

TNI Board of Directors Meeting Summary July 13, 2022

ROLL CALL

Directors	Present	Staff	Present
Jordan Adelson	X	Lynn Bradley	X
Aaren Alger	X	Paul Junio	X
Steve Arms	X	Jerry Parr	X
Caitlin Brice	X	Ilona Taunton	X
Justin Brown	X	Janice Wlodarski	X
Kristin Brown	X	Bob Wyeth	X
David Caldwell	X		
Robin Cook	X		
Stacie Crandall	X		
Jack Farrell	X		
Maria Friedman			
Myron Gunsalus	X		
Jessica Jensen	X		
Harold Longbaugh	X		
Judy Morgan	X		
Patsy Root	X		
Debbie Rosano			
Valerie Slaven	X		
Nick Slawson	X		
Alfredo Sotomayor	X		
Lem Walker	X		
Past Chair			
Sharon Mertens	X		

AGENDA

- 1. Review of Consent Agenda – Approved 7/13/2022**
- 2. Continued Discussion of Subcommittees**

During the June Board call, the Board had extensive discussion related to subcommittees approving items with approval by the main committee. The Policy Committee met in June to discuss this issue with several guests, including Alfredo and Maria. After extensive discussion, the Policy Committee determined that any action taken by a subcommittee must be approved by the main committee and SOP 1-101 (see 3.1 below) was revised to reflect that decision. The Policy Committee noted that a main committee could take the action that the Board does with the Consent Agenda, meaning that the action could be approved with “unanimous consent.”

Unanimous consent is a parliamentary procedure used frequently by the US Congress and many other groups to “expedite business by eliminating the need for formal votes on questions in which the existence of a consensus is likely.” https://en.wikipedia.org/wiki/Unanimous_consent

Unanimous consent can be obtained by the chair asking if there are any objections to doing something. For instance, the chair may state, "If there is no objection, the motion will be adopted. [pause] Since there is no objection, the motion is adopted." On the most routine matters, the chair may shorten this statement to four words: "Without objection, so ordered" or even to two words: "Without objection."

Discussion:

Voting SOP – There is no option other than for Super Majority Vote for matters relating to Standards, including SIRs. We will need to revise the Voting SOP to reflect this discussion above “without objection” or “unanimous consent”. Until this is revised, any action on an SIR will require a Super Majority Vote.

Add “unanimous consent” to the SOP.

Without objection or Unanimous consent should only be used for items that are non-controversial and where no one disagrees. Unanimous consent can be used for multiple items at once time (i.e., 3 out of 5 SIRs).

Policy should make this change by the next call.

3. Implementation Guidance (Attachments 1A and 1B)

Based on the discussion of this term at the June Board call, LASEC recommended a change to the term “Potential Compliance Strategies.” The Policy committee discussed this proposed change and explored other options, but in the end decided the term was not that critical for two reasons:

- The folder that contains these documents has a clear statement that provides a clear description of the document.
- Each of the documents in this folder contains a Disclaimer.

Discussion:

The Policy Committee accepted the LASEC name change. They also liked the term Implementation Guidance to stay the same too because of the disclaimer – which is so clear – that this is not required Standard, but true guidance. Final agreement was to keep the term Implementation Guidance.

4. Change in Committee Management of NEFAP

As discussed in Section 6.1 of the Consent Agenda, the NEFAP Executive Committee is considering changing the process by how members are elected to the Committee to make it consistent with other committees. A Board motion to support this change would be appreciated.

Board Motion: Without objection, so moved.

5. SOPs to Review

5.1 SOP 1-100

Section 9.5 was revised to indicate subcommittees can only provide recommendations. The revised language reads:

- 9.5 Subcommittees may only provide recommendations on proposed actions to be taken to a parent committee unless otherwise documented in the subcommittee’s scope.

This SOP does require approval by the Board.

Board Motion: Unanimous consent.

5.2 SOP 1-110: Educational Delivery System

This SOP describes the procedures for development, review, acceptance, renewal, and establishment of fees for trainings. The revisions were primarily to address how TNI manages the training process internally and included the following:

- Revision to Section 5.1.2, clarifying roles of TNI staff.
- Revision to Section 5.4, changing “Good Laboratory Practices” to “Fundamental Laboratory Skills” to avoid any conflict with the EPA FIFRA program which uses the GLP term.
- Revision to Section 5.5, eliminating “Training Course Reports” and changing to “Training Course Database” to simplify the process for managing courses.

This SOP does not require Board approval.

FROM CONSENT AGENDA

7.2 Laboratory Accreditation Systems Executive Committee

2022 Objectives	Status
Manage the Standards Interpretation Request (SIR) process to ensure that all SIRs meeting the requirements of SOP 3-105 are successfully addressed, using a Subcommittee that has delegated authority to act on behalf of LASEC to discuss, handle, and process SIRs and SIR decisions. Engage the assistance of Expert and Executive Committees as appropriate for standards interpretations, guidance documents and related tools.	<p>Ongoing.</p> <p>Chair and PA met with Policy Committee on June 17 to participate in discussion that concluded with removal of SIR Subcommittee's delegated authority to manage SIRs. The full LASEC will now be required to approve (by super-majority vote) all SIR activities, based on the recommendation of the SIR Subcommittee.</p> <p>The SIR Management SOP will be revised accordingly.</p> <p>Began discussion of whether and how NELAP ABs implement and enforce SIRs. Discussions will continue at conference.</p>

Manage development of Implementation Guidance (IG) **Potential Compliance Strategies** in accordance with SOP 3-114, as needed.

No new Implementation Guidance requested; one in development.

Approved revisions of IG SOP 3-114 to address Policy Committee concerns, but rejected request to have full committee approve IGs. As the SIR Subcommittee had delegated authority to approve SIR responses, LASEC proposes to modify its charter to include SIR Subcommittee approval of IGs.

After the June 17th meeting with the Policy Committee, Implementation Guidance activities will require approval by LASEC. As these are not part of the Standard and not enforceable, a simple majority vote will be adequate.

At its June 23rd meeting, the LASEC voted to rename IGs "Potential Compliance Strategies". The IG SOP will be revised accordingly.

Review Voting Draft Standards as they are developed to ensure they are suitable for use by considering AB and laboratory needs early in the development process.

Voting on Recommendation about Radiochemistry Draft Standard V1M6 completed and recommendation delivered to NELAP AC.

Voted approval of Recommendation about Asbestos Revised Draft Standard V1M3 for delivery to NELAP AC. LASEC recommendation is conditioned on addressing two specific and needed technical edits.

Ensure that laboratory assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum).

Sessions at EMS in Crystal City – Internal Audits: Bringing Together Assessor Expectations and Perspectives.

Assume Role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions).

Ensure that laboratory representatives and other stakeholders have an organized session at every TNI conference to discuss common issues (Mentor Session).

Planning has begun for sessions at NEMC in Crystal City – The Incredible Journey of Internal Audits – Episode 1. How much ground do you need to cover and how?

Develop Draft Policies and SOPs for NELAP as requested

None active at present.

Added new member, Patty Carvajal, San Antonio River Authority.

Discussion:

Should we the Board communicate that we understand that the SIRs have to be followed and relay this to the AC and the Assessors?

We have new assessors that may need additional education.

Multifaceted approach/situation:

- 1) A lot of new people that aren't aware that SIRs are to be followed.
- 2) If there is an AB that has decided that [this] is the wrong interpretation and is not going to enforce it, give [the lab] an opportunity to go to AB and complain.
- 3) Is there a consequence for the situation where a lab has an AB that is not enforcing the SIR?
- 4) Make sure everyone knows that this is not a new Standard, hold a staff meeting and reinforce...
- 5) Final education – make sure they don't site the SIR, they site the Standard...

Idea: Make the Marlene Moore class or handout necessary?

We should Issue statement to the two groups that seem to be key in not understanding that the SIRs – evaluators and the ABs (thru the AC) – have to be enforced. If this doesn't work, then a next step needs to be taken.

Publish a statement to evaluators – they need to look at this issue when they do their evaluation. We need to look to see if certain things are done – especially having to do with NELAC Standard, etc. We can then gather more information if we have to.

We can ask the question – do you follow the interpretation? But, unless there is a lab report that sites one of these things, or they answer no to the question, there isn't more we can do.

What is the Board's direction to LASEC going to be? Table it until the conference? This has not made its way to the AC yet. Maria and Aaren talked about the rules they have. Maria asked Aaren to reach out to Kristen and ask if she could be put on the agenda to talk to the ABs to SIR implementation. Maria was also going to ask the AC more about adoption. The plan is to have a conversation today and then get feedback from the conference. Give the AC a little more heads up about the topic.

Question: How do we want to proceed? The Board should wait until the conference and see how this issue plays out before making a statement.

Current Webpage



Attachment 1B Disclaimer on Every Implementation Guidance Document

The screenshot shows a computer screen with two main windows. On the left is a Microsoft Word document titled "Attachment 1A. Suggested Changes to Implementation Guidance Folder on Website". It contains a table of contents and a list of documents. On the right is a web browser window displaying the NELAC Institute website. The website has a blue header with the logo and navigation links. The main content area is titled "TNI Standards Guidance" and includes a disclaimer, a module for Chemistry, and a list of references.

Attachment 1A. Suggested Changes to Implementation Guidance Folder on Website

Current Webpage

- Combined Interpretations of the 2003, 2005, and 2016 Standards that apply to Volume 1 of the 2016 TNI Standard
- 2016 Standard Interpretations
- 2009 Standard Interpretations
- 2003 Standard Interpretations
- Implementation Guidance

Implementation Guidance documents are created to explain best practices for problem-solving or basic lab activities, typically, but not always, in response to questions submitted for interpretations which cannot be addressed adequately by that route. New IG documents are added over time, as topics for them are identified. Individuals that have questions about the applicability, scope, and use of this guidance may contact TNI at this link.

Implementation Guidance is available as a benefit to TNI Members only. You must be logged-in to view this content. If you are a TNI Member, click here to log in. For information about how to become a member, click here.

Module	Subject	Last Updated
Chemistry	New Calibration Curve Overwritten with Old	9-9-2019
Microbiology	Chlorine Residual in Sample	9-9-2019
Microbiology	Membrane Filtration Method Banks	4-15-2021
Microbiology	Microbiology Sample Recovery Failure	4-15-2019
Microbiology	Sample Receipt	9-9-2015

Proposed Changes

These documents were created to describe a potential approach for complying with requirements in the standard, typically but not always in response to questions submitted for interpretations which cannot be addressed adequately by that route. New documents are added over time, as topics for them are identified.

Attachment 1B. Disclaimer on every Implementation Guidance Document

The NELAC Institute

TNI Standards Guidance

Disclaimer: This material represents the opinion of its authors. It is intended solely as guidance and does not include any mandatory requirements except where such requirements are referenced. This guidance does not establish expectations of being implemented universally, exclusively, in whole, or in part.

This guidance does not establish or affect legal rights or obligations and is not finally determinative of the issues it addresses. It does not create any rights enforceable by any party in litigation with TNI, its accreditation bodies, or affiliated institutions. Any decisions made by TNI regarding requirements addressed in this guidance will be made by applying the applicable standards, policies or procedures to the relevant facts.

Module: Chemistry

Subject: New Calibration Curve Overwritten with Old

Question 1

The weekend staff recalibrated an instrument on Saturday, and ran samples following the calibration curve. Week day staff came in on Monday, and loaded the prior calibration to process Friday's samples. They failed to reload the Saturday calibration curve back to the instrument, and all subsequent data for the next month was processed and reported with the old calibration curve. How could this have been discovered? What course should the investigation take? What should be done to correct the situation?

All samples affected by the mistaken curve should be investigated. Involve weekend staff and weekday staff and supervisor in the root cause investigation and resolution process.

The 2016 TNI standard requires that the laboratory use the most recent initial calibration generated for a given analysis. In the event that a previous calibration is accidentally used, it may still be possible to use the data. Review and compare both calibration curves. If the responses are essentially the same and all QC is still passing, make a note on the data to ensure traceability and defensibility. If there is a significant difference in the responses, reprocess all affected data and issue an amended report to clients, including a narrative explaining what happened that warranted the amended report.

Data reviewers and analysts need more training to detect such errors. To make the calibration status clear, the following are examples of potential options:

1. Calibration date (by method) can/should be posted directly on the outside of the instrument, and
2. Typically maintenance and calibration go hand in hand so it should/could be documented in the maintenance log, and
3. Each laboratory should develop a process/procedure to clearly identify calibration status and ensure that the most recent calibration curve is being used. The procedure should address exceptions and/or unique circumstances and the criteria used for approval.

If time allows, it is recommended to perform an impact study.

References:

2009 & 2016 TNI	2009 TNI V1M2 and 2016 TNI Rev. 2.1 V1M2
	4.0 Management Requirements, §4.1.5 a, f, g & h
	4.2 Management §4.2.1 and §4.2.3.5
	4.9 Control of Nonconforming Environmental Testing Work (ISO/IEC 17025:2005(E), Clause 4.9) §4.9.1 a thru e and §4.9.2
	4.11 Corrective Action (ISO/IEC 17025:2005(E), Clause 4.11) §4.11.1 thru §4.11.5
	4.13 Control of Records §4.13.2.1 and §4.13.3 a, f and i
	5.2 Personnel (ISO/IEC 17025:2005, Clause 5.2) §5.2.1
	5.5.3 Essential Quality Control Procedures §5.5.3 a
	5.10 Reporting the Results §5.10.9
	EL-V1M4 2009
	1.7 Technical Requirements

CONSENT AGENDA

Approved 7/13/22

1. **Approval of June Minutes**
2. **[Reserved]**
3. **[Reserved]**
4. **[Reserved]**
5. **CONSENSUS STANDARDS DEVELOPMENT REPORT**
- 5.1 **Consensus Standard Development Program Executive Committee**

2022 Objectives	Status
Develop policies and procedures that guide standards development.	All Volumes and Modules of the TNI Standard are currently under review. The EC decided to maintain its SOP 2-101 as a companion document to SOP 1-101. Modifications to SOP 2-101 were approved.
Ensure consistency and uniformity between Volumes and Modules of the Standard.	Nothing to report
Provide technical and administrative assistance in developing tools to facilitate the implementation of the Standard.	Nothing to report
Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comments.	All internal and public information for each Volume and/or Module of the Standard are being completed consistent with SOP and ANSI requirements
Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or whenever requested by the Executive Director.	Accomplished at TNI Winter Meeting
Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.	PINS for EL V4 and BSR-8 filed for Radiochemistry and Microbiology.
Additional Comments/Concerns:	Awaiting closure of ANSI public comment period for PINS on EL V4 and BSR-8 for Radiochemistry and Microbiology. Expert committee progress continuing.

5.2 Asbestos Testing Expert Committee

2022 Objectives	Status
Develop and maintain consensus standards for asbestos testing (AT) that are practical, implementable, and meet the needs of the environmental testing community while providing data of known and documented quality.	The second revision of the modified EL V1M3 has been approved by committee and posted on the TNI website. Public comment closed, one minor (non-substantive editorial comment) to be addressed.
Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.	Nothing to report.
Serve as a technical resource regarding AT to TNI members and other interested parties.	Nothing to report.
Provide technical assistance in developing tools to facilitate the implementation of the Standard.	Nothing to report.
Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or whenever requested by the Executive Director.	Accomplished at TNI Winter Meeting.
Additional Comments/Concerns:	2022 Leadership and membership established. All training completed.

5.3 Chemistry Expert Committee

2022 Objectives	Status
Evaluate and improve as needed the TNI Chemical Testing Standard <ul style="list-style-type: none">– Demonstration of Capability– Calibration– MDL/LOQ	Module/section specific work groups established for calibration, demonstration of capabilities, validation/verification, and QC; work groups meeting. Work groups continue in their efforts. Public forum planned for EMS to
Develop chemical testing standards that are usable across various environmental accreditation programs.	All SIRs and public comments are being addressed
Provide technical assistance in implementation of the Standard.	Nothing to report
Provide technical assistance in interpretation of the Chemical Testing Standard.	Nothing to report
Continue to contribute to resolution of the Technical Manager issue.	
Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or whenever requested by the Executive Director.	Accomplished at the TNI Winter Meeting

Additional Comments/Concerns:

2022 Committee leadership and membership completed. Two full members and 4 new Associates joined the Committee. All training completed.

5.4 Laboratory Accreditation Body Committee

2022 Objectives	Status
Revise and maintain the TNI Standards for Laboratory Accreditation Bodies (Volume 2 Module 1 of the TNI Environmental Laboratory Standard).	
– Finish review of comments received on Revision 0	Currently reviewing comments – ruling them persuasive or non-persuasive and deciding upon revised language for those comments deemed persuasive. Requested specific feedback from NELAP AC about whether to authorize continuing remote assessments in the Revised Draft Standard. Four especially complex issues will be publicly discussed at the August 2 conference session.
– Publish Draft Standard EL Volume 2, Module 1, Revision 1.	NA
– Discuss and rule on any comments, Persuasive or Non-persuasive.	NA
– If controversies identified, publish Revision 2 of Draft Standard and receive/review comments again	NA
– Committee vote for Final Standard.	NA
Prepare draft Compliance Checklist.	Draft checklist awaits final standard for review.
Support the NELAP Accreditation Council (AC) and the Laboratory Accreditation Systems Executive Committee (LASEC) in reviewing draft policies and procedures to ensure consistent standard implementation and in gathering and disseminating information on accreditation body activities, as requested.	None at present. Anticipate reviewing and revising the Application Form for NELAP Recognition that is used for both new and renewing ABs.
Provide information on developing and recommending training and guidance materials as appropriate.	NA
Review and respond to Standards Interpretation Requests, as referred.	The NELAP AC has a protected website where AB representatives review and vote on proposed responses to SIRs.
Monitor and report on ISO Conformity Assessment Committee (CASCO) Work Group revisions to ISO/IEC 17011. Support TNI by completing any tasks assigned by the Board or required by the AC	Carl Kircher, LAB Past-Chair and current Associate member, monitors CASCO activities. No other tasks assigned to LAB at present.

or LASEC.

5.5 Microbiology Committee

2022 Objectives	Status
Complete Volume 1 Module 5 DRAFT Standard.	Committee is working through comments received on posted DRAFT Standard. Review continued. Three remaining comments will be discussed during the July meeting.
Develop “Understanding Microbiology” Webinar course(s).	Committee has started discussing possible content and turning the training into a series of courses instead of one class. Interested in teaching the first course live/recorded at NEMC in 2022. Workgroup has been formed and course is being developed. First class of series will be held live in Virginia and then done as a Webinar.
Continue to respond to Standard Interpretation Requests	Committee completed new responses to SIRs 425 and 423 (positive and negative culture
Prepare Implementation Guidance regarding Incubator Equilibrium checks.	
Support Quality Management System’s efforts to finalize language for Technical Expert.	Comments sent to Quality Management Systems.

5.6 Proficiency Testing Committee

2022 Objectives	Status
Develop and maintain consensus standards for proficiency testing (PT) that are practical, implementable, and meet the needs of the environmental community.	Review of existing Volumes and Modules complete and modification for each being developed by work groups. Volume specific work groups established. Work groups continuing in efforts to develop modifications to PTEC related Volumes and Modules.
Develop and maintain consensus standards for the manufacture of PT samples that ensures PT samples provide equal challenge to participants regardless of manufacturer.	Review of existing Volumes and Modules complete and modification for each being developed by work groups. Work groups continuing in efforts to develop modifications to PTEC related Volumes and Modules.
Develop and maintain consensus standards that support PT sample design and scoring criteria (analyte, matrix, concentration, and acceptance criteria) appropriate to evaluate a participant’s competency in the field(s) of accreditation for which the PT sample was manufactured.	Review of existing Volumes and Modules complete and modification for each being developed by work groups. Work groups continuing in efforts to develop modifications to PTEC related Volumes and Modules.
Serve as a technical resource to TNI membership and	All SIRs and public comments are being addressed.

the environmental testing community regarding PT performance.

Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or whenever requested by the Executive Director.

Accomplished at the TNI Winter Meeting

Additional Comments/Concerns:

Committee roster completed with 4 new full voting members (Mike Delaney, Danielle Pearman, Brian Stringer, and Ryan Pangelian) to replace those rotating off the committee; 3 new Associates as well.

Agenda and materials for face-to-face meeting at August EMS developed.

Voting member of PTEC resigned her position and has left the industry. Seeking replacement for vacancy in order to maintain 15-member committee.

5.7 Quality Management Systems Committee

2022 Objectives	Status
Complete Volume 1 Module 2 DRAFT Standard.	Language is now being inserted into Section 5 the DRAFT Standard.
Continue to respond to Standard Interpretation Requests.	Discussion on SIR 412 dealing with uniquely identifying solvents is continuing. Kristin Brown is discussing this with LASEC. SIR 422 (deals with documentation for purchase, receipt, and storage of consumables for technical operations) was completed and sent back to LASEC. The Committee is working on SIR 433 that deals with when SOPs are sufficient verses records and documents. Response finalized and sent to LASEC.
Continue working through controversial topics: <ul style="list-style-type: none">– Internal Audits– Document/Record Retention– Quality Manual	Progress has been made on language for the Quality Manual.
Define “Appropriate QC” in Section 7.7 (ISO/IEC 17025:2017).	
Work on Technical Expert.	The Committee received the formal hand-off of the Technical Expert Concept from the Competency Task Force. Finalize comments in May to send to Quality Management Systems Committee. The Committee had a special meeting at the end

of June to start discussing language. Comments were received from all expert committees except Asbestos. Discussion will continue in July.

Work on language from Sections 4.2 and 4.1.3 from ISO/IEC 17011:2017. LAB noted that lab requirements are included in these sections and should be added to Module 2.

Committee has drafted language for review.

5.8 Radiochemistry Committee

2022 Objectives	Status
Complete Volume 1 Module 6 Standard.	The DRAFT Standard is currently posted for comment. Comments are due by April 6, 2022. Delayed review to May meeting. There were no comments received on the Standard, so the Standard is final. An email was received with some suggestions. Terry is reviewing the information and it will be discussed during the July meeting.
Resolve reporting uncertainty with PT results.	A workgroup has been formed to prepare a recommendation on how to resolve this issue based on the combined meeting in San Antonio. Language has been sent to PTPEC and PT Expert.
Explore options for FoPT tables for non-DW matrices.	On hold until the uncertainty issue above is resolved and the new DW FoPT limits are approved by the PTPEC. Discussed 4/27/22 and workgroup will be developed.
Support Quality Management System's efforts to finalize language for Technical Expert.	<p>The Committee had extensive discussion and formulated a recommendation that has been sent to Quality Management Systems. In addition to their recommendation, they sent the following comment: The Committee understands the definition of "equivalent technical course" may not be perfectly clear and up to subjective decisions. However, we feel that opening things up to types of training other than just college/university is important and well past due.</p> <p>Initially it will likely be up to the laboratory to convince an AB that the instruction received at a particular course meets the intended need. This may not be all that hard if, for example, the laboratory can compare the topics covered at a non-university training class to the syllabus of a published university class. It may be more difficult in other situations.</p> <p>Ultimately, it may be that there is a need for definition by TNI (i.e. the REC) as to what constitutes appropriate training. However, this</p>

would take quite a bit of time, and itself will likely be somewhat “controversial”.

Responded to QMS Expert Committee with additional comments and participated in special meeting to discuss technical manager/expert language.

Continue to respond to Standard Interpretation Requests.

5.9 Stationary Source Audit Sample Committee

2022 Objectives	Status
Complete Volume 1 Modules 1, 2 and 3 update.	Effort suspended.
Establish path to achieve data comparability for WET PT data, working with PTPEC and PTEC to add language to either the Standard or the WET FoPT tables (yet to be determined).	Effort suspended.
Respond to recent notification that ERA will no longer be providing Audit Samples.	The Committee met with Jerry Parr and Craig Huff (ERA) and discussed the impact of ERA's decision. There are now no audit sample providers. The Committee prepared a letter to EPA with Jerry and Craig's assistance that Jerry will send from TNI. Committee operations are suspended pending any response from EPA that might change this decision.

5.10 Whole Effluent Toxicity Committee

2022 Objectives	Status
Revise and maintain the WET module of the TNI standard.	
Complete review and revision of updated language for each section of revised V1M7.	Currently underway.
Publish Draft Standard EL Volume 2, Module 1, Revision 1.	NA
Discuss and rule on any comments, Persuasive or Non-persuasive.	NA
Revise language of Revision 0 as warranted by comments.	NA
Publish Draft Standard EL V1M7 Revision 1 if controversies identified during review of comments.	NA
Committee vote for Final Standard.	NA
Establish path to achieve data comparability for WET PT data, working with PTPEC and PTEC to add language to either the Standard or the WET FoPT tables, as determined by PT Program.	Ongoing activity. Discussions with PTPEC and PTEC continue.

– Provide volunteer committee members to serve on PTPEC's WET FoPT Subcommittee.	Volunteer names submitted to PTPEC.
– Standardize Proficiency Testing conditions and endpoints.	Delivered an approved table of standard PT conditions that will support data comparability among PT results to PTPEC and PTEC for use in upgrading WET PT instructions to provide consistent testing for PT samples. Awaiting response from recipients.
Offer expert assistance to TNI on WET testing methods, quality control and data interpretation.	No activity at present.

6. NEFAP

6.1 NEFAP Executive Committee

2022 Objectives	Status
Support standard revision process by providing comments and suggested changes to improve the TNI Field Activities Standards.	Members of NEFAP EC attended special meeting with FAC to help develop language for Volume 1 (FSMO).
NEFAP AB re-evaluation process.	The final checklist is being worked on by Shawn Kassner and Ilona. Work on the SSAS portion of the checklist will cease. Application has been reviewed with both the PTPEC and NEFAP EC. SOP 7-101 (x) has been updated and both Expert Committees have been given copies for final voting in July. Remote procedures needed to be added. Also starting to look for members for the evaluation teams.
Continue to develop training courses and implement strategic plan as it relates to training.	A DRAFT presentation for an Internal Audit class for FSMO's is complete and being finalized. The course anticipated for late Spring. The first half of the course is developed and second half will be complete in time for a September/October offering of the class.
Aggressively market the Program utilizing the strategies outlined in the strategic plan. – Expand online presence. – Update and develop FSMO application tools. – Market program to state agencies – NEFAP Ambassador Program. – Open dialog with EPA on agency efforts related to field sampling quality.	The Marketing Subcommittee is working with Jerry Thao to include a NEFAP presence on LinkedIn. They are also working on the Ambassador program.
Generate more awareness of the program and drive growth and interest in participation.	Tracy attended FSEA late May and spoke about the program and shared NEFAP brochures. She has some leads to follow-up on.
Streamline Program/EC operations to minimize	

resources required to maintain program based on size and need.

Establish and monitor success measures.

Report submitted by Justin for May Board meeting.

Determine a path forward regarding its interaction with NELAP.

Committee Management

The Committee voted in a new Chair – Tracy Szerszen (AB). She was the former Vice Chair. Paul Bergeron has been voted in as Vice-Chair. Justin Brown will continue as a committee member, but other obligations prevent him from continuing in the Chair role.

The Committee is re-writing their membership procedures and it looks like there is support to begin voting in members similarly to other TNI committees, instead of the formal process of a nomination committee and voting by the entire TNI membership. The update should be complete within the next month.

6.2 Field Activities Expert Committee (FAC)

2022 Objectives	Status
Complete Volume 1 and Volume 2 DRAFT Standard.	<p>A public meeting is scheduled for Volume 2 (AB) on March 15, 2022 at 11am Eastern.</p> <p>Volume 2 is being reviewed post public meeting for any additional updates to be discussed in May. Additional language originally in the 2014 version of the FSMO Standard was removed because it duplicated language in the new ISO/IEC 17025:2017 standard.</p> <p>The Committee is working on value added sections in Volume 1 (FSMO Standard). A number of sampling documents will be reviewed as “homework” for the June meeting so the Committee can continue work on Section 7. Example documents include: Guidance for Quality Assurance Project Plans - EPA QA/G-5 and EPA Requirements for Quality Assurance Project Plans -EPA QA/R-5.</p>
Continue to respond to Standard Interpretation Requests.	

7. NELAP

7.1 Accreditation Council

2022 Objectives	Status
Sustain governance role for the program and promoting consistency in AB operations.	Modified NELAP Mutual Recognition Policy POL 3-100 to require reporting of both primary and secondary accreditations into LAMS at least monthly.

	Discussed why and how to manage PT Providers qualified results for supplemental PTs. Also discussed language in Volume 3 that is not contained in state regulations, e.g., 45-day time frame for supplemental PTs. Members of the AC will be reaching out to the PT executive and Expert committees to discuss these issues further. Michella Karapondo of EPA OGWDW's Technical Support Center is the new EPA Liaison to the Council.
Review and comment on Draft Standards as offered for comment.	An additional NELAP AB representative is now an associate on LAB Expert Committee to monitor the development of V2M1 Draft Standard Version 1. Received LASEC recommendation that the Radiochemistry Draft Standard V1M6 meets suitability criteria. Received LASEC recommendation that the Asbestos Revised Draft Standard V1M3 meets suitability criteria.
Review and approve existing and prospective ABs to become or remain NELAP-recognized.	All renewal letters have been issued for the evaluation cycle ending this calendar year. Each of the three Lead Evaluators (Steve, Aaren, and Ilona/Alternate) is working on at least one active evaluation. Approved renewal of recognition for PA and KS. Invited Nevada representatives to join in the NELAP AC calls, as NV is currently deciding whether to apply for NELAP recognition. One more renewal recommendation is scheduled for vote at the rescheduled July 11 meeting.
Work with LASEC to include new standards into the NELAP program, provide interpretations and clarification of the TNI Environmental Laboratory Sector standards, and adopt policies and procedures prepared for use within the AC.	Voting to approve new SIR responses as implementable (the final approval step) is being done in timely fashion by most ABs.
Review and comment on relevant acceptance limits for proficiency testing in FoPT tables developed by the PTPEC.	None offered at present.
Implement a national program for the uniform and consistent accreditation of environmental laboratories.	The Accreditation Council meets monthly to address administrative issues and to provide a forum for discussion among AB representatives. Addressed LAB committee's request for feedback on continued use of remote assessments.

Implementation Plans for 2016 TNI ELS Standard – 1/5/2021		
State	Process for Implementing the New Standard	Anticipated Implementation Date

FL	FL adopted the TNI 2016 Standards by regulation on September 26, 2018. Laboratories were granted a grace period until April 1, 2019, to implement the new standards	Fully implemented on April 1, 2019
IL	Full implementation on January 31, 2020	January 31, 2020
KS	Rulemaking underway, but slowly. Is allowing labs to upgrade now and is assessing to 2016 Standard even though 2003 NELAC standard is still the official version	Unknown
LA	Regulation updates delayed by pandemic, tropical storms, and hurricanes	Unknown
MN	Adopts by statute, and is updating its databases now. Is encouraging labs to implement 2016 standard now, with database updates ready and checklist going into electronic data system now	January 2021
NH	Is encouraging labs to upgrade now, working with counsel about how and when they can proceed with rulemaking	Unknown
NJ	Incorporated into regulation by reference	January 31, 2020
NY	Adopts by reference; unable to obtain permission to complete rulemaking to update other aspects on separate timeline. Implemented PT modules of 2016 Standard immediately but not able to use the updated/2016 checklist yet. Encouraging labs to upgrade now	PT changes implemented; other modules await rulemaking to revise NYS certification manual. Unknown date for completion
OK	Proposed rulemaking published to adopt 2016 Standard. Approval by state legislature expected.	Likely September 1, 2022
OR	Implemented 2016 Standard effective January 1, 2021	January 1, 2021
PA	Incorporated into regulation by reference, all labs are required to have the 2016 standard implemented by July 2020.	January 31, 2020
TX	Incorporated into regulation by reference. Implementation has gone well.	January 31, 2020
UT	Rulemaking complete, 2016 standard implemented.	June 11, 2021
VA	Regulation change effective April 1, 2022.	November 1, 2022

7.2 Laboratory Accreditation Systems Executive Committee – SEE REGULAR AGENDA

8. PROFICIENCY TESTING PROGRAM

2022 Objectives	Status
Address WET EC requests to standardize WET PT program.	<p>A meeting was held on February 24, 2022 with the Chairs of PTPEC and WET, Program Administrators and Paul Junio to determine next steps to make progress on this activity.</p> <p>Members of the WET Expert Committee attended March PTPEC meeting. A last call for WET FoPT Subcommittee members will go out and subcommittee will be developed by end of month.</p>
Proficiency Testing Provider Accreditor (PTPA) evaluations.	<p>The final checklist is being worked on by Shawn Kassner and Ilona. Work on the SSAS portion of the checklist has ceased.</p> <p>Application has been reviewed with both the PTPEC and NEFAP EC. SOP 7-101 (TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee) has been updated and both Expert Committees have been given copies for final voting in July. Remote procedures needed to be added. Also starting to look for members for the evaluation teams.</p>
Develop resolution for reporting uncertainty with Radiochemistry PT results.	<p>In progress. Waiting for report from Radiochemistry Expert Committee and reaching out to NELAP AC with questions about collecting information on PT reports that will not be evaluated.</p>
Complete and gather information on PT Program metrics.	
Continue working to be inclusive of non-TNI ABs.	<p>A workgroup will work on the position paper for Advocacy that will help with this activity.</p> <p>Fred will contact Advocacy to see if information can be funneled to states through the Ambassador program for non-TNI states. Fred is also hoping to encourage non-TNI states to become members of the Committee (need to be TNI members).</p>
Address issue of method codes in LAMS for TPH/Oil and Grease/HEM	
Method Codes	<p>Fred will be attending the special meeting in Crystal City to discuss issues with method codes. Jennifer Best (EPA) offered to reach out to someone who is working on method codes for SDWIS (Safe Drinking Water Information System) to see if they can attend the meeting also.</p>

Perform feasibility studies to explore adding the following to the TNI PT Program.

Perfluoroalkyl substances in drinking water

Radiochemistry Uncertainty to PT evaluations
Technology based PTs

Adding preparation methods to the FoPT tables.
Development of PT Program metrics

Air and Emissions FoPT tables

Ensure that fields of Proficiency Testing (FoPTs) are appropriate for their intended use.

Fred and Shawn are working on fixing footnotes on the Radiochemistry FOPT Table update so it can be finalized and sent to the NELAP AC for comment. These limits were developed with new procedures that are described in SOP 4-101.

Develop a better process for setting PT acceptance limits.

SOP 4-101 has been sent to the Chemistry FoPT Subcommittee for final comments and examples so this SOP with new improved procedures can be finalized.

PT SOP Subcommittee

The PT limit setting SOP (SOP 4-101) just needs examples added by the Chemistry FoPT Subcommittee and then it will be sent to Policy.

Committee Management

The Committee voted in a new Chair – Fred Anderson (Other-PT Provider). He was the former Vice Chair. Fred will be talking to people this month to help choose a Vice Chair. Shawn Kassner will continue as a committee member, but other obligations prevent him from continuing in the Chair role.

Tim Miller and Eric Smith have been added to the Committee and Rachel Ellis has been voted into a second term. Committee status is: 4 – Lab/FSMO, 3 – Other and 4 – AB.

9 ADMINISTRATION

9.1 Advocacy Committee

2022 Objectives	Status
Create and sustain a systematic approach for encouraging volunteers to become involved in TNI activities and ensure a pool of volunteers is available for all types of committees.	Workgroup volunteers identified, will begin once volunteer recruitment and “pipeline” plan is in place. One step, preparation of a mass mailer to all accredited labs that are NOT TNI members, is underway.
Create a plan for systematic outreach to data users to explain and promote the benefits of a quality management system.	Workgroup volunteers identified, will begin once volunteer recruitment and “pipeline” plan is in place.
Revise and update the “Introduction to TNI” presentation to create a webinar for new members.	TBD
Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.	Ongoing.
Expand TNI Ambassador activity into additional non-NELAP states.	Ongoing volunteer Ambassadors are being identified. Ambassador activities will be incorporated into the Advocacy Charter. Discussed what information might be useful for Ambassadors to share with state contacts. Discussed a draft SOP for the Ambassador program (SOP 1-126).
Sustain oversight of the Mentor Initiative.	Ongoing oversight of the Mentor Subcommittee. Another new mentor request received. Decision to publicize availability of mentors in each newsletter, going forward. Draft Mentor SOP 1-127 awaits Advocacy Committee review.
Sustain organizing newsletter publication.	
Publish Spring Newsletter Publish Summer Newsletter	Email publication sent May 5, 2022. NA
Publish Fall/Winter Newsletter	Planning will begin at the end of conference.
Sustain assistance to Executive Director for the winter Forum.	No activity until after summer conference.
Sustain assistance to Executive Director for the summer Environmental Measurement Symposium.	See 9.5 for more details.
Sustain support for Small Laboratory Advocate role.	Ongoing.
Develop a “State of National Accreditation” report every two years and offer briefings to interested	May use Annual Report in place of this document; decision by end of calendar year,

stakeholders.	as State of National Accreditation was issued in 2021.
Work with other trade associations to develop National program at the Federal level.	TBD
Maintain relationships with other organizations (WEF, AWWA, ACIL, ASTM, etc.), EPA program offices, other federal agencies, and non-NELAP state agencies that have an interest in accreditation issues.	Ongoing.
Provide outreach (e.g., presentations and papers) to promote The NELAC Institute and TNI's programs.	<p>Ongoing. Recommendation provided to Board about how TNI might respond to EPA's Environmental Justice Initiative.</p> <p>Jerry will be presenting at the Texas Trade Fair on May 10, the Virginia WaterJAM conference on September 12, the Oregon Environmental Laboratory Association on October 18, and the Gulf Coast Conference on October 12. Continuing to discuss potential response options to published article about shortcomings of accreditation (LC/GC North America, March 2022, Volume 18, Issue 3 Pages: 30–32).</p>
NEW: Perform 5-year review of Advocacy SOPs	<p>Updated SOPs 1-115 (Newsletter) and 1-118 (Position Statements) have been approved and sent to Policy Committee for review.</p> <p>SOP 1-122 (Advocacy Documents) awaits approval and revised Presentations POL 1-115 is pending review. New Ambassador SOP 1-126 awaits review and comment by committee. Updated draft of Mentor Steering Committee SOP 1-127 awaits committee discussion.</p>

9.2 Policy Committee

2022 Activities	Status
Review Internal Audit Checklists	<p>Working on top portion of the checklist for all Committees. Completion delayed until mid-March as two critical SOPs are being updated that need to be included in the checklist (see below).</p> <p>Internal Audit Checklists are now being reviewed and should be ready for use after first Policy meeting in May. Master checklist and CSDP checklist still in review and on 7/15/22 agenda.</p>
Continue to Review SOPs and Policies	<p>Completed update of <u>SOP 1-101</u> (Operation of TNI Committees) and approved by the Board on March 9.</p> <p><u>SOP 1-125</u> (Committee Applications) has been updated and approved by the Board on April 13.</p> <p><u>SOP 1-101</u> (Operation of TNI Committees): Update made to eliminate option for subcommittees to make final decisions. New SOP being submitted for Board approval on 7/13/22.</p> <p><u>SOP 3-102</u> (Evaluation of Accreditation Bodies): Review completed and finalized by Policy.</p> <p><u>SOP 2-101</u> (Procedures for Expert Committee Operation): CSDP has decided to have their own and it has been submitted to Policy for review.</p> <p><u>SOP -101</u> (Voting Procedure for General Business and Laboratory Accreditation Matters): Policy is working on incorporating procedures into SOP 1-102.</p> <p><u>SOP 1-118</u> (Development of Position Statements): Policy approved 4/22/22.</p> <p><u>SOP 1-115</u> (TNI Newsletter Preparation and Distribution): Policy approved 4/22/22.</p> <p><u>SOP 6-100</u> (Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples): Still on agenda. Other reviews have taken priority.</p> <p><u>SOP 6-101</u> (SSAS Table Management): Review started (5/5/22).</p> <p><u>SOP 1-102</u> (Voting Rules for TNI Committees): SOP being updated to incorporate differences between program voting SOPs so there can be one SOP on voting instead of multiple SOPs. CSDP has decided to have their own. See update under SOP 2-101.</p> <p><u>SOP 1-110</u> (Educational Delivery System) Updated staff responsibilities, tracking procedures and training categories. Submitting for Board review on 7-13-22.</p> <p><u>SOP 3-105</u> (Standard Interpretation SOP): Sent back to LASEC to update voting procedures prior to Policy completing review.</p> <p><u>SOP 3-114</u> (Preparation and Approval of</p>

Implementation Guidance for the Laboratory Standards): Sent back to LASEC to update term/title, development process and voting procedures.

Begin Maintaining Glossary.

No activity.

9.3 Training Committee

2022 Activities	Status
Implement and expand Linked-In page.	LinkedIn page is now available and Jerry Thao is starting to work with other committees for content.
Work with Competency Task Force to develop Credentialing Program.	Requested preliminary course listings to help Training Opportunities Workgroup develop ideas for next RFP.
Work with Competency Task Force to develop Digital Badge Program.	In progress.
Look for opportunities to collaborate with other training providers.	Collaborating on another class with ANAB – see below. This time they are handling registration.
Continue to develop ideas for training courses. Evaluate ways to automate certificates so cost can be reduced.	
Prepare and issue RFPs to meet Credentialing Program needs.	<p>RFPs were received from 4 trainers that will develop into 7 classes. Classes will include:</p> <p><u>July 14</u> – Applying Data Integrity to Field Activities (Silky)</p> <p><u>July 22</u> – Beyond the Demonstration of Capability (Tony)</p> <p><u>August 16</u> – Managing Laboratory Support Equipment – Calibration, Verification and Maintenance (Tony)</p> <p><u>August 30</u> – Brown Bag 13: Handling Samples and Sample Integrity (Tony)</p> <p><u>September 8</u> – Managing Your Proficiency Testing Program (Tony).</p> <p><u>August 2022</u> – Keeping the Chain of Measurement Traceability Intact to Ensure Reliable Data (ANAB – Self-Paced Class)</p> <p>Essential Water Analyses – 4 Class Series (Mary Johnson)</p> <p><u>July 12, 2022</u> - Session 1: Sampling, Safety, Quality Control, pH, fecal coliform, chlorine residual</p>

July 26, 2022 - Session 2: Residues –
TSS, TS, TVS, TVSS, TDS

August 9, 2022 - Session 3: BOD, COD,
TOC

August 23, 2022 - Session 4: Nutrients –
ammonia, TKN, phosphorus, nitrate,
nitrite.

The Microbiology Expert Committee has finalized the outline/content for their 5-part series of classes – Understanding Microbiology. The first class will be taught live in Crystal City and then offered as a webinar after the conference. The Committee will be determining a date for the webinar this week.

Review training to ensure it is not obsolete.

The Training Review Workgroup is making progress on course reviews. 11 courses have been reviewed as of this month. These courses were developed before the 2016 Standard became effective. Ilona will be reaching out to appropriate trainers with recommended plans for updates. In most cases the references are the same between the 2009 and 2016 Standard, but course descriptions will note this and the month and year the material was reviewed will be included. In other cases, a summary of changes (e.g., references, regulatory updates, items to be aware of while taking class, etc.) will be included with the course handout.

Development of Course Catalog.

Template has been developed. Need to look at ways to standardize course descriptions.

9.4 2023 Forum on Environmental Accreditation

- January 9-12, 2023 in San Antonio. No effort until after summer conference.

9.5 2022 Environmental Measurement Symposium

As of July 11, we have 423 in-person attendees and 19 that will watch recordings. The room block is completely filled.

9.6 NGAB

- No activity.

9.7 Information Technology

2022 Objectives	Status
Continue to support the website and LAMS	Ongoing; Dan Hickman created a new AB category in LAMS, Supplemental Primary AB, to address situations where a laboratory has two primary ABs.
Continue to support the Mentor initiative	Ongoing
Support the credential initiative	No activity
Expand LAMS into non-NELAP states	No activity

10. TASK FORCES AND OTHER EFFORTS

10.1 Competency Task Force

2022 Objectivities	Status
Transfer Technical Expert concept to Quality Systems Expert Committee for final clarification and definition of role.	Completed February 2022.
Engage Credentialing Subcommittee and Expert Committees to create proposed structure for credentialing of defined roles.	Preparing business plan for potential credentialing program for presentation to TNI Board of Directors.
If decision to proceed, transform Task Force into a Committee and undertake pilot credentialing program for Quality Manager role, in accordance with approved business plan.	Discussion of Knowledge, Skills, and Abilities (KSAs) needed for various roles fulfilled by QM is underway. Comparison of needed KSAs with content (learning objectives) of existing training courses will be the next step after identifying the necessary KSAs for QM roles.
Coordinate with TNI Training Committee in developing courses.	Once QM KSAs are identified, the needed courses and their content can be defined.
If pilot is successful, replicate with additional roles.	
Define the types of professional positions to which	NA

this program would apply.

Prepare KSAs for roles in ways that enable course and exam creation for credentialing of individuals for those positions (voluntary use of credentials). NA

Establish generic competencies for each group. NA

10.2 Consumables Task Force

2022 Objectives	Status
Explore the feasibility of developing implementation guidance, an ultimately a standard for laboratory consumables.	Ultimate implementation will be ascertained as work progresses.
Understand and identify the use of the term "critical consumable, services and supplies;" categorize as appropriate.	Critical consumables, services and supplies has been defined and items categorized.
Provide expanded and detailed information related to documentation for meeting requirements of the Standard.	Work in process.
Define evaluation criteria necessary for laboratories to meet the requirements of the Standard.	Certificate requirements being developed. The CTF decided that the next, immediate efforts should focus on review and completion of the Certificates Content document and testing of this product to prepare a final version suitable for review and public comment.
Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or whenever requested by the Executive Director.	Accomplished at the TNI Winter Meeting.
Additional Comments/Concerns:	Three (3) new members joining the Task Force. Task Force membership at 13 participants (down from 17). Materials produced to date provided to new roster members and Phase 2 of CTF to begin in June 2022.

10.3 Mentor Initiative

- One new application was received and a Mentor (Trinity O'Neal) assigned.

10.4 Environmental Monitoring Coalition

- Nothing to report.

11. MEMBERSHIP

- 1189 active members

11.1 Committee Applications – Voting/Associate

Name - First	Name - Last	Organization	Which committee would you like to join?	Committee Interest
Michella	Karapondo	EPA OGWDW TSC	Expert: Laboratory Accreditation Body	Voting
Chuck	Faulk	SJRWMD	Expert: Laboratory Proficiency Testing	Associate
Chuck	Faulk	SJRWMD	Executive: Proficiency Testing Program	Associate
Shari	Pfalmer	Pace Analytical, LLC	Executive: Laboratory Accreditation System	Voting
Susan	Jackson	SC DHEC	Executive: Proficiency Testing Program	Voting

11.2 New and Renewed Members:

- Of the 26 expired memberships from May, 5 renewed or requested an invoice after contact. Emails were sent to June expired members on July 5, 2022.
- 165 new and renewed memberships in June, 2022.

11.3 Expired Memberships

- 44 memberships expired in June.