

**TNI Board of Directors Meeting Summary  
October 12, 2022**

**ROLL CALL**

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

**AGENDA**

- 1. Review of Consent Agenda – Approved 10/12/2022**
- 2. Resignation of David Caldwell**

David has retired from Oklahoma DEQ and has decided to not renew his membership nor serve on the Board at this time. With this resignation, the Board has 4 AB, 9 Laboratory, and 7 Other with no group in a position of dominance. The TNI Bylaws allow the Board to appoint another individual to fill the remainder of David’s term which would be March 2023 or let the position remain unfilled until the election next year.

We will let the position remain unfilled until the election in 2023.

- 3. Ensuring Reliable Data Session at 2023 NEMC**

As stated in a 9/21/22 email to the Board, I want to organize a session on this topic for next year’s conference and want to recruit 5-6 speakers from the Board (or staff or committee chairs). This topic relates to the white paper we published in 2020 about how our Standard ensures reliable data. Michelle has agreed to co-chair the session and do the traceability presentation. Maria and Patsy have tentatively agreed to fill in where needed, but I need at least 2 more presenters if this is to be a go.

## **Abstract**

Reliable data is much more than the analytical process. We are seeking abstracts on how implementing a Quality Management System improves data reliability by activities such as measurement traceability, records management, corrective action, purchasing, method validation, and sample handling to demonstrate these activities are equally important in ensuring data quality.

Session Chairs: Jerry Parr and Michelle Wade

Here are the presentations I'm currently envisioning:

1. Ensuring Reliable Data: An Overview
2. Sufficient documentation to ensure the result can be reconstructed: Raw data, SOPs, QC results, etc. (Bob)
3. Traceability of samples, reference materials, reference standards, and reagents (Wade)
4. Ensuring the competency of analysts: Training records, DOC, PT results, QC results
5. Meeting Daubert standards for data admissibility: Technique has been tested, there is a known rate of error, and there are standards controlling the technique's operation (Parr)
6. Reporting results correctly: meet requirements relating to quantitation limits and data flagging.

Each talk should be approximately 30 minutes long. There is some flexibility in how many presentations we have and if people are willing to present more than one topic.

## **4. Business Plan for Credentials Initiative (Attachment 1)**

The Competency Task Force has now made enough of an effort we can start to scope out a business plan. The Initiative has three primary components:

- An Education and Experience pathway,
- A Digital Badge pathway, and
- Continuing Professional Development Hours.

The Task Force is recommending we pilot this initiative for a Quality Management Systems Expert. If successful, we could expand to include laboratory assessor, technical specialist, and other similar groups.

Attachment 1 provides a preliminary draft of the plan. It does not need to be finalized until March of 2023, but any comments suggestions would be valuable at this time. The Task Force is recommending the Board approve further actions on this initiative as described in the timeline.

The Board may want to consider turning this Task Force into a permanent committee in 2023.

The Board supports continuing effort into this initiative.

## **5. NEFAP Performance Metrics (Attachment 2)**

Review of report and discussion.

## **6. Membership Issue with California**

As part of the rulemaking effort in California, we created a special category of membership where an individual could view (but not download) a copy of the 2016 Standard. In setting this up, William created a registration page that gave the individual a "lifetime" membership (actually until 12/31/2037) with access to this view-only standard as the only membership benefit. In looking at an export of the data, 270 individuals have taken advantage of this. Of that number, around 20 have now purchased the Standard.

Some individuals who were members already are not getting renewal notices because of the 2037 date. I think this is around 10-15 that now have expired memberships. Then of course the other issue is the lost revenue from both membership and sale of standards. The copy on the website has a disclaimer on the cover and an Unlicensed Copy on each page.

I have reached out to Christine Sotelo, informed her of this, and requested we now stop making this available for free.

Note: Oklahoma and Virginia provided similar access, and Kansas plans to next year, but only 2 labs from those states have accessed the standard.

# **Attachment 1: Draft Business Plan for Credential Initiative**

## **Phase 1: Environmental Laboratory Professional – Quality Management System Expert DRAFT October 10, 2022**

### **1.0 Summary**

The proposed credentialing program will be governed by a process by which the credential may be obtained by 1) having specified education and experience and passing a comprehensive test or by 2) accumulating digital badges. Both approaches would require ongoing professional development hours to maintain the credential.

This program will be totally voluntary. It is up to the individual, or laboratory management, to make the decision to apply.

The credential is initially achieved by having an individual achieve defined knowledge, skills, and abilities (KSAs), also called “competencies,” for a Quality Management System Expert in an environmental laboratory. A partial example of a KSA is provided below.

- Section 2 describes the digital badge approach.
- Section 3 describes the education and experience approach.
- Section 4 describes the continuing professional development hours required to remain credentialed.
- Section 5 contains a proposed timeline and budget.

### **2.0 Digital Badge Option**

Under this option an individual could become a Credentialed Quality Management System Expert by achieving a series of “digital badges” by taking specified training courses and passing an exam after each course.

1. Basic Quality Management Specialist
2. Proficiency Testing (PT) Specialist
3. Data Integrity Specialist
4. Document Control Specialist
5. Customer Service Specialist
6. Measurement Traceability Specialist
7. Corrective Action Specialist
8. Records Specialist
9. Internal Audit Specialist
10. Method Validation Specialist
11. Support Equipment Specialist
12. Sample Handling Specialist
13. Quality Control Specialist
14. Data Handling and Management Specialist

Other individuals within a laboratory (e.g., a Customer Service Manager or a Sample Log-In Technician) may only want to earn a digital badge for their specialty.

To earn a badge, the individual must take the prescribed courses and pass an exam for each class. The badge would be earned

paying a \$65 administrative fee (in addition to the course fee) that allows TNI to issue the badge and record the information for an individual. For individuals that just want one or more digital badges, there would be no other costs. For the Credentialed Quality Management Systems Expert, there would be a \$110 fee every three years to document the Professional Development hours.

### Quality Badges

Over 1000 individuals have taken some of the required training courses dating back to 2012. Some of these classes did not contain exams. For others, the exams were optional. Individuals that took a class and passed the exam, could apply to receive the badge for the \$65 fee. Individuals that took a class but not an exam, could apply for the badge by passing the exam and paying the \$65 badge fee plus an additional \$30 for TNI to grade the exam.

### **Section 3.0 The Education and Experience Option**

Under this option an individual could become a Credentialed Quality Management System Expert with minimum requirements for education and experience and passing a comprehensive exam. Training courses would be available to assist with the initial certification, but are not required. Table 1 summarizes the minimum qualifications.

**Table 1: Proposed Minimum Qualifications for Education and Experience**

EDUCATION	EXPERIENCE
High School	5 full-time years in vocation, including at least one year in position
Associate's, in related field	4 full-time years in vocation, including at least one year in position
Bachelor's, in related field	3 full-time years in vocation, including at least one year in position
Master's or higher degree in related field.	2 full-time years in vocation, including at least one year in position

The Exam would consist of 150 questions and would be proctored over a 4-hour time span. The Exam would be open book. In order to become credentialed initially, the individual must get a grade of 70 or higher. Payment of a \$225 fee for initial certification and \$110 every 3 years for continued certification.

### **Section 4.0 Periodic Recertification**

Recertification is based on continued employment in the field and acquiring 24 professional development hours over a 3-year period.

Professional development hours would be awarded for such activities as participation in a professional society, preparing publications and/or presentations, attending training courses, or attending meetings. See Table 2 below.

**Table 2. Examples of Professional Development Hours**

<b>Activity<sup>1</sup></b>	<b>PDH earned</b>	<b>Maximum Hours<sup>2</sup></b>
Training Course (Attendee)	1/hour of course	No limit
Training Course (Instructor)	1/per hour of course	No limit
Employment	0.1/month	3.6
College Course	1/per each credit hour	No limit
Meetings/Conferences	1/day	15
Committee Officer	2/year	10
Committee Member	1/year	10
Presentation at Conference	1/presentation	6
Membership in Professional Society	0.5/year/society	6
Development of questions for quiz	1 hour for 20 questions	No limit
Proctor exam	4 hours per exam	No limit

Notes

1. Individuals could submit additional PDH for other similar activities.
2. Over a 3-year period.

**Section 5.0 Timeline and Draft Budget**

<b>Time</b>	<b>Activity</b>
October – December 2022	Competency Task Force continues to refine approach
October – December 2022	Ensure all needed training courses are available
October – March 2023	William develops database for applications and for tracking
January 11, 2023	Plan presented to membership for feedback
January 12, 2023	Discuss plan with staff and select coordinator
January – March 2023	Develop system for proctored exams
January – March 2023	Develop comprehensive exam
March 2023	Board approval of final plan
April 2023	Open up initiative for members to apply

**Budget (FY 2023)**

For the first year of the program, a modest budget is proposed. This budget assumes 60 digital badge fees. This could be 60 individuals at one fee, or 10 individual at 6 badges, or any similar combination. The budget assumes 40 individuals would take the education/experience path. Given 1400 laboratories in NELAP and another 700 in California that might be interested, this appears to be a very low goal. The income for Professional Development Hours would not begin until 2026.

Labor costs are estimated at 100-200 hours for FY 2023. The cost for software for ensuring a proctored exam is unknown at this time. There are many companies that offer this.

<b>Income</b>	<b>Fee</b>	<b>Number</b>	<b>Amount</b>
Digital Badge	\$ 65	60	\$ 3,900
Education/Experience	\$ 225	40	\$ 9,000
PDH	\$ 110	0	\$ 0
		Total	\$ 12,900
<b>Expense</b>			
Labor			\$ 9,750
Software			\$ 300
		Total	\$ 10,050
Net Income			\$ 2,850

## Attachment 2

### 5th Quarterly Report to TNI Board of Directors on NEFAP Metrics-Submitted Date

Below is the fifth quarterly metrics report for evaluating NEFAP in accordance with our strategic plan and performance metrics submitted.

The **training workgroup** has internalized development of the (paid) training program which will benefit the program by keeping revenue generated internal to the program. Work is near completion on the course sections, poll questions, and exercises and we anticipate the course being completed by the end of 2022 and offered by 1<sup>st</sup> quarter 2023. We have developed a survey to identify training needs from the community to identify opportunities that is ready to be distributed to the TNI membership. The training component of our plan is still in progress but maybe unlikely to meet the goals established. It was noted that a separate training session was held via webinar by Silky Labie in May 2022 and the revenue from this webinar and the recorded webcast will go towards marketing efforts. Additional efforts to coordinate NEFAP training workgroup and TNI Training Committee are being made.

The **marketing workgroup** has reevaluated materials and past efforts to determine best strategy for marketing program. Marketing materials and the website have been reviewed to align with our targeted marketing objectives to promote the program and submitted to be updated as necessary including new keywords for the site. No update has been provided to support this effort.

- Jerry Thao has received LinkedIn posts for the TNI site and they have been posted as requested.
- A recorded PODCAST will be created for the TNI social media and website on general criteria on the benefits of NEFAP. Members for the PODCAST consist of the marketing work group with a mix of FSMO'S, Consultants and Accreditation Bodies. It's anticipated to be approximately a 30-minute recording.
- We have developed a strategy and initiated outreach to regulatory agencies and targeted stakeholders that may be interested in the program directly. We anticipate this interest slowly increasing as our marketing efforts continue.
- TNI NEFAP was represented at the May 2022 FSEA on a panel. However, the panel was more directed towards laboratory questions and not much exposure was given to NEFAP. NEFAP brochures were handed out to interested parties. Kristen Sapp from FL DEP spent time with Tracy Szerszen, NEFAP Chair and John Moorman NEFAP member to discuss the possibilities of adding the program to FL DEP requirements. An interest was expressed and follow up emails were initiated. Additional initiatives will need to be taken with her on this topic.
- Multiple association or regulators were contacted such as ORELAP, FL DEP, EPA (for contract FSMO) requirements, USGA United States Geology Survey Federal Agency and FQR US Service. No responses were provided.
- The committee will regroup again on other avenues to take for promoting TNI NEFAP.
- During the 2022 NEMC NEFAP EC met with members available to discuss the marketing of the program. All agree we need the driver/mandate to get this program moving along. It was also discussed that perhaps the TNI Quality Systems committee can add language in the next re-write of the standard to include field sampler criteria for competency. We are currently working on some language to put forward to this committee.
- At this time, 1 state agency specifies NEFAP. The Louisiana Department of Environmental Quality, Louisiana Environmental Laboratory Accreditation Program has recognized two NEFAP accreditations issued by the American Association for Laboratory Accreditation for FY 2023. This year LELAP has updated its secondary scopes of accreditation to clearly indicate the accreditation type as "NEFAP".

The Committee is redoing its process for adding new membership. This should increase the participation number because new members will be replacing other members who had schedule changes and were less active.

The metrics below have been adjusted with this report and have some growth, but the focus has still been in development of the components of the plan which should continue to progress and begin to see returns especially in terms of interest once the marketing component reaches the wider marketplace.

A description of the activities of the working groups to date is included in the program reports.

<b>Program Metrics</b>			
<b>Metric</b>	<b>Target by December 2021</b>	<b>Current</b>	<b>Priority</b>
Increase number of FSMO applications	8	2	High
<b>TNI Strategic Plan Objective #6: Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth. (medium priority)</b>			
Develop revenue generating training sessions	3	1 in development; 1 completed	High
Develop multiple non-revenue generating training clips or informational media to promote paid sessions	2	2 in development	Low
Increase in number of people completing NEFAP/Field training courses in TNI	10	19 (Plus 5 – Why NEFAP?)	High
Increase NEFAP related revenue	\$1,500 increase	\$932	High
<b>TNI Strategic Plan Objective #2: Focus available resources and efforts towards marketing the program. (High Priority)</b>			
Increase in presentations given external to TNI	3	3	Medium
Increase in published promotions (articles/white paper)	1	1	Low
Increase in social media presence	20 posts on various formats	6	Medium
<b>Additional indicators of program interest – not included in strategic plan</b>			
Increase in participation in EC meetings	75% attendance	46% in 2022	Medium
Increase in associate members (NEFAP EC & FAC)	6 new associates (there are 12 existing)	4	Medium
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	4	Medium

**Comments:**

- Strategic Plan Objective #3 for establishing subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling is completed and their work is ongoing.
- Strategic plan Objective #4 of establishing metrics and timeline for evaluation of success measures and impact on the program has been initiated and is ongoing (this objective is the premise for this report).
- Strategic plan Objectives #1, #5, and #7 relate to the routine business operations of the program and committee and are not reflected on this report specifically.



# CONSENT AGENDA

## Approved 10/12/2022

1. Approval of September 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 approved SOP 2-102 (Conflict of Interest) and has finalized changes to SOP 2-101 (Committee Operations) to include voting requirements. Internal Audits will begin upon directions from the Policy Committee.
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.
<b>Additional Comments/Concerns:</b>	Awaiting closure of ANSI public comment period for PINS on EL V4 and BSR-8 for Radiochemistry and Microbiology. Expert committee progress continuing.  <b>September meeting failed to attain a quorum. SOP 2-101 being completed and balloted by CSDP EC; Internal Audits prepared to begin.</b>

### 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. Committee concluded responses to comments on revised DS, R2C to be posted and next revision of DS to be published and re-opened for any additional comments. Continuing to develop revised language of V1, V2, V3 and V4. V3/V4 work group review nears completion. Recent EMS provided opportunity for public comments which will be addressed by committee's work groups as they proceed with proposed modifications to all PT related volumes.
Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.	
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
<b>Additional Comments/Concerns:</b>	2022 Leadership and membership established. All training completed. Internal Audit initiated.

### 5.3 Chemistry Expert Committee

2022 Objectives	Status
Evaluate and improve as needed the TNI Chemical Testing Standard <ul style="list-style-type: none"> <li>– Demonstration of Capability</li> <li>– Calibration</li> <li>– MDL/LOQ</li> </ul>	Module/section specific work groups established for calibration, demonstration of capabilities, validation/verification, and QC; work groups meeting. Work groups continue in their efforts. <b>Continuing to develop revised language of M4 for consideration.</b>
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 Standard.	<b>Continuing to work with LASEC/AC on outstanding SIRs.</b>
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	Accomplished at the TNI Winter Meeting

the annual meeting or whenever requested by the Executive Director.

**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	All comments have been reviewed and determined to be either editorial, persuasive, or non-persuasive. Assessor training and remote assessments still need revised language, but completion of the Draft Standard Revision 1 is in sight.
– 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 and update the AB Application form.	Draft checklist awaits final standard for review as does the Application form.
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 or LASEC.	Carl Kircher, LAB Past-Chair and current Associate member, monitors CASCO activities. No other tasks assigned to LAB at present.

## 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. <b>The Committee is still working on their response to comment document.</b>
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. Workgroup has been formed and course is being developed. First class of series was held live in Virginia and then will be done as a Webinar. <b>The webinars will on the third Thursday of each month starting in November.</b>
Continue to respond to Standard Interpretation Requests	Sent response to SIR 425 (regarding quality control checks) to LASEC. Completed new responses to SIRs 425 and 423 (positive and negative culture controls) and sent them to back to LASEC. <b>LASEC sent SIRs 425 and 423 back to change the last sentences. The changes were approved and resubmitted to LASEC.</b>
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. <b>C comments received at the Symposium for consideration.</b>
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 the environmental testing community regarding PT performance.	All SIRs and public comments are being addressed

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 Pangelinan) 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.	<p>Discussion on SIR 412 dealing with uniquely identifying solvents is continuing. Kristin Brown is discussing this with LASEC.</p> <p>SIR 422 (deals with documentation for purchase, receipt, and storage of consumables for technical operations) was completed and sent back to LASEC.</p> <p>The Committee is working on SIR 433 that deals with when SOPs are sufficient verses records and documents. Response finalized and sent to LASEC.</p>
<p>Continue working through controversial topics:</p> <ul style="list-style-type: none"> <li>– Internal Audits</li> <li>– Document/Record Retention</li> <li>– Quality Manual</li> </ul>	<p>Progress has been made on language for the Quality Manual. Topic for September meeting: How to define Technology or how to specify internal auditing frequency without technology.</p>
Define “Appropriate QC” in Section 7.7 (ISO/IEC 17025:2017)	<p>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.</p>
Work on Technical Expert	<p>The Committee had a special meeting at the end of June to start discussing language. Comments were received from all expert committees except Asbestos. Significant comments and agreement at conference:</p> <ul style="list-style-type: none"> <li>• Looking at whether list of degrees could be changed to “scientific discipline”.</li> </ul>

- Specific questions have been formulated for expert committees to make changes to their recommendations.
- Investigate working with universities/colleges on internships. **Given to Advocacy**
- Look at possible language being added for all regarding adding accreditation for new technologies. **Language drafted and being sent to expert Committees for comment.**

The Committee worked on all the comments made to Technical Specialist language during the Conference. More questions will be sent back to the expert committees about changes the Committee would like to make to their sections or help was requested on understanding some of the language. The Committee did not have time to make progress on defining Technology and this will be discussed during the October meeting on the 17<sup>th</sup>.

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. The Committee voted that the suggestions/comments were non-persuasive and the information is being placed into the comment table and the commenter will be notified as soon as the table is complete. The Standard is final.
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	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. 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. 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 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

Continue to respond to Standard Interpretation Requests.

Other

The Committee Vice Chair (Robert Aullman) resigned due to a new job. They are looking for a Vice-Chair. Patrick Garrity has been added to the Committee as a voting member. **Amanda Fehr has been voted in as Vice-Chair.**

## 5.9 Stationary Source Audit Sample Committee

2022 Objectives	Status
Complete Volume 1 Modules 1, 2 and 3 update.	Effort terminated.
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 terminated.
Respond to recent notification that ERA will no longer be providing Audit Samples.	No changes are possible, so Committee operations are now terminated.

## 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.
<ul style="list-style-type: none"> <li>– Provide volunteer committee members to serve on PTPEC’s WET FoPT Subcommittee.</li> </ul>	Three WET members are participating in the newly established PTPEC WET FoPT Subcommittee.
<ul style="list-style-type: none"> <li>– Standardize Proficiency Testing conditions and endpoints.</li> </ul>	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.
Update qualifications for WET Technical Specialist, provide language to QMS Expert Committee.	A final revision of the Technical Specialist language (formerly Technical Director) was agreed upon and provided to QMS.

## 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 (TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive



Continue to develop training courses and implement strategic plan as it relates to training.

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.

Generate more awareness of the program and drive growth and interest in participation.

Streamline Program/EC operations to minimize resources required to maintain program based on size and need.

Establish and monitor success measures.

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. NEFAP approved SOP 7-101 by email vote. It was approved by the PTPEC and forwarded to the Policy Committee.

The Policy Committee recommended an addition regarding certificates of recognition and the Committees (NEFAP and PTPEC) will be voting on the change to finalize this SOP.

The Committee has started reaching out to possible members for the Evaluation and witness teams.

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.

The Training Workgroup has completed Parts 1 and 2 and will soon submit them to Ilona for review. It hopes to have Parts 3 and 4 complete before the end of the year. The Subcommittee will be discussing whether the training needs to be continuous within the same week or if it can be broken into parts similar to what Micro is doing. This decision will determine whether training will start before the end of the year or after the Conference.

The Committee has added Training Committee Update to its future agendas to make sure there is good communication between the committees. Two NEFAP members are on the Training Committee.

The Marketing Subcommittee is working with Jerry Thao to include a NEFAP presence on LinkedIn. They are also working on the Ambassador program.

The Marketing Workgroup is working on finalizing a survey to gather more information on training needs.

Tracy attended FSEA late May and spoke about the program and shared NEFAP brochures. She has some leads to follow-up on.

Report submitted by Justin for May Board

meeting. New report being submitted by Tracy for the October 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> <p>The Committee is targeting a DRAFT of the Standards to share at the Winter meeting</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	<p>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</p>

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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.

Council members discussed SIR implementation at the October meeting. While there was general consensus that SIRs are being applied as necessary, several Council members will be reviewing final SIRs (as posted) to look for potential issues that could create implementation problems.

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.

The Council met with LAB Expert Committee on September 12 to discuss assessor training and remote assessments. We believe that assessor training concerns can be addressed by clarifying a misunderstanding and a few minor edits to the language. NELAP ABs have been asked to provide definitive responses (involving legal counsel) about whether secondary accreditations can be granted to labs that received remote assessments.

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. Seven renewals have been approved thus far.

Evaluation Team assignments for the new cycle beginning this month have been affirmed by the Council members, and the first renewal letter of the 2023-2025 cycle will be sent this month.

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

None offered at present.

limits for proficiency testing in FoPT tables developed by the PTPEC.

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.

A list of issues that AB representatives wish to discuss has been created since conference, and these will be addressed in the coming months according to the Chair's prioritization.

<b>Implementation Plans for 2016 TNI ELS Standard – 1/5/2021</b>		
<b>State</b>	<b>Process for Implementing the New Standard</b>	<b>Anticipated Implementation Date</b>
<b>FL</b>	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
<b>IL</b>	Full implementation on January 31, 2020	January 31, 2020
<b>KS</b>	Rulemaking will require another 6-12 months, and then 6 more months from final rule to implementation date. Is allowing labs to upgrade now and is assessing to 2016 Standard even though 2003 NELAC standard is still the official version	2023
<b>LA</b>	May be able to avoid rulemaking, decisions being made by departmental management.	Unknown
<b>MN</b>	Full implementation of 2016 Standard accomplished.	January 2021
<b>NH</b>	Is encouraging labs to upgrade now, working with counsel about how and when they can proceed with rulemaking	Unknown
<b>NJ</b>	Incorporated into regulation by reference	January 31, 2020
<b>NY</b>	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
<b>OK</b>	Proposed rulemaking published to adopt 2016 Standard. Approval by state legislature expected.	Likely September 1, 2022
<b>OR</b>	Implemented 2016 Standard effective January 1, 2021	January 1, 2021
<b>PA</b>	Incorporated into regulation by reference, all labs are required to have the 2016 standard implemented by July 2020.	January 31, 2020
<b>TX</b>	Incorporated into regulation by reference. Implementation has gone well.	January 31, 2020
<b>UT</b>	Rulemaking complete, 2016 standard implemented.	June 11, 2021
<b>VA</b>	Regulation change effective April 1, 2022.	November 1, 2022

## 7.2 Laboratory Accreditation Systems Executive Committee

2022 Objectives	Status
<p>Manage the Standards Interpretation Request (SIR) process to ensure that all SIRs meeting the requirements of SOP 3-105 are successfully addressed. The SIR Subcommittee will initially review all SIR activities, making recommendations to LASEC for action once the SIR response is ready for final approval to post it for vote on the AC voting site. Engage the assistance of Expert and Executive Committees as appropriate for standards interpretations, guidance documents and related tools.</p>	<p>Ongoing.  <b>The updated SIR Management SOP 3-105 has been approved and delivered to Policy Committee for its review.</b></p>
<p>Manage development of Implementation Guidance (IG) in accordance with SOP 3-114, as needed.</p>	<p>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.  <b>The revised Implementation Guidance SOP 3-114 has been delivered to Policy Committee for review.</b></p>
<p>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.</p>	<p>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.</p>
<p>Ensure that laboratory assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum).</p>	<p>Sessions at EMS in Crystal City  – Internal Audits: Bringing Together Assessor Expectations and Perspectives.  Planning for the winter conference in San Antonio will soon begin.</p>
<p>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).</p>	<p>Session at NEMC in Crystal City – The Incredible Journey of Internal Audits – Episode 1 How much ground do you need to cover and how?  Planning for the winter conference in San Antonio will soon begin.</p>
<p>Develop Draft Policies and SOPs for NELAP as</p>	<p>None active at present.</p>

requested

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

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## 8. PROFICIENCY TESTING PROGRAM

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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> <p>The Chair of the PTPEC and WET Expert Committee met with the program administrators to discuss how to move forward. Stacie will initially Chair the WET FoPT Subcommittee and they will begin meeting in September.</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. The update has been approved by the PTPEC and forwarded to the Policy Committee.</p> <p>See update under NEFAP and Policy. The Committee has also started looking for members for the Evaluation Team.</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. The Committee received the recommendation from the Radiochemistry Expert Committee. The Committee invited Bob Shannon to provide an update so the Committee could ask questions and begin work on this topic.</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>

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).

Address issue of method codes in LAMS for TPH/Oil and Grease/HEM

Method Codes

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. **The NELAP AC will be taking the lead on this, but the PTPEC will be prepared to help.**

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. Stacie is working with Shawn on this effort.

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. **The Chemistry FoPT Subcommittee will begin working on comments and examples late October.**

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

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the Committee and Rachel Ellis has been voted into a second term. Stacie Crandall has been added to the Committee and has been voted in as the new Chair of the PTPEC. Susan Jackson was voted in as the new Vice-Chair. Fred Anderson will continue as a Voting member.

Amy DeMarco is stepping in as the new Chair of the Chemistry FoPT Subcommittee. This Subcommittee will begin working late October. Stacie Crandall will be Chair of the WET FoPT Subcommittee.

## 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.	A mass mailer (email and a USPS-delivered tri-fold brochure) to all accredited labs that are NOT TNI members was reviewed at the October meeting.
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.	This will no longer be an Advocacy Committee responsibility, as it is now a staff function.
Sustain organizing newsletter publication.	
Publish Spring Newsletter	Email publication sent May 5, 2022.
Publish Summer Newsletter	NA
Publish Fall/Winter Newsletter	Articles available, newsletter to be published once registration for winter conference is open.
Sustain assistance to Executive Director for the winter Forum.	Advocacy has been consulted about the winter 2023 conference in San Antonio and also the winter 2024 conference location.
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 - <b>a listening session is planned for conference in San Antonio.</b>
Develop a "State of National Accreditation" report every two years and offer briefings to interested stakeholders.	May use Annual Report in place of this document; decision by end of calendar year, 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.	Ongoing. Recommendation provided to Board about how TNI might respond to EPA's Environmental Justice Initiative.  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. <b>Response to published article about shortcomings of accreditation (LC/GC North America, March 2022, Volume 18, Issue 3, Pages 30–32) was submitted to journal editor, who replied that it was forwarded to the article's author for comment.</b>  <b>Submitted comments on a draft rule from Ohio concerning acceptance of labs accredited to the TNI ELS Standard for its hazardous waste program were discussed at the September meeting; rule managers responded that they will make the factual corrections noted.</b>
NEW: Perform 5-year review of Advocacy SOPs	Updated SOPs 1-115 (Newsletter) and 1-118 (Position Statements) have been approved and sent to Policy Committee for review.  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.

## 9.2 Policy Committee

2022 Activities	Status
Review Internal Audit Checklists	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).

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Internal Audit Checklists are now being reviewed and should be ready for use after first Policy meeting in May. A missing file will be duplicated for the master checklist and internal audits should be available before the end of July. Top half of checklists finished for all committees except CSDP/Expert. Updates needed from CSDP to finalize their checklists.

Checklists are ready for William to upload. Policy needs to establish an updated schedule.

Continue to Review SOPs and Policies

Completed update of SOP 1-101 (Operation of TNI Committees) and approved by the Board on March 9.

SOP 1-125 (Committee Applications) has been updated and approved by the Board on April 13.

SOP 1-101 (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.

SOP 3-102 (Evaluation of Accreditation Bodies): Review completed and finalized by Policy.

SOP 2-101 (Procedures for Expert Committee Operation): CSDP has decided to have their own and it has been submitted to Policy for review.

SOP -101 (Voting Procedure for General Business and Laboratory Accreditation Matters): Policy is working on incorporating procedures into SOP 1-102.

SOP 1-118 (Development of Position Statements): Policy approved 4/22/22.

SOP 1-115 (TNI Newsletter Preparation and Distribution): Policy approved 4/22/22.

SOP 6-100 (Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples): Met with EPA 7-25-22 – SSAS Expert Committee suspended – no need to compete review.

SOP 6-101 (SSAS Table Management): Review started (5/5/22). Met with EPA 7-25-22 – SSAS Expert Committee suspended – no need to compete review.

SOP 1-102 (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. Updates were made to the SOP to include unanimous consent procedures. Needs review by LASEC on exception wording in Appendix.

SOP 1-110 (Educational Delivery System) Updated staff responsibilities, tracking procedures and training categories. Submitting for Board review on 7-13-22.

SOP 3-105 (Standard Interpretation SOP): Sent back

completing review.

SOP 3-114 (Preparation and Approval of Implementation Guidance for the Laboratory Standards): Sent back to LASEC to update term/title, development process and voting procedures.

SOP 2-100 (Procedures Governing Standards Development): needs some language changes to address the review of a new Standard by the CSDP.

SOP 4-107 (FoPT Table Management): Review completed and being sent back to PTPEC for consideration and update.

SOP 7-101(TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee): Updates were made to incorporate virtual evaluations and allow for annual certificate updates similar to NELAP process. Policy changes are being reviewed by the PTPEC and NEFAP for approval.

SOP 2-102 (CSDP EC Procedure for Addressing Conflicts of Interest): Reviewed and sent back to CSDP for some clarifications since it does not include Expert Committees. SOP 2-101 (xxx) will need to address this.

SOP 7-100 (Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)): This SOP is under review to update the need for annual certificate updates similar the NELAP process.

Begin Maintaining Glossary

No activity

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### 9.3 Training Committee

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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. Included in presentation made during conference. Jerry to request NELAP AC discussion on whether states can require credentialing or badges. People are concerned that the ABs may do this if program is developed.
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. This time they are handling registration. <b>Melanie (ANAB) hopes to</b>

have course info to Ilona next week for review to set course date.

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.

RFPs were received from 5 trainers that were developed into 11 classes. Classes included:

July 14 – Applying Data Integrity to Field Activities (Silky)

July 22 – Beyond the Demonstration of Capability (Tony)

August 16 – Managing Laboratory Support Equipment – Calibration, Verification and Maintenance (Tony)

August 30 – Brown Bag 13: Handling Samples and Sample Integrity (Tony)

September 8 – Managing Your Proficiency Testing Program (Tony).

August 2022 – Keeping the Chain of Measurement Traceability Intact to Ensure Reliable Data (ANAB – Self-Paced Class)

Essential Water Analyses – 4 Class Series (Mary Johnson)

July 12, 2022 - Session 1: Sampling, Safety, Quality Control, pH, fecal coliform, chlorine residual

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.

September 23, 2022 Choosing the Correct Analytical Protocol (Jerry, Judy, and Kristen)

The first Microbiology webinar will be on Thursday, 11/17/22 and then they will plan to have a webinar every third Thursday of the month to complete the series. There are 4 courses (Nov, Dec, Jan, Feb).

Jerry forwarded 5 courses for the group to work on to include in the RFP

- Keeping the Chain of Measurement

Data,

- Managing the Accreditation Process – Part One: Laboratories

- Customer Service – It is more than reporting results

- Maintaining Sample Integrity, and

- Policies and Procedures Needed for a NELAP Laboratory.

The group will be meeting later 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. The update completed for the Asbestos assessor course and wording update to be sent to IT for update on website. Course participants to use 2009 Standard to take course, but updates to 2016 Standard are described. New assignments for course reviews made.

Development of Course Catalog

Template has been developed. Need to look at ways to standardize course descriptions. Ways to standardize descriptions is to be discussed with the Training Opportunities Workgroup in September.

## 9.4 2023 Forum on Environmental Accreditation

- January 9-12, 2023 in San Antonio.
- Revised Schedule below.
- **Note new NGAB session to allow our 4 BGABs to provide updates.**

Time	Monday: 1/9	Tuesday: 1/10	Wednesday: 1/11	Thursday: 1/12
8-12 AM	<b>General Session</b> 8:00 Introduction to TNI 10:30 Annual Meeting	1. Assessment/Mentor Forum 2. Chemistry 3. PT Executive	1. Quality Systems 2. LAB/NGAB 3. Advocacy Open	Training Courses - Cause Analysis - MDL/LOD/LOQ TNI Staff mtg

			Forum	
12-1	Lunch on Own	Lunch Provided	Lunch Provided	
1-5 PM	1. Assessment/Mentor Forum 2. NEFAP/FAC/Micro 3. PT Expert	1. Assessment/Mentor Forum 2. NELAP/LASEC 3. Training	1:00 Special Session on Credentials 4:15 Committee Reports	
Evening	Reception		Committee member reception	

Exhibit program runs from 12:00 noon on Monday to 3:30 pm on Tuesday. Advocacy will meet the week on 1/15.

- Recommending a ~10% increase in registration fees to reflect inflation. Basic full conference registration fee for a TNI member will be \$575 vs \$525 for this year.
- Note the two training courses on Friday
- **Registration should open this week.**

## 9.5 2023 Environmental Measurement Symposium

The 2023 Symposium will be in Minneapolis, MN from July 31-August 4. The Call for Abstracts will go out in October with these topics:

- **Academic Research Topics in Environmental Measurement and Monitoring**
- **Advances in Sensor Technologies for Environmental Monitoring and Measurement**
- **Air Monitoring, Methods, and Technology**
- **Analyzing Microplastics in the Environment.**
- **Best Management Practices for Environmental Laboratories.**
- **Collaborative Efforts to Improve Environmental Monitoring**
- **Community Based Monitoring and Environmental Justice**
- **Consensus Methods for Environmental Sampling and Measurement**
- **Data Quality Management and Review**
- **Drinking Water**
- **Environmental Forensics**
- **Emerging Environmental Analysis Applications for High Resolution Mass Spectrometry**
- **Identifying and Combatting Inappropriate Laboratory Practices**
- **Laboratory Informatics**
- **New Organic Monitoring Techniques**
- **Operational Issues Impacting the Environmental Laboratory Industry**
- **PFAS in the Environment**
- **Shale Oil and Gas**
- **Succession Planning in the Environmental Laboratory**
- **Wastewater Surveillance**

## 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.	Review of Knowledge, Skills, and Abilities (KSAs) and training courses needed for various badges that will comprise the QM credential is completed. <b>The KSAs needed (and corresponding test) for the full QM credential are identified, and once the credentialing activity is approved, creation of test questions will begin. Several volunteers will create questions based on the needed KSAs.</b> A special session is being planned for conference in San Antonio to present the preliminary plan for rolling out the badges and full credential. <b>A query to the NELAP AC indicates that no ABs currently envision making the QM credential a requirement, but labs are eager to see it created and available.</b>
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 this program would apply.	NA
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	Work in process



related to documentation for meeting requirements of the Standard.

Define evaluation criteria necessary for laboratories to meet the requirements of the Standard.

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.

**Additional Comments/Concerns:**

The TF has further developed the certificates content checklist and is in the process of validating the list against items/certificates currently in laboratories. The decision tree remains a work in progress.

Accomplished at the TNI Winter Meeting

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**

- No applications since June 2022.

**10.4 Environmental Monitoring Coalition**

- EMC continues to work on a letter to Standard Methods regarding Methods 9020 and 9223, but has not yet reached consensus.

**11. MEMBERSHIP**

- 1144 active members

**11.1 Committee Applications**

First	Last	Organization	Member Type	Committee Interest
Bill	Hall	NHDES / NH ELAP	Voting	Laboratory Accreditation Body
Ron	Houck	PA DEP	Associate	Chemistry
Ron	Houck	PA DEP	Voting	Chemistry

**11.2 New and Renewed Members:**

- Of the 32 expired memberships from August, 7 renewed or requested an invoice after contact. Emails were sent to September expired members on October 4, 2022.
- 62 New and Renewed memberships in September, 2022

**11.3 Expired Memberships**

- 16 Memberships Expired in September