

## TNI Board of Directors Meeting Summary February 8, 2023

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### 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     |         | Ilona Taunton    | X       |
| Justin Brown      | X       | Janice Wlodarski | X       |
| Kristin Brown     | X       | Bob Wyeth        | X       |
| Robin Cook        | X       |                  |         |
| Stacie Crandall   | X       |                  |         |
| Jack Farrell      |         |                  |         |
| Maria Friedman    | X       |                  |         |
| Myron Gunsalus    |         |                  |         |
| Jessica Jensen    |         |                  |         |
| Harold Longbaugh  | X       |                  |         |
| Judy Morgan       |         |                  |         |
| Patsy Root        | X       |                  |         |
| Debbie Rosano     |         |                  |         |
| Valerie Slaven    | X       |                  |         |
| Nick Slawson      |         |                  |         |
| Alfredo Sotomayor | X       |                  |         |
| Lem Walker        |         |                  |         |
| <b>Past Chair</b> |         |                  |         |
| Sharon Mertens    | X       |                  |         |

### AGENDA

#### 1. Offer of Resignation from Myron Gunsalus

Myron has left Kansas DHE and taken a new position with the EPA Region 7 laboratory. He has expressed an interest in continuing to serve of the Board, but his interest category would change form AB to laboratory, giving us 3 AB, 10 laboratory and 7 other. This would change next month if the election goes as planned with the number of ABs increasing to 4.

We will defer the decision to accept or reject the resignation until the next meeting (March 2023).

#### 2. Review of Consent Agenda

Note that the program reports have been updated to reflect the 2023 objectives. Also note that each committee now has an “Administrative Activities” objective to allow committees to report on administrative activities like preparing the annual report, adding committee members, responding to Standard Interpretation Requests (SIR), and conducting internal audits without each of these having to be stated as objectives for each committee.

As discussed in the December call, we are now providing dates for each committee’s reported action.

### 3. TNI Voting Procedures

For several years TNI has had multiple procedures for voting:

- SOP 1-102: Voting Rules for TNI Committees
- SOP 2-101: Procedures for Expert Committee Operations
- SOP 3-101: Voting Procedure for General Business and Laboratory Accreditation Matters
- SOP 4-105: PT Executive Committee Voting Procedure
- SOP 5-102: Voting Procedure for General Business and Laboratory Accreditation Matters

In 2022, the Policy committee began revising SOP 1-102 with the goal of making it applicable to all committees while making other changes such as inclusion of Unanimous Consent. The goal was to have a single voting procedure applicable to all committees, with an Appendix that lists any needed exceptions for specific committees. As the draft revision of this SOP began circulating to various groups, the Consensus Standards Development Program Executive Committee (CSDP EC), the NELAP Accreditation Council (AC), and the NEFAP Executive Committee all indicated they wanted to retain their own separate voting procedures. As such, the CSDP EC and NELAP AC revised their SOPs and provided them to Policy. The PT Executive Committee agreed to Policy's draft changes in SOP 1-102.

After an initial review of these revised SOPs, Policy believes its original goal is still the best approach and seeks Board direction.

The language below shows the exceptions for 2 of the 3 groups above.

#### **CSDP EC Exceptions**

When a Standard, volume or module is presented to the committee for approval all Voting Members of the Expert Committee are required to vote. Failure of a Committee Member or Affiliate to provide a vote on a Standard or any portion thereof, when presented for approval (without good cause), shall result in their removal from the Expert Committee.

Super Majority Votes are required for the following:

- SOPs developed for Expert Committee use and operations;
- Approval of all new and revised Standard Volumes and Modules; and
- Approval of SIRs.

Committees may use varying voting requirements to approve new members. The voting rule that the committee is following to add committee member(s) shall be stated prior to the vote occurring.

#### **NELAP AC Exceptions**

1. New or Revised Definitions

**Matters Relating to Laboratory Accreditation and All matters that are not matters of general business:** Votes in these two instances may only be undertaken when two-thirds of the NELAP AC membership is present. Examples of matters pertaining to laboratory accreditation include, but are not limited to, the handling of SIRs and adoption of standards.

**Super Majority:** A vote where a minimum of two-thirds of the entire committee membership must vote "for" in order to pass the motion. NOTE: For the NELAP AC, any vote on a matter of accreditation requires not only a super majority of favorable votes, but a super majority must be present in the meeting at the time the vote is initiated.

**Veto:** A special type of negative vote cast when an element of the motion at hand would preclude implementation by a member AB because existing statutory or regulatory requirements could not be positively confirmed.

## 2. Eligibility for Votes on General Business Matters

An AB may cast one vote on any matter of general business submitted for a vote. The designated representative or designated alternate representative of an AB may cast an AB's vote. The NELAP AC may vote on matters of general business during any meeting of the Council where a quorum is present.

## 3. Votes on Matters Related to Laboratory Accreditation

### 3.1 Eligibility

An AB may cast one vote on any matter related to laboratory accreditation submitted for a vote. The designated representative or designated alternate representative of an AB may cast an AB's vote.

### 3.2 Types of Votes

An AB may cast one of five votes on matters concerning laboratory accreditation:

- “For” – signifies acceptance of the matter in question.
- “Against” – signifies opposition to the matter in question, but implies that the matter will be implemented if approved by the voting process.
- “Veto” – applicable only to matters of accreditation. A veto vote signifies that the matter in question cannot be implemented in that AB's operations due to conflict with existing law or regulation or state policy. The reason for a veto must be specified.
- “Needs Discussion” – applicable only to SIRs, which are voted upon at a specific secure site on the TNI web pages. “Needs Discussion” signifies that the AB desires to participate in conversation about aspects of an SIR prior to voting. Any SIR with this vote shall be brought to an AC meeting for discussion prior to final vote tally.
- “Abstain” – An abstention does not alter the minimum number of “yes” votes required for passage of any matter of laboratory accreditation. “Abstain” effectively reduces the number of voting members by one for each abstention. It is expected that all AC members will vote on all matters of laboratory accreditation unless both the representative and the alternate (if one exists) are incapacitated, or a conflict of interest exists. NOTE: There is no “abstain” vote on the SIR voting site; a member wishing to abstain, but not desiring a discussion of the item, simply comments that s/he will not be voting, or does not vote.

### 3.3 Voting Requirements

The NELAP AC may initiate a vote on matters concerning laboratory accreditation during a meeting of the Council only if two-thirds of the membership is present. Votes on matters concerning laboratory accreditation will close two weeks after a vote is initiated.

#### 3.3.1 Motions

During any meeting, any NELAP AC member may bring matters related to laboratory accreditation before the Council by the appropriate motion and second.

#### 3.3.2 Discussion and Comment

Discussion will continue until a two-thirds majority agrees that the motion is ready for a vote.

### 3.3.3 Voting Process

3.3.3.1 ABs may cast votes by voice during a meeting of the NELAP AC. Members who are absent during the meeting in which a vote on a matter of accreditation is made have up to two weeks to place a vote electronically, by FAX, or hard copy on an official ballot provided by the NELAP AC chairperson.

3.3.3.2 As matters concerning laboratory accreditation are vital to the program, if a vote on a matter of accreditation fails to pass within the two-week period, the Council reserves the right to reconsider the motion and present it again for vote.

3.3.3.3 At the time the vote is cast, any member who casts a veto must submit to the NELAP AC Chair written justification that clearly outlines the specifics of the objection. The written justification must be submitted within one week of the veto vote.

3.3.3.4 To be adopted, matters concerning laboratory accreditation require a vote of "For" from two-thirds or more of the Council (a super majority) and no votes of "Veto."

### 3.3.4 Veto Votes

Although it is expected that most issues will be brought out and resolved during the discussion period, veto votes must be addressed. Each of the following steps must be taken.

3.3.4.1 Vetoes must be identified, documented and the written rationale recorded.

3.3.4.2 Members casting a veto vote shall present written rationale that will explain the reason(s) for their veto vote.

3.3.4.3 If a simple majority of the Council determines that the rationale for the veto vote is persuasive, the NELAP AC must either fail the vote or reconsider the motion if reconsideration is within the Council's purview. For instance, if the vote is to adopt a standard or approve an SIR, the vote fails, since the AC cannot modify those items unilaterally. If the Council has the option of altering the matter undergoing vote, it will seek to do so in a fashion that accommodates the AB's reason for veto.

3.3.4.4 If a simple majority of the Council does not agree that the veto vote is persuasive, the AB casting such veto shall either provide additional or stronger rationale (such as formal opinion from state legal counsel) or withdraw the veto. Providing any further rationale should be accomplished expeditiously.

3.3.4.5 The Program Administrator returns any item that does not pass to the originating body for resolution.

### 3.3.5 Recording of All Matter of Accreditation Votes

The Program Administrator records the vote of the NELAP AC on a member-by-member basis (a roll call vote) and the tally is attached to the final version of the

motion. The Program Administrator must confirm and document that two-thirds of the membership was present at the time the vote was initiated.

### 3.3.6 Disposition

The Chair or designee will record votes cast by ABs and include the results of votes in the minutes of the Council. If an AB does not cast a vote, the Chair or designee shall count the vote as if the AB voted "Abstain." If an AB casts both a voice vote and a vote by electronic mail, facsimile transmission, or correspondence, the Chair or designee shall only record the vote cast by electronic mail, facsimile transmission, or correspondence.

## 4. Voting for Standards Interpretation Requests

TNI has established a website for voting on final interpretations of standards, as requested through the <http://www.nelac-institute.org/interpret-request.php> site. This section sets forth the NELAP AC voting process as it shall apply to this form of electronic voting. Interpretations are posted to [http://www.nelac-institute.org/sir/standard\\_interpretation\\_requests.php](http://www.nelac-institute.org/sir/standard_interpretation_requests.php), where each AC member has a secure login and password for access. NOTE: While only the designated representative has a secure login and password, the individual AB has the discretion to authorize the alternate to utilize that login if desired, for voting purposes. All votes cast are shown as if cast by the current AB representative; this attribution changes when the representative changes. Once the interpretation is posted to the SIR voting site, the NELAP AC Program Administrator is notified, and the NELAP AC also notified no later than its next meeting. The NELAP AC is expected to complete the voting process within 30 days of notification, in order to meet the timelines set forth in the Laboratory Accreditation Systems Executive Committee's (LASEC's) SIR Management SOP 3-105.

Each NELAP AB receives one vote. This vote may be given by the designated representative or the designated alternate representative by logging into the site and casting the vote. Each AB's vote is clearly identified through the log-in process. Only AB votes are tallied; others with access to the SIR voting site show in the listing but are not expected to vote and such votes will not be counted (for instance, the NELAP-EPA liaison and the Program Administrator).

When the SIR is posted on the site, the voting options are: For, Against, Needs Discussion, or Veto. A vote other than "For" should use the comment section to explain the reason for discussion, negative vote or veto. ABs are able to see each other's votes and comments. This voting mechanism has been designed as a tool to speed acceptance of SIRs without consuming excessive meeting time for the Council, and for SIRs only, the "veto" vote signifies that the AB casting the vote believes that, had the offered interpretation been part of the original standard, it would have warranted veto on the adoption of the standard. That is to say, the offered interpretation cannot be implemented or enforced by the AB due to its statutes and regulations.

When a super majority of the NELAP AC has voted "For" the response and no "Veto" votes have been recorded, the ABs are notified by the SIR Program Administrator that the vote is coming to a close and they have 2 weeks to cast a vote. If there is no "Veto" within the two-week period, the SIR response is considered approved and it is posted to the TNI website. Failure of an AB to vote will be considered an abstention.

If a "veto" vote is received, it is the responsibility of the voting AB to provide written rationale to the NELAP AC, the NELAP AC Program Administrator, and the SIR Program Administrator. The comment box on the voting site may be used for this purpose. The SIR and veto are discussed at an upcoming NELAP AC meeting. If a majority of the NELAP AC determines the veto is persuasive, the SIR must be returned to the LASEC with an explanation and a request to

reconsider the interpretation and provide a modification that can be successfully implemented and enforced by all NELAP ABs.

If a super majority vote in favor of the SIR cannot be reached by the NELAP AC on the voting site, it is forwarded by the Program Administrator to the NELAP AC for discussion at a NELAP AC meeting. If the NELAP AC fails to accept an interpretation by this mechanism, a written response to the LASEC is prepared, asking for reconsideration of the response.

*Discussion:*

Suggestions for addressing voting rules in SOPs as outlined above:

- Have one SOP (instead of 4), with an additional section for those two groups to cover their exceptions or clarifications in the appendix.
- Combining SOPs into a single SOP. This might expose our processes (everything) to ANSI, including things that we may not want them to see/know. They have access now to the SOPs relative to the consensus process. They are only auditing to the SOPs that we've submitted to them, not the SOPs referenced within those SOPs.
- We need a policy on how SOPs get changed, that effect multiple groups. How does it get done? Put it in black and white.
- Policy Committee – how do we proceed?
- Does the board recommend combining SOPs or having 1 main SOP + individual SOPs for groups that feel they need their own?
- The one, single, SOP would have the exceptions in it.

**Motion to combine all voting SOPs into one and be clear about exceptions required to maintain the procedures of some of our groups:** Patsy Root

**Second:** Stacie Crandall

**Approved:** Unanimous

#### 4. Annual Report

This document was provided separately. The Board has two required actions from our Quality Management Plan: 1) to approve this report for posting, and 2) specifically, approve the 2023 objectives for each committee. Note: The 2023 objectives in this report are also captured in the revised approach for the Consent Agenda.

Should we have a separate meeting to consider the Annual Report, or take more time to review it and address it in the next meeting.

We will take more time to review the Annual Report and address it in the next meeting (March 2023). The first 26 pages are most important for review. The rest are there for completeness.

## 5. SOP to Review

### **SOP 2-102, CSDP EC Procedure for Addressing Conflicts of Interest.**

This is a new SOP that mirrors similar TNI SOPs on this topic. It has been reviewed and approved by the Policy Committee and does not require approval from the Board. Notes:

- Section 6.0: The word “arbiter” might be a better word than “evaluator.”
- Section 5.5: “...is in violation of this procedure... disciplinary action...” – this phrase is not necessary. Delete “is in violation of this procedure and”.

Look at the other SOPs. The same language may be in those as well (this was modeled after the others).

### **SOP 7-100, Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI).**

This SOP was revised by:

- adding Note 2 in Section 4.4,
- revising the definitions of “concern” and “nonconformity” by removing process language,
- removing the definition of observations as it is defined in Section 6.6, and
- revising the procedure for issuance of certificates in Section 6.14.

*Question: Are we allowed to make a clarifying note to a definition, but place it under the definition instead of within the definition? Yes, we should be able to do this for ease of clarity of the definition without hunting for the information elsewhere in the document. Will consider this for future SOPs.*

### **Motion to Endorse SOP 7-100, Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI): Steve Arms**

**Second:** Harold Longbaugh

**Approved:** Unanimous

## 6. \*New\* Informational Item

The Standard Methods Organization has significantly revamped their website. Jerry has reviewed the website and it's excellent. Jerry will send everything the link.

## CONSENT AGENDA Approved 2/8/23

### 1. Approval of December Minutes

### 2. Comments on DMRQA Program

EPA's Discharge Monitoring Report-Quality Assurance (DMR-QA) study program participation is mandatory for Major and selected Minor National Pollutant Discharge Elimination System (NPDES) permit holders in accordance with Clean Water Act Section 308. The DMR-QA study program is designed to evaluate the analytic ability of laboratories that perform chemical, microbiological and whole effluent toxicity (WET) analyses required in NPDES permits for reporting results in the Discharge Monitoring Reports (DMR). Under DMR-QA, the permit holder is responsible for having their in-house and/or contract laboratories analyze proficiency test samples and submit results to proficiency testing (PT) providers for grading. Graded results are transmitted by either the permit holder or PT provider to the appropriate federal or state NPDES permitting authority. Permit holders are responsible for submitting corrective action reports to the appropriate permitting authority.

TNI's PT Executive Committees developed comments on 2 aspects of the program, 1) expansion to include all non-potable analytes in TNI's PT program and 2) changing the requirements for WET testing to match recommendations made by the WET committee. The comments were reviewed and approved by the Advocacy committee and submitted to EPA on January 27.

### 3. [Reserved]

### 4. [Reserved]

### 5. CONSENSUS STANDARDS DEVELOPMENT REPORT

#### 5.1 Consensus Standard Development Program Executive Committee

| 2023 Objectives  | Status  |
|--|---|
| Continue to develop policies and procedures that guide standards development to ensure full compliance with all relevant TNI requirements for Expert Committee operations and standards development. |   |
| Ensure consistency and uniformity between Volumes and Modules of the Standard  |   |
| Provide technical and administrative assistance in developing tools to facilitate the implementation of the Standard   |   |
| Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comments.               | 2/6: Provided TNI Chairs and non-TNI interested parties (public) the Response to Comments document for revised Radiochemistry standard and posted on TNI website. |



|  |  |
|--|--|
| <p>Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.</p> <p>Continue the Standards revision process, including assuring a 'big picture' review prior to any Module becoming final</p> <p>Determine the need for a creation of Committee focused on Consumables</p> <p>Administrative Activities</p> | <p>2/6: Scheduled for 2023. Most likely EL V3 or EL V4.</p> <p>2/6: Awaiting product of Consumables Task Force</p> <p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Internal Audits have begun. Awaiting input and schedule from Policy Committee.</p> |
|--|--|

## 5.2 Asbestos Testing Expert Committee

| 2023 Objectives   | Status  |
|---|---|
| Continue to 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. | 2/6: Response to Comments complete on 2 <sup>nd</sup> revision to Module 3. Public Comment period closing in March, 2023. Final version of M3 to be available for implementation at discretion of AC. |
| Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.  | 2/6: As final re-accreditation occurs, BS-9 to be filed with ANSI.  |
| Serve as a technical resource regarding AT to TNI members and other interested parties.   | 2/6: Inputs to Quality Management Systems Expert Committee provided with continuing assistance as necessary.  |
| Provide technical assistance in developing tools to facilitate the implementation of the Standard.  | 2/6: Checklist tool for compliance with EL V1 M3 being considered for development   |
| Administrative Activities   | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Internal Audits have begun. Awaiting input and schedule from Policy Committee.  |

## 5.3 Chemistry Expert Committee

| 2023 Objectives   | Status   |
|---|--|
| Begin revision to V1M4.   | 2/6: Review and modification of M4 has begun with established Work Groups providing inputs for full committee consideration.     |
| Provide technical assistance in implementation of the Standard.         | 2/6: As revised module is developed, need for Guidance documents or other means of implantation assistance will be evaluated.    |
| Continue to contribute to resolution of the Technical Specialist issue. | 2/6: Inputs to Quality Management Systems Expert Committee provided with continuing assistance as necessary.                     |
| Administrative Activities   | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. A number of unresolved SIRs require attention but will |

likely need to be addressed by changes in M4 currently under way. Internal Audits have begun. Awaiting input and schedule from Policy Committee.

**5.4 Laboratory Accreditation Body Committee**

| 2023 Objectives  | Status   |
|--|--|
| Publish Draft Standard V2M1, Revision 1.   | 2/6: Comments on Draft Standard received from public meeting at San Antonio conference and committee member's comments from review of total module remain to be addressed before Revision 1 is completed |
| Discuss and rule on any comments Persuasive or Non-persuasive  | 2/6: Plan to work on this during comment period for Revision 1   |
| If controversies identified, publish Revision 2 of Draft Standard and receive/review comments again. |  |
| Committee vote for Final Standard.   |  |
| Review and update Technical Review Checklist as needed based on changes to standard.                 | 2/6: Plan to work on this during comment period for Revision 1   |
| Provide information on developing and recommending training and guidance materials as appropriate.   |  |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.  |

**5.5 Microbiology Committee**

| 2023 Objectives  | Status  |
|--|---|
| Complete Volume 1 Module 5 Draft Standard.   | 2/6: Finishing up responses to comment and finalizing Revised Draft Standard for 90-day comment period.   |
| Present "Understanding Microbiology" Webinar course(s).  | 2/6: Adding information to training in response to request in San Antonio to include references to Standard. Updates will be complete in time for March training. |
| Prepare Implementation Guidance regarding Incubator Equilibrium checks.                                |   |
| Continue to support Quality Management System's efforts to finalize language for Technical Specialist. |   |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.   |

## 5.6 Proficiency Testing Committee

| 2023 Objectives   | Status   |
|---|--|
| <p>Develop and maintain consensus standards for proficiency testing (PT) that are practical, implementable, and meet the needs of the environmental community.</p> <ul style="list-style-type: none"> <li>- Complete Workgroup review and move to full committee.</li> <li>- Prepare revise Draft Standards: V1M1, V2M2, V3, and V4.</li> </ul> | <p>2/6: Notices of Intent to modify V1M1, V2M2, V3 and V4 approved, and two Work Groups established (V1/V2 and V3/V4). Work continues in these Work Groups with proposed changes being returned for full committee consideration. While all 4 elements of the Standard are being addressed, V3 and V4 are the primary focus in order to resolve full re-accreditation from ANSI.</p> |
| <p>Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.</p>  |  |
| <p>Administrative Activities</p>  | <p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Internal Audits have begun. Awaiting input and schedule from Policy Committee.</p>  |

## 5.7 Quality Management Systems Committee

| 2023 Objectives   | Status   |
|---|--|
| <p>Complete Volume 1 Module 2 Draft Standard.</p>   |  |
| <p>Finalize Technical Specialist language.</p>  | <p>2/6: Working on exception language for Technical Specialist section.</p>                                |
| <p>Continue working through controversial topics:</p> <ul style="list-style-type: none"> <li>- Technical Specialist</li> <li>- Internal Audits</li> <li>- Document/Record Retention</li> <li>- Quality Manual</li> <li>- Define "Appropriate QC" in Section 7.7 (ISO/IEC 17025:2017)</li> <li>- Consistent use of Procedure and Policy</li> <li>- Clarification of unique ID</li> </ul> | <p>2/6: Working on defining Technology. Will work with PTPEC, Chemistry and LAMS to further this work.</p> |
| <p>Work on language from Sections 4.2 and 4.1.3 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2.</p>  | <p>2/6: This effort now complete.</p>  |
| <p>Administrative Activities</p>  | <p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p>                           |

## 5.8 Radiochemistry Committee

| 2023 Objectives  | Status   |
|--|--|
| Complete V1M6 Draft Standard.  | 2/6: Response to Comment Document has been posted and distributed to interested Stakeholders. If no appeals are filed, Module 6 is complete. |
| Resolve reporting uncertainty with PT results.   |  |
| Explore options for FoPT tables for non-DW matrices.   |  |
| Continue to support Quality Management System's efforts to finalize language for Technical Specialist. |  |
| Explore options for FoPT tables for non-DW matrices.   |  |
| Evaluate need for training development.  |  |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.  |

## 5.9 Whole Effluent Toxicity Committee

| 2023 Objectives   | Status  |
|---|---|
| Complete review and revision of updated language for each section of revised V1M7.                            | 2/6: Revision of V1M7 is underway, with DOC section nearing completion and Essential QC section remaining to be updated                               |
| Working with PTPEC, establish path to achieve data comparability for WET PT data.                             | 2/6: PTPEC has determined that the recently re-constituted WET FoPT Subcommittee is the appropriate group to determine how to approach this objective |
| Provide input as needed for QC Specialist badge for aquatic toxicity, in support of credentialing initiative. |   |
| Administrative Activities   | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.   |

## 6. NEFAP

### 6.1 NEFAP Executive Committee

| 2023 Objectives  | Status  |
|--|---|
| Support standard revision process by providing comments and suggested changes to improve the TNI Field Activities Standards. |   |
| Complete NEFAP AB re-evaluation process.   |   |
| Continue to develop training courses and implement strategic plan as it relates to training.                                 | 2/6: Working on final formatting of course (Internal Auditing for Field Sampling and Measurement Organizations). Two sections will be recorded ahead for students to complete prior |

Aggressively market the Program utilizing the strategies outlined in the strategic plan.

- Hold a virtual Sampling Conclave
- Continue to present at outside conferences.
- Market the new Standard when completed.
- Submit comments to Quality Management Systems committee on the use of NEFAP.

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

Administrative Activities

to two final live sessions. First two recordings will be complete in Spring with goal to give final two sessions after the Field Sampling Conclave.

2/6: A flyer is being finalized to begin reaching out to speakers for the Field Sampling Conclave to be held virtually June 6-8.

Patrick Selig is work on a request and language to be sent to QMS Expert Committee to review.

2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.

## 6.2 Field Activities Expert Committee (FAC)

| 2023 Objectives  | Status  |
|--|---|
| Complete Volume 1 and Volume 2 Draft Standard.                         | 2/6: Volume 1 and 2: Final language is being reviewed by the Committee with a due date of 3/1. The Draft Standard will then be prepared for a final vote in April for posting to the TNI website. |
| Assist NEFAP in planning for Sampling Conclave.                        |   |
| Discuss addition of media-specific field sampling modules to Volume 1. | 2/6: To be discussed after current Standard is completed.   |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.   |

## 7. NELAP

### 7.1 Accreditation Council

| 2023 Objectives  | Status  |
|--|---|
| Sustain governance role for the program and promoting consistency in AB operations.  | 2/6: Election of Chair scheduled for February 6 meeting; no additional nominations have yet been received, so it is likely that Kristin Brown will continue as Chair. |
| Review and comment on V2M1 Draft Standard Revision 1.  |   |
| Review and comment on other revised modules of the TNI ELS Standard (Volume 1) as the Expert Committees publish Draft Standards. |   |
| Address issues of concern to NELAP ABs as they arise.  |   |

Complete current evaluations and initiate 2023-2026 Evaluation Cycle.

2/6: Evaluations continue, both to finish the previous cycle and starting the next one

Administrative Activities

2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.

| Implementation Plans for 2016 TNI ELS Standard – 2/8/2023 |   |                     |
|---|---|---------------------|
| State   | Process for Implementing the New Standard   | 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 | 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  | Implemented 2016 Standard in August 2022 and is transitioning now   | August 2022         |
| MN  | Adopts by statute, and is updating its databases now.   | January 2021        |
| NH  | Regulation finalized on November 23, 2021   | March 1, 2022       |
| NJ  | Incorporated into regulation by reference   | January 31, 2020    |
| NY  | Adopts by reference.  | January 31, 2020    |
| OK  | Proposed rule published 12/1/2021 to adopt 2016 TNI EL Standard   | September 2022      |
| OR  | Implemented 2016 Standard effective January 1, 2021   | January 1, 2021     |
| PA  | Incorporated into regulation by reference.  | January 31, 2020    |
| TX  | Incorporated into regulation by reference.  | January 31, 2020    |
| UT  | Rulemaking complete.  | June 11, 2021       |
| VA  | Rulemaking complete.  | November 1, 2022    |

## 7.2 Laboratory Accreditation Systems Executive Committee

| 2023 Objectives  | Status  |
|--|---|
| Supplement SIRs with Implementation Guidance for non-SIR questions.                          |   |
| Review Draft Standards as they are developed.  |   |
| Continue to provide Mentor Sessions and Assessment Forums at TNI conferences.                | 2/6: Succession planning for Mentor Session leadership is in place        |
| Assume Role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions)   |   |
| Develop Draft Policies and SOPs for NELAP as requested                                       |   |
| Sustain SIR progress and supplement SIRs with Implementation Guidance for non-SIR questions. |   |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. |

## 8. PROFICIENCY TESTING PROGRAM

| 2023 Objectives  | Status  |
|--|---|
| Work with the WET FoPT Subcommittee to develop recommendations to resolve problems with variability of testing conditions. |   |
| Complete Proficiency Testing Provider Accreditor (PTPA) evaluations.   |   |
| Develop resolution for reporting uncertainty with Radiochemistry PT results.   |   |
| Complete and gather information on PT Program metrics.   |   |
| Continue working to be inclusive of non-TNI ABs.   |   |
| Support the NELAP AC on method codes issues in LAMS for TPH/Oil and Grease/HEM, cyanides, and microbiology                 |   |
| Explore adding Perfluoroalkyl substances in drinking water to the TNI PT Program.  | 2/6: The Chemistry FoPT Subcommittee discussed the addition and is collecting more data and reaching out to labs to update the survey previously done.  |
| Ensure that fields of Proficiency Testing (FoPTs) are appropriate for their intended use.                                  |   |
| Finalize changes to SOP 4-101 and 4-107.   | 2/6: 4-107 (FoPT Table Management): Ready for PTPEC vote in February and distribution to the Policy Committee.  |
|  | 4-101 (Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests): Chemistry FoPT Subcommittee worked on examples and will be recommending that a link to a video discussion on how to calculate limits be added to the SOP. |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Prepared comments in response to DMRQA request for public comments.   |

## 9. ADMINISTRATION

### 9.1 Advocacy Committee

| 2023 Objectives   | Status   |
|---|--|
| Create a plan for national accreditation and systematic outreach to data users that will explain and promote the benefits of a quality management system. | 2/6: Development of this Outreach Plan is underway. Workgroup has commented on an outline, and a prose draft will be developed later in February |

|  |   |
|--|---|
| Revise the “Introduction to TNI” to create a webinar for new members.  | 2/6: Preliminary webinar presented in San Antonio; revisions underway.  |
| Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.                 | 2/6: Worked with PT Executive Committee and WET Expert Committee to review comments on EPA DMRQA program.   |
| Update the State of National Accreditation Report and deliver to EPA Environmental Methods Forum and non-NELAP state contacts. |   |
| Look for opportunities to add TNI Ambassadors for non-NELAP states.  |   |
| Sustain  |   |
| – organizing newsletter publication,   | 2/6: Planning for spring newsletter is underway   |
| – providing assistance to conference planning, and   |   |
| – support for Small Laboratory Advocate role.  |   |
| Provide outreach (e.g., presentations and papers) to promote The NELAC Institute and TNI’s programs.                           | 2/6: Abstracts submitted for Clinisys user meeting in April and TCEQ Trade Fair in May on “Case Studies of Faulty Laboratory Data due to a Lack of a Strong Quality Management System.” |
| Administrative Activities  | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.   |

## 9.2 Policy Committee

| 2023 Objectives   | Status   |
|---|--|
| Continue to Review SOPs and Policies  | 2/6: Reviewed second revision to SOP 3-105 (Standard Interpretation SOP) – To be sent back to LASEC. |
| Begin Maintaining Glossary  |  |
| Ensure all committees complete an internal audit and summarize the findings | 2/6: Checklists finalized and being provided to William for posting on TNI Management.               |
| Administrative Activities   | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.                            |

## 9.3 Information Technology Committee

| 2023 Objectives                           | Status  |
|---|---|
| Continue to support the website and LAMS  | 2/6: Transfer of LAMS administration from Dan Hickman to Paul Junio and William Daystrom in progress. |
| Continue to support the Mentor initiative |   |



Develop tools needed to support the credential initiative

2/6: William Daystrom has agreed to build the on-line tools needed to support this effort.

Expand LAMS into non-NELAP states

Administrative Activities

2/6: Provided 2022 accomplishments and 2023 objectives and a LAMS report for Annual Report.

#### 9.4 Training Committee

| 2023 Objectives  | Status   |
|--|--|
| Continue Linked-In presence.   |  |
| Work with Competency Task Force to develop Credentialing Program.  |  |
| Prepare an SOP for developing exams.   |  |
| Look for opportunities to collaborate with other training providers.   |  |
| Continue to develop ideas for training courses.  | <p>RFPs in development for:</p> <ul style="list-style-type: none"> <li>- Quality Control for Field Activities</li> <li>- Risk Based Assessment Principles - ISO/IEC 17011</li> <li>- Managing a Data Integrity Investigation</li> </ul>  |
| Expand use of technology to administer, automatically grade tests, and provide certificates.   |  |
| Prepare and issue RFPs to meet Credentialing needs.  | <p>RFPs in development for:</p> <ul style="list-style-type: none"> <li>- Managing the Accreditation Process: Laboratories</li> <li>- Customer Service: It is More than Reporting Results</li> <li>- Policies and Procedures Needed for a NELAP Laboratory</li> <li>- Method Selection, Validation and Demonstration of Capabilities (for each Module)</li> </ul> |
| Complete Training Course SOP (1-128) and then update training course descriptions to be consistent and to include applicable digital badges. | <p>2/6: Input was gathered in San Antonio to work on this SOP.</p>   |
| Review training to ensure it is not obsolete.  | <p>Ongoing.</p>  |
| Develop Course Catalog   | <p>2/6: Format should be finalized during the February meeting.</p>  |
| Post Webcast for how to complete training application to teach courses.  |  |

Administrative Activities

2/6: Provided 2022 accomplishments  
and 2023 objectives for Annual Report.

## 9.5 2023 Forum on Environmental Accreditation

The 2023 Forum was held from January 9-12, 2023 in San Antonio, TX. We had 211 attendees with 20 participating virtually. The Forum featured 2 training courses, 10 TNI committee meetings, the Annual Report, a special Field Sampling session, a panel session by Non-Governmental Accreditation Bodies, and a special session on the credential effort.

The 2024 Forum will be held in Columbus, OH from January 22-25, 2024.

## 9.6 2023 Environmental Measurement Symposium

- The 2023 Symposium will be in Minneapolis, MN from July 31-August 4. The Call for Abstracts is open 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
- Site visit accomplished on 12/5. Hotel is in a very good location.
- As of February 6, we have received abstracts for 106 oral and 14 poster presentations.

## 9.7 NGAB

## 10. TASK FORCES AND OTHER EFFORTS

### 10.1 Competency Task Force

| 2023 Objectivities  | Status  |
|---|---|
| Transform Task Force into a Committee and undertake pilot credentialing program for Quality | Plan presented to public at San Antonio meeting and minor changes are being |

Manager role, in accordance with approved business plan.

made. Preparation of formal proposal to the Board is underway.

Select next roles for potential credentialing.

Coordinate with TNI Training Committee in developing courses.

Administrative Activities

2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.

## 10.2 Consumables Task Force

| 2023 Objectives  | Status  |
|--|---|
| Finalize the decision tree and certificates documents. | 2/6: Based upon various concerns expressed to the Task Force, the focus of attaining the Task Force mission may shift from laboratories to a combination of vendors and laboratories. Both documents are in the final stages of preparation and review but may require modification based on potential change of focus. |
| Test the guidance with selected stakeholder groups     | 2/6: Accomplished with laboratories; require vendor inputs.   |
| Develop implementation tools for laboratory            |   |
| Prepare guidance document and/or standards module      | 2/6: Decision on Guidance versus a Volume as a part of the Environmental Standard not yet complete.   |
| Administrative Activities                              | 2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.   |

## 11. MEMBERSHIP

- 1185 active members

### 11.1 Committee Applications – Voting/Associate

| First   | Last     | Organization                              | Committee Interest | Committee          |
|---------|----------|---|--------------------|--------------------|
| Abigail | Africa   | Oklahoma DEQ                              | Associate          | Radiochemistry     |
| Bryan   | Disch    | Oklahoma DEQ                              | Associate          | Microbiology       |
| David   | Feist    | ANAB                                      | Voting             | Training           |
| Sean    | Hayes    | ORELAP                                    | Voting             | Quality Systems    |
| Taryn   | Hurley   | Oklahoma DEQ                              | Associate          | Accreditation Body |
| Silky   | Labie    | Env. Laboratory Consulting and Technology | Voting             | Microbiology       |
| Ryan    | Lerch    | Oklahoma DEQ                              | Associate          | Accreditation Body |
| Greg    | Raspanti | NJDEP                                     | Voting             | Asbestos           |

|        |          |   |           |                     |
|--------|----------|---|-----------|---------------------|
| Paul   | Grunwald | Metropolitan Water Reclamation District | Voting    | Chemistry           |
| Ryan   | Compton  | NJDEP                                   | Associate | Chemistry           |
| Ian    | McBride  | City of Kansas City, Missouri           | Associate | Chemistry           |
| Joseph | Evans    | Physis Labs                             | Associate | Chemistry           |
| Daniel | Brown    | Cove Sciences                           | Associate | Chemistry           |
| Taryn  | Hurley   | Oklahoma DEQ                            | Associate | Proficiency Testing |
| Ian    | McBride  | City of Kansas City, Missouri           | Associate | Advocacy            |
| Daniel | Brown    | Cove Environmental                      | Associate | Chemistry           |
| Sarah  | Brown    | Cove Environmental                      | Associate | Quality Systems     |
| Joseph | Evans    | Physis Labs                             | Voting    | Chemistry           |
| Joel   | Grice    | SPL                                     | Voting    | NEFAP               |

### 11.2 New and Renewed Members:

- Of the 31 expired memberships from November, 1 retired, and 6 renewed or requested an invoice after contact. Emails were sent to December expired members on January 3, 2023 .
- 69 New and Renewed memberships in December, 2022
- 70 New and Renewed memberships in January, 2023

### 11.3 Expired Memberships

- 34 Memberships Expired in December
- 34 Memberships Expired in January

### 11.4 California Rule-Making Memberships

- Due to how the expiration dates were recorded in the TNI database, those members who had memberships in the 'Access for Rule-Making Review' category were not being notified if their actual membership had expired. We've modified the process to track those dates. 2 members expired in 1 member expired in February. Renewal information was emailed on February 3, 2023 for January and February expirations (6 total).

| First   | Last      | Organization                           | Outcome |
|---------|-----------|--|---------|
| Anagha  | Chitre    | Metropolitan Water District            |         |
| Kelsey  | Custodio  | Metropolitan Water District            |         |
| Umed    | Singh     | FOSTER FARMS CHEMISTRY LAB             |         |
| Joe     | LeMay     | Aquatic Testing Laboratories           |         |
| Karen   | Harberson | Three Valleys Municipal Water District |         |
| Suzanne | Watson    | Eastern Municipal Water District       |         |

**11.5 Free Access to TNI Standard (December and January)**

|           |          |  |    |
|-----------|----------|--|----|
| Joshua    | Scales   |  | CA |
| Stephanie | Perley   | City of Pleasanton                             | CA |
| Matt      | O'Kelly  | LACSD  | CA |
| Ruby      | Lau      |  | CA |
| Joseph    | Robledo  |  | CA |
| Lewis     | Hsu      |  | CA |
| Charles   | Moore    | Moore Institute for Plastic Pollution Research | CA |
| Dwayne    | Ishida   | APTIM  | CA |
| Erich     | Kroeger  | Thermo Fisher                                  | CA |
| Abraham   | Ledesma  | Hudson Ranch Power 1                           | CA |
| Phuc      | Tran     | City of Vacaville                              | CA |
| Amanda    | Sabolish | City of Livermore                              | CA |