

## TNI Activities List

October 13, 2008

Note: This table was created from the goals and objectives in the 2007 TNI Strategic Plan ([http://www.nelac-institute.org/docs/archives/TNI\\_STRATEGIC\\_PLAN.pdf](http://www.nelac-institute.org/docs/archives/TNI_STRATEGIC_PLAN.pdf)). Acronyms used in the table are defined at the end of the table.

### 1. Establish and maintain a national program for the accreditation of environmental laboratories and other organizations directly involved in the generation of environmental monitoring data.

#### 1.1 Finalize all environmental laboratory accreditation standards that are currently under development.

- Complete consensus standards process.	CSDB	Done
- Build secure on-line document download system.	Ex Director	Oct 2008
- Consider renegotiation of agreements with ASTM and ANSI.	Ex Director	Oct 2008
- Complete LASC review.	LASC	Jan 2009
- NELAP Board adoption.	NELAP Board	Jan 2009
- Replace NELAC 2003 standard.	NELAP Board	July 2010

#### 1.2 Establish and maintain a national PT program to support NELAP.

- Establish and maintain FoPTs for chemical & micro in potable water, non-potable water and soils.	PT Board	Done
- Establish and maintain FoPTs for Whole Effluent Toxicity.	PT Board	Jan 2009
- Establish and maintain FoPTs for Air and Emissions.	PT Board	Jan 2009
- Select PT provider accreditor.	PT Board	Done
- Hold an annual PT caucus.	PT Board	Jan 2009
- Implement the new TNI standards for PT providers and PTPAs.	PT Board	July 2010
- Resolve PT database ownership issue.	Ex Director	Oct 2008

#### 1.3 Establish a credible and efficient system for the recognition of Accreditation Bodies.

- Establish policies and SOPs	NELAP Board	Done
- Complete 2008 evaluations of existing ABs	NELAP Board	Dec 2008
- Complete 2009 evaluations of existing ABs	NELAP Board	Dec 2009
- Provide introductory training to potential new ABs	NELAP Board	Oct 2008
- Revise AB application form	NELAP Board	Done
- Establish fee for services plan	NELAP Board	June 2009
- Provide mentoring session for new ABs	NELAP Board	Jan 2009
- Process new AB applications	NELAP Board	As needed
- Implement the 2008 TNI AB standard	NELAP Board	July 2010

#### 1.4 Develop a national database of accredited laboratories.

- Beta version of database released. DB demo in Miami	NDB	Jan 2009
- Implement national database	NELAP Board	June 2009

#### 1.5 Develop and implement policies and procedures to implement a national program.

- LASC will take this on after standards review complete	LASC	June 2010
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#### 1.6 Expand the program into non-traditional areas of environmental data collection.

- Establish an air audit sample program		
Establish SSAS committee	CSDB	Done
Prepare Working Draft Standard	SSAS	Jan 2009

Finalize standard	SSAS	Sept 2009
Implement program	SSAS	Oct 2009
- Establish an FSMO program		
Develop standards for FSMO	FAC	Done
Develop plan for FSMO program	FAC	Jan 2009
Recognize FSMO AB	FAC	Jan 2009
Begin accrediting FSMOs	FAC	July 2009
Integrate SSAS effort into FSMO program		Jan 2010
- Establish a Taxonomy program		
Form a Taxonomy Expert Committee	CDSB	Oct 2008
Develop standards for Taxonomy		Jan 2011
Establish Taxonomy program		
Recognize Taxonomy AB		
- Identify other areas	BoD	June 2009
- Revise SOP on standards development to allow for expansion.	CDSB	Dec 2008
- Revisit TNI Mission and Vision as it relates to emerging programs.	BoD	June 2009
<b>1.7 Revise the laboratory accreditation standards</b>		
- Prepare recommendations regarding the PT frequency issue.	PT Committee	Aug 2009
- Consider tabled items from standards voting in 2007.	Expert Committees	Next cycle
- Consider feedback from stakeholder groups.	Expert Committees	Next cycle

## **2: Increase the number of states participating in NELAP.**

<b>2.1 Develop an effective system for having states participate in the program without having to become Accreditation Bodies.</b>		
- Consider options for Affiliate or Associate ABs.	AB committee	Aug 2009
- Hold an Affiliate/Associate AB forum at each of TNI's meeting.	LASC	On-going
- Build a directory of every state accreditation program.	TAC	June 2009
- Survey non-participating states.	AB Committee	Jan 2009
<b>2.2 Develop materials and provide assistance to states to make it easier for them to participate.</b>		
- Provide an Assessment Forum at every TNI meeting	TAC	On-going
- Provide mentoring sessions for ABs at TNI meetings	TAC	On-going
- Develop model legislation and regulations for new ABs to use	TAC	Jan 2009
- Build a Methods Compendium for use by assessors	NDB	April 2010
<b>2.3 Provide outreach to stakeholder groups to understand their needs and concerns on national accreditation and bring those needs and concerns back to TNI for action</b>		
- Identify groups for meetings and set priorities	Advocacy	Dec 2008
- Hold meetings and identify issues of concern	Advocacy	Dec 2009
- Form a joint taskforce to identify and work together through the issues	Advocacy	June 2010
- Summarize what has been learned, present to appropriate TNI programs, and work to implement needed changes.	Advocacy	July 2010
<b>2.4 Work with other EPA programs (e.g., Air, Solid Waste, Wastewater) to make the TNI program meet their needs.</b>		
- Identify groups for meetings and set priorities	Advocacy	Dec 2008
- Hold meetings and identify issues of concern	Advocacy	Dec 2009
- Form a joint taskforce to identify and work together through the issues	Advocacy	June 2010
- Harmonize the TNI accreditation standards with the EPA drinking water certification program		

Compare DW manual to TNI standard		Jan 2009
Present findings to EPA OW and TNI Expert Committees	Advocacy	June 2009
Develop revised WDS as appropriate	Expert Committees	Jan 2011
- Summarize what has been learned, present to appropriate TNI programs, and work to implement needed changes.	Advocacy	July 2010
- Continue efforts to work with DMRQA program	Advocacy	Dec 2009
- Continue to work with EPA to further the implementation of the performance approach.	Advocacy	Dec 2009

### 3: Increase the number of laboratories participating in NELAP.

3.1 Advocate for stronger support of accreditation from data users.		
- Develop white paper to promote benefits	Advocacy	Dec 2008
- Seek opportunities to promote benefits	Advocacy	On-going
3.2 Promote the benefits of accreditation to laboratories.		
- Develop white paper to promote benefits	Advocacy	Dec 2008
- Seek opportunities to promote benefits	Advocacy	On-going
3.3 Develop materials and provide assistance to laboratories to make it easier for them to participate.		
- Develop templates to help laboratories	TAC	On-going
- Hold workshops to assist labs in becoming accredited	TAC	On-going
- Establish Small Laboratory advocate position	BoD	Done
- Define duties for Small Laboratory Advocate	TAC/Advocacy	Oct 2008
- Consider TNI lab hotline	LASC/BoD	Jan 2009
- Develop guidance documents on the new TNI standards	TAC	Jan 2010
- Revise Quality Manual template to new TNI standards	TAC	Jan 2010
3.4 Persuade data users to make accreditation mandatory.		
- Develop white paper to promote benefits	Advocacy	Dec 2008
- Seek opportunities to promote benefits	Advocacy	On-going

### 4: Provide conferences that provide benefit to the environmental community and enhance TNI's mission.

4.1 Hold a semi-annual Forum on Laboratory Accreditation.		
- Revisit scope and scale of winter meeting	Conference	Done
4.2 Co-sponsor the National Environmental Monitoring Conference.		
- Work with NEMC Board to co-host this meeting	Conference	Done
- Hire additional contractor to work on technical program	Ex Director	Done
- Write proposal to secure grant renewal	Finance	Dec 2010
4.3 Conduct other regional conferences and workshops.		
- Identify regional conferences where TNI could hold workshops	TAC	June 2009

### 5: Establish infrastructure to ensure TNI's future success.

5.1 Attract and retain qualified paid and volunteer staff for all services and activities.		
- Improve on-line membership process	Website	Done
- Improve committee application process	Website	Dec 2008
5.2 Increase the operational and management efficiency and effectiveness of TNI.		
- Improve functionality of website	Website	Done
- Complete migration of all website information	Website	Dec 2008
- Prepare an annual operational budget	Finance	Dec 2008
- Conduct financial review of TNI 2006 records	Finance	Dec 2008
- Conduct financial review of TNI 2007 records	Finance	April 2009
- Establish routine financial reporting system for quarterly reports	Finance	Oct 2008
- Establish document management system	Secretary	Jan 2009

- Establish process to measure the effectiveness of each program	BoD	Jan 2009
- Develop Policies and SOPs for general TNI use	Policy	On-going
- Develop Policies and SOPs for finance and administrative activities	Finance	April 2009
- Fund Program Administrator for Advocacy effort	BoD	Done
<b>5.3 Meet the needs of stakeholders by providing an appropriate level of service.</b>		
- Produce an Annual Report	BoD	April 2009
- Ensure Website has timely useful information	Website	On-going
- Provide periodic member newsletter	Advocacy	On-going
<b>5.4 Acquire stable, long term financial resources to support TNI programs and their growth.</b>		
- Generate a business plan	BoD	April 2009
- Establish process for sale of TNI documents	Finance	Done
<b>5.6 Develop and maintain an effective Board of Directors.</b>		
-Target outreach to new members and new attendees not on committees	BoD	April 2009
- Discuss and resolve how training will be done	BoD	April 2009
- Board succession	BoD	April 2009
- Conduct performance evaluation on Executive Director	BoD	April 2009
- Follow up with Allan Antley on TNI collaboration for eLRN.	BoD	April 2009
- Update Strategic Plan	BoD	Jan 2009

AB — Accreditation Body  
 ACIL — American Council of Independent Laboratories  
 ANSI — American National Standards Institute  
 APHL — Association of Public Health Laboratories  
 AWWA — American Water Works Association  
 BoD — TNI Board of Directors  
 CSDP — Consensus Standards Development Program  
 DB — National Database of Accredited Laboratories  
 DMRQA — EPA's Discharge Monitoring Report: Quality Assurance program  
 DW — Drinking Water  
 eLRN — Emergency Laboratory Response Network  
 FAC — Field Activities Committee  
 FoPT — Fields of Proficiency Testing  
 FSMO — Field Sampling and Measurement Organization  
 ISO — International Standards Organization  
 LASC — Laboratory Accreditation System Committee  
 NACWA — National Association of Clean Water Agencies  
 NDB — National Database Committee  
 NELAP — National Environmental Laboratory Accreditation Program  
 NEMC — National Environmental Monitoring Conference  
 NPW — Non-Potable Water  
 PT — Proficiency Testing  
 PTPA — Proficiency Test Provider Accreditor  
 QS — Quality System  
 SSAS — Stationary Source Audit Sample Committee  
 TAC — Technical Assistance Committee  
 WDS — Working Draft Standard