

TNI Generic Electronic Application

User Manual 1.2

01/28/2020

Document Changes

- 22 Jan 2019 Added "Program" to FOA selection
- 05 Nov 2019 Added "State ID", "Application Type", "Change Type", Owner Address Type.
- 28 Jan 2020 Added more instructions for completing the new fields.

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INTRODUCTION

History

The TNI national laboratory accreditation database went online in 2010 and data is being uploaded from many of the Accreditation Bodies (ABs). Laboratories indicated that a single general application would save them many hours of work and reduce the numbers of errors occurring in the applications. Each AB has developed a system to accept applications from laboratories.

Currently, laboratories must complete applications for each Accreditation Body to which they apply for accreditation (Primary and Secondary) and are typically required to complete new applications for each renewal cycle (annually). ABs have indicated that they do not always receive all the required information with each application, meaning they have to go back to the laboratories to get the information. In addition, laboratories must have the ability to apply for different Fields of Accreditation (FOA) from different Accreditation Bodies.

Filling out multiple applications with essentially the same information is inefficient and can lead to increased transcription errors. A system that held current demographic data and Field of Accreditation (FOA) data would provide a central location for application data and allow laboratories to apply for renewal or to multiple ABs with confidence that identical data is being transmitted each time.

Stakeholders

- Environmental Laboratories
- Accreditation Bodies
- Database Overview

Scope

The required data elements were gathered from a review of pertinent standards and technical references, and interviews with key TNI personnel and members of the stakeholder groups. The application provides a hardcopy output and an electronic download to be used directly by the laboratory or submitted to the AB.

The TNI electronic accreditation application is not designed to be used to manage and operate an accreditation program. The individual requirements and existing systems that different primary Accreditation Bodies have for managing laboratory accreditations are beyond the scope of this project.

Laboratory Demographics

This section of the application contains legal names, address, phone and FAX numbers, contact information as well as personnel responsible for laboratory management, Quality Assurance, and technical sections.

Fields of Accreditation

This section contains information about the Fields of Accreditation (FOA) for which the laboratory seeks accreditation. This is not to be confused with the FOA for which the laboratory is accredited as that information is stored in the TNI Laboratory Accreditation Management System (LAMS). The application will list methods and their associated analytes from which the laboratory can select. Once a laboratory selects a method, only the analytes associated with the method will be displayed for selection. The application provides a means for selecting all or part for submission to a particular Accreditation Body for primary or secondary accreditation.

Getting Started

Before you complete this electronic application, be sure to confirm that the Accrediting Body to whom you are applying is currently accepting this format. Also note that each AB will have a set of instructions to indicate what other information is required with the application before it is considered complete. Once you have determined that you are ready, enter this address into your browser:

<http://GenApp.nelac-institute.org>

You should then see this page:

TNI Generic Application for Laboratory Accreditation

Getting started
To use this website, you must first create an account by clicking the Register link at top-right. The system will then send you an e-mail with a link you must click to confirm your account. Once your account has been activated, you will be able to log in and use the "Start" link to create/edit your application(s).

About LAMS
TNI LAMS is a central repository for information regarding the accreditation status of environmental laboratories.

About TNI
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.

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Along the upper banner you will see several links:

- **Home** directs you back to the TNI Generic App home page
- **Contact** opens a form you can use to contact TNI staff for questions, comments, or problems with the electronic application. This is not appropriate to use for things unrelated to the application.
- **Register** allows first time users to register to use the electronic application.
- **Log in** allows registered users to start using the electronic application.

If you select "Go to LAMS", you will be directed to the Laboratory Accreditation Management System (LAMS) home page. If you select "Go to TNI" you will be directed to the TNI home page.

Register

First time users are required to register in order to use the system. Select "Register" and complete the form. Press "Register" at the bottom of the form to complete the registration. You can sign in as soon as registration is complete.

Register.

Create a new account

Full Name

Email

dan.hickman@nelac-institute.org

Organization

Password

.....

Confirm password

Register

Log in.

Enter your Generic Application account credentials to log in.

Email
The email field is required.

Password
The password field is required.

Remember me

[Register as a new user](#)

[Forgot your password?](#)

Note that once you have successfully logged in, the banner will change by adding “Start”, “Hello, email address” and “log off”. Select “Start” to begin or continue the electronic application process.

Application listing

My Applications

App #	Application Name	AB	Date Started	Date Submitted		
43	TNI1	OR	1/14/2016		Copy	Chg Name or AB
44	TNI-import		1/14/2016		Copy	Chg Name or AB
46	tni2		1/25/2016		Copy	Chg Name or AB
47	Tulsa		1/26/2016		Copy	Chg Name or AB
48	Tulsa2	OR	1/26/2016		Copy	Chg Name or AB
49	KS Primary 2016	KS	3/14/2016		Copy	Chg Name or AB
66	VA test	VA	8/10/2016		Copy	Chg Name or AB
67	nj p	NJ	8/10/2016		Copy	Chg Name or AB
68	tx	TX	8/10/2016		Copy	Chg Name or AB
69	The dalles	OR	8/10/2016		Copy	Chg Name or AB
72	OK test	TX	8/11/2016		Copy	Chg Name or AB
74	test3	OR	8/11/2016		Copy	Chg Name or AB
75	test4	TX	8/11/2016		Copy	Chg Name or AB
78	Copy of Tulsa2		12/15/2016		Copy	Chg Name or AB
113	Chemtech	UT	3/15/2018		Copy	Chg Name or AB
124	Illinois Test1	IL	5/24/2018		Copy	Chg Name or AB
143	OK Test	OK	5/16/2019		Copy	Chg Name or AB

[Start New Application](#)

[Continue Application](#)

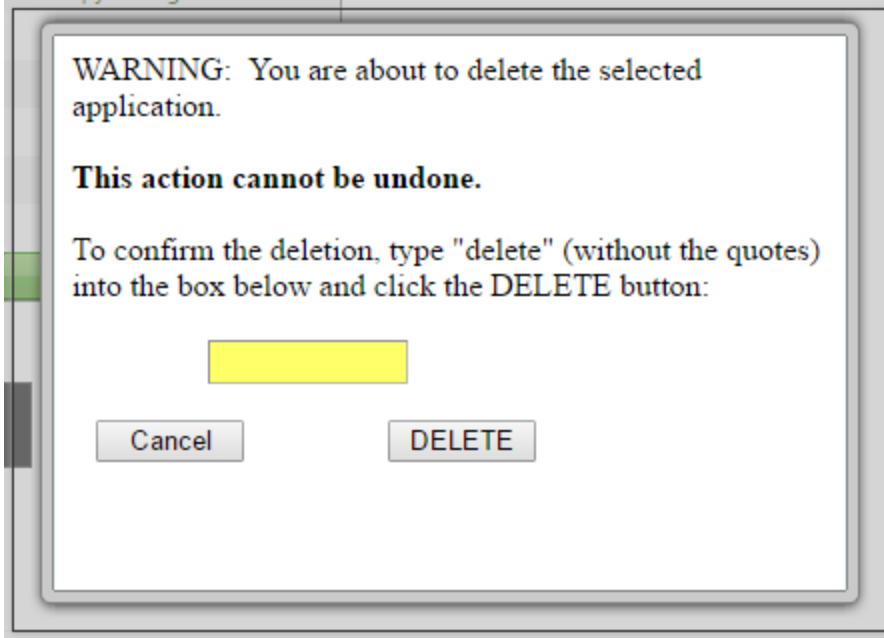
[Remove Application](#)

You can select an application in the table and select “copy” to make a copy. If you select “Chg Name or AB”, you will be presented with a dialog box that allows you to change the application name and also provides a drop down box to select a new AB.

Selecting “Start a New Application” opens a form for you to name the application and select the AB to whom you are applying.

Select an application in the table and click on “Continue Application” to work on an application that has been saved.

If you select “Remove Application” to permanently delete an application from the table, you will get a dialog box warning you that once the application has been deleted it is gone.



Starting a new application.

Select "Start New Application" to begin a new application. A form will appear on which you will enter a name for the application. We would suggest you select something descriptive such as "Oregon Primary 2020" Or "Texas Secondary 2020" to help keep the applications organized and easy to recall.

Copy City Name of AD

Enter a name for your application. This name is only to help you to organize your applications, and will not appear on the application itself:

Select an Accreditation Body for your application:

ie

Enter a name for your application. This name is only to help you to organize your applications, and will not appear on the application itself:

Select an Accreditation Body for your application:

▼

- Florida Department of Health Environmental Laboratory Certification Program
- Illinois Environmental Laboratory Accreditation Program (IL ELAP)
- Kansas Department of Health and Environment
- Louisiana Department of Health & Hospitals Laboratory Certification Program
- Louisiana Environmental Laboratory Accreditation Program
- Minnesota Dept of Health, Environmental Laboratory Accreditation Program
- New Hampshire ELAP
- NJDEP Office of Quality Assurance
- NY Environmental Laboratory Approval Program (ELAP)
- Oregon Environmental Laboratory Accreditation Program
- PA-DEP, Laboratory Accreditation Program
- Texas Commission on Environmental Quality
- Utah Department of Health
- Virginia Division of Consolidated Laboratory Services

Once the application has been created, you will be taken to the actual application form. Notice that across the top a blue tab marks progress through each of the individual application steps:

- Basic Info
- Address
- Personnel
- FOAs
- Review and Submit

Note: It is very important that you move back and forth through each section using “Next” and “Previous” in order to ensure that the data has been appropriately saved.

Basic Info Address Personnel FOAs Review & Submit

Next

BASIC INFORMATION

TNI Laboratory ID:

Application Type:

Change Type (check all that apply):

- Renewal - No Change to Scope of Accreditation
- Change in Ownership/Ownership Transfer
- Add/Change Laboratory Supervisor/Personnel
- Change in Administration Information - Legal Name and/or Address
- Update Contact Information - Phone, Email, etc.
- Change Lab Personnel/QA Officer
- Other Administrative Lab Detail Changes
- Addition of Fields of Accreditation
- Withdrawal of Fields of Accreditation
- Proficiency Test Changes
- Other Changes

Legal Name:

EPA Laboratory ID:

State Laboratory ID:

FEIN:

Type of Laboratory:

Website:

Hours of Operation:

Directions to Laboratory:

Basic Info

If you are new to NELAP accreditation, leave the TNI Laboratory ID blank and complete the entries on the basic info page.

Select "Application Type" and from the dropdown select as appropriate:

- Initial
- Renewal
- Update Registration
- Incremental
- Error Correction
- Request to Relinquish Certificate

Press "Next" to continue to the next form.

If you are or have been a NELAP accredited lab you should enter your TNI Laboratory ID and select "Load for LAMS". Make necessary corrections and additions and then press "Next" to continue to the next form.

ADDRESSES

Physical Address
Address Line 1: 2200 West 94th Street
Address Line 2:
City: Bloomington
State or Province: Minnesota
Postal Code: 55431
Country:

Same as Physical

Mailing Address
Address Line 1:
Address Line 2:
City:
State or Province: Select...
Postal Code:
Country:

Same as Physical

Billing Address
Address Line 1:
Address Line 2:
City:
State or Province: Select...
Postal Code:
Country:


Same as Physical

Owner Address
Address Line 1:
Address Line 2:
City:
State or Province: Select...
Postal Code:
Country:

Once again if you already have a TNI Laboratory ID you can select “Load from LAMS” and address data will be populated from LAMS, otherwise complete the form. Selecting “Same as Physical” will duplicate the entries from the Physical Address section.

Press “Next” to save and continue.

Key personnel

 ADD PERSONNEL

Add Personnel

First Name

Last Name

Title

Field of Responsibility

Phone

Fax

Email

Primary Contact

Complete form by filling out each entry for each of the critical personnel. The title field is a dropdown list that contains:

- Laboratory Director
- Technical Manager
- Technical Manager Deputy
- Quality Assurance Officer
- Quality Assurance Officer Deputy
- Other

Fields of Accreditation

Basic Info > Address > Personnel > **FOAs** > Review & Submit

Previous Next

FIELDS OF ACCREDITATION

Current Add Withdraw

Instructions: This screen displays your laboratory's currently accredited FOAs as recorded in LAMS. Press the "Load from LAMS" button to refresh this information. To request withdrawal of FOAs from your scope of accreditation, highlight or checkmark selected FOAs and press the "Mark for Withdrawal" button.

Load from LAMS Mark for Withdrawal

<input type="checkbox"/>	Program	Matrix	Method Code	Method	Analyte Code	Analyte	CAS#	Type
<input type="checkbox"/>	All	All						All

No current FOAs found.

New Application FOAs

If this is a new application, you would select the "Add" tab and you will be presented with the option of selecting FOAs (Matrix-Method-Analyte).

Add Primary Field of Accreditation

Basic Info > Address > Personnel > **FOAs** > Review & Submit

Previous Next

FIELDS OF ACCREDITATION

Current Add Withdraw

Instructions: This screen displays the FOAs you are requesting to be added to your scope of accreditation. Press the "Add New FOA" button to request additional FOAs. To remove an FOA from this list and cancel a request for addition, highlight or checkmark selected FOAs and press the "Cancel Selected Addition(s)" button.

Add New FOA Cancel Selected Addition(s)

<input type="checkbox"/>	Program	Matrix	Method Code	Method	Analyte Code	Analyte	CAS#	Type	Note
<input type="checkbox"/>	All	All						All	

No FOAs have been requested for addition.

If your AB requires program to be included in the application, please select the checkbox for "Program" to add it as a field in the FOA report. In order to add FOAs to an existing table or a new table, select "Add New FOA" to get to the add FOA dialog form:

ADD FOAS

Add Field of Accreditation

Add Primary FOA

Add Secondary FOA

Instructions: Select a method from the drop-down list, then select analytes for accreditation. You may select multiple analytes by holding down the CTRL key while clicking on a row, or click-and-drag over the rows you want with your mouse.

Matrix:

- Check All
- Air
- Drinking Water
- Non-Potable Water
- Solids and Chemical
- Tissue

Program:

- Check All
- Air
- Safe Drinking Water Act
- Clean Water Act
- RCRA

AB:

- Show methods for OR only

Click to select a method; type here to search

Save

Close Form

Add Unlisted Analyte

<input type="checkbox"/>	TNI Code	Analyte	CAS#	Type
No records to display.				

You must select “Add Primary FOA” tab to add request for primary FOAs to your list.

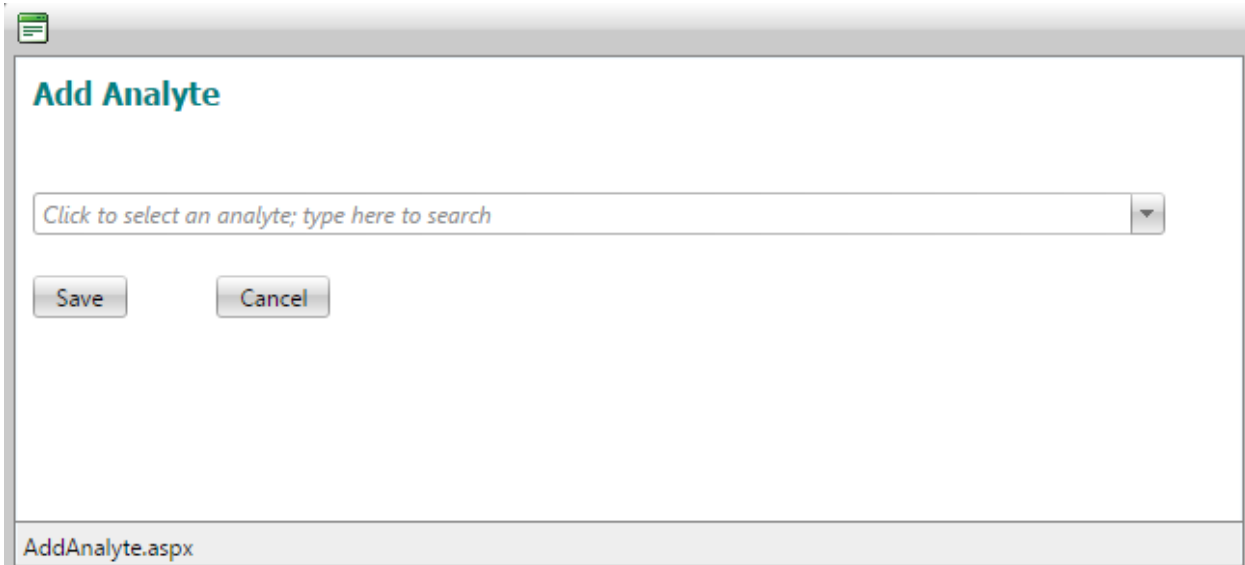
Select the matrix or matrices for the FOA you want to add. Select program if applicable (this field is optional).

To limit the search list, select “Show methods for AB only” and you will only see the list of methods currently accredited by the specific AB. You will have a chance to add FOAs not listed.

Type whole or partial method reference (i.e. EPA 524.2) into the dropdown box “Click to select a method type here to search” and wait until selection is displayed (it could take a few seconds). Because of the multiple revisions and revision dates for the methods, it would be helpful if you know which TNI method code you are looking for. These can be easily found in LAMS or the downloaded method table from LAMS.

Once you have selected the method, an analyte list will be displayed. This form recognizes standard Windows commands so you can select one analyte at a time, select a batch by clicking on the first analyte and then hold shift while selecting the last analyte. You can click the box at the top of the Analyte Table and all analytes will be selected. You can then go back and click on any you do not want.

If the analyte you need is not listed, select “Add Unlisted Analyte” and the “Add Analyte” form will be displayed.



Type in whole or partial analyte name and select the analyte. Click “Save” and you will be returned to the Add Analyte form.

Continue adding FOAs being sure the matrix is still correct for each addition. When finished click on “Save”. After saving you can quit, go to previous sections, or move on to the final tab.

Add Secondary Field of Accreditation

You can request secondary accreditation for any FOA for which you already have primary accreditation with another Accreditation Body.

If the lab wants to add FOAs as secondary that they already have with another AB, they would go to the Add tab, click the Add New FOA button, then click the Add Secondary FOA tab. There the lab’s primary FOAs from other ABs (per LAMS) are listed, and can be filtered by the AB they are with (in the case of 1354, LADEQ, LADHH, and UT) and selected to be added as secondary to the lab’s scope with Oklahoma.

Renewal Application FOAs

If your FOAs are already in LAMS, you could select “Load from LAMS” and the FOA table will be populated with the data from LAMS. At this point you have the option of adding a new FOA to the existing list or withdrawing FOAs from the existing list.

The “Load from LAMS” button is only supposed to load the lab’s current FOAs for the AB they have selected for the application in progress. This is because the FOAs it loads are loaded into the “Current” FOA tab, and all that the user can do with them is choose FOAs to withdraw from their scope with the current AB. The Current FOAs tab doesn’t even store an AB id, since the AB for current FOAs is always implicitly the same as the application AB. I think the reason the “Load from LAMS” button was trying to load every FOA (regardless of AB) was because my initial design for GenApp was to have one app for multiple ABs, and AB selection was done at the end of the process, not the beginning. I guess I never went back and updated that query – until now. When you use “Load from LAMS” on 1354 now, it doesn’t load any FOAs, because the application AB is Oklahoma, and the lab doesn’t have any FOAs with them yet. If the application AB was changed to UT, for example, then “Load from LAMS” would load the lab’s FOAs from Utah.

Review and Submit



Previous Finish

REVIEW & SUBMIT

Click the Error Check button below to check your application for errors. Your application cannot be submitted until all errors have been resolved.

Error Check

Click the Preview button below to download a PDF copy of your complete application. Please carefully review your application prior to submittal.

Preview

When you are ready, click the Submit button below to submit your application to your selected Accreditation Body.

SUBMIT

This final tab has three possible selections:

Error Check – Check applications for missing information.

Preview – Allows user to see the hardcopy and electronic forms being submitted.

SUBMIT – Electronically submits the application forms to the AB.

Note: Accreditation Body must setup email address and AB specific instructions for application in LAMS. Instructions for the AB are included in the TNI LAMS 2.0 AB Manual.