Management System

### Chapter 8: Conclusion

- ◆ Questions and Final Comments
- ◆ Scoring
- ◆ Final Examination
- ◆ Review of Final Examination

## COURSE NOTES

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 Environmental 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.

**BRING TO CLASS:** Hard copy of the 2016 TNI Environmental Laboratory Standard Volume 1 and Volume 2 and Checklist and other class materials (Course book). Materials are emailed to you prior to the start of the class. The 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 must come to class knowing the contents of the TNI standard in order to successfully complete the course.

## LOGISTICS

**Dates:** December 3 to December 5, 2019

**Instructor:** Marlene Moore, President, Advanced Systems, Inc.

**Location:** Illinois EPA  
1021 North Grand Avenue East, Springfield, IL

**NOTE:** This facility is a secure facility and all participants must have photo ID to gain entry.

**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**