

**TNI Board of Directors Meeting Summary  
March 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	---	Jerry Parr	X
Caitlin Brice	X	Ilona Taunton	X
Justin Brown	---	Janice Wlodarski	X
Kristin Brown	X	Bob Wyeth	X
Robin Cook	X		
Stacie Crandall	---		
Jack Farrell	X		
Maria Friedman	---		
Myron Gunsalus	---		
Jessica Jensen	X		
Harold Longbaugh	X		
Judy Morgan	X		
Patsy Root	X		
Debbie Rosano	X		
Valerie Slaven	---		
Nick Slawson	---		
Alfredo Sotomayor	X		
Lem Walker	X		
<b>Past Chair</b>			
Sharon Mertens	X		

**AGENDA**

**1. Welcome Travis Bartholomew (Attachment 2)**

Travis has been elected to his first term. There are no openings. See Attachment 2. Also provided separately are biographical sketches of all Directors.

**2. 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 from AB to laboratory, giving us 4 AB, 10 laboratory and 7 other.

**Motion to Not Accept Myron Gunsalus' Resignation:** Aaren Alger

**Second:** Jack Farrell

**Approved:** Unanimous

### 3. Officer Election

*The Officers shall be a Chair, Past-Chair, Vice-Chair, Secretary and Treasurer. Other Officers may be established by the Board of Directors. The Officers, with exception of the Past-Chair, shall be elected annually at the first meeting of the newly elected Board of Directors, from among its members.*

- The current officers are:
  - Alfredo Sotomayor, Chair
  - Kristin Brown, Vice-Chair
  - Patsy Root, Secretary
  - Justin Brown, Treasurer
- All four officers have indicated a willingness to continue to serve but also a willingness to step aside if anyone else is interested in serving.

Current officers have expressed interest in continuing to serve.

**Motion to Accept Last Year's Officers to Continue through 2023:** Jack Farrell

**Second:** Harold Longbaugh

**Approved:** Unanimous

### 4. Review of Consent Agenda - Approved 3/8/2023 (Attachment 1)

### 5. Update on TNI Voting Procedures

After the call last month, the Policy committee revised Policy 1-100 relating to approval of Policies and SOPs that affect multiple committees and is revising SOP 1-102 related to voting rules. The Policy was approved on February 17, and then provided to other groups within TNI for review and comment.

No comments were received and as discussed in Agenda item 7 below. This Policy is ready for Board review.

SOP 1-102 has been extensively revised by the Board direction and it is being sent back to the Policy Committee for more review and revision as necessary. A new draft should be ready by the April Board meeting.

### 6. 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.

*Comments:*

The Policy committee has been given the task of maintaining the glossary. This is a new activity for Policy. It seems to make sense as Policy reviews SOPs and policies, we can take an overarching look at the definitions that are in the Glossary and are in any given SOP or policy to make sure that someone doesn't redefine a term that has already been used or that a definition hasn't become too specific. For example, a definition of Program Administrator in one SOP stated, "that's the person from TNI that works with [this] committee." While this is true, it's too specific in the big picture on what a Program Administrator is.

There is a solid draft of the full glossary available that Policy can use review.

Regarding ISO, we need to be using ISO terms in glossary and this part of the review is being done.

If ISO terms are in the TNI Glossary, then the Glossary becomes a protected document? No. ISO definitions are not restricted.

*Questions:* Do we need to include the appendix all of the method codes, etc. in the Annual Report? No, but it would be in the quality management plan.

Should we post it somewhere instead of putting it in the Annual Report where it could be difficult to find? Yes, we can place a link on the website.

**Motion to Approve the Annual Report for Posting with Revisions:** Jessica Jensen

**Second:** Robin Cook

**Approved:** Unanimous

## 7. **Policy 1-100, Creating or Revising General Policies and Procedures for TNI**

This policy was first approved in 2008 and applies to policies that apply to more than one committee. The latest 2017 approved version indicated it only applied to policies and did not discuss the involvement of any groups other than the Policy Committee and the Board. Based on the discussion at the February meeting, this draft expands the scope to include SOPs as well as policies, added language regarding review and comment by other committees before being finalized, and adding language to allow other committees to suggest changes to any policy or SOP that affects their operation.

After review and discussion, Policy 1-100 will be sent back to Policy Committee for revision. Ilona will make sure this gets on the next agenda.

## 8. **First Quarter Financial Statement**

First quarter financial statements were reviewed at this meeting.

## 9. **New Joint Task Groups at Standard Methods (pulled from the Consent Agenda)**

Standard Methods is looking for volunteers to serve on several new Task Groups defined below.

- Parts 4000 and 5000 for on-line measurement technologies,
- 6040 D for Solid Phase Micro Extraction for Phenols, and
- New method 6910 for PFAS.

Jerry working with William Lipps on this topic. Standard Methods developed new a new policy/procedures for how they approve their Methods. For the first time they are doing notifications. They are notifying the public to ask if they want to work on something, if they want to form a joint task group. If you go to their website and look under notifications, you'll see three new potential methods that they want to be working on and they are looking for volunteers. Jerry has applied to join the Standards Methods committee and might even participate on a couple of these.

They are still having some issues with notifications to volunteers. It's still a very manual process. If you are interested in working on one of these, then you are welcome to join the Standards Method committee and volunteer to work on [a] methods. Before you can volunteer to work on methods, you must become a member of Standard Methods. It's very easy and it's free. If you join the Standard Methods committee and you vote – when something comes up for vote - you get free access to the standard methods.

## **Attachment 1**

# CONSENT AGENDA

## Approved 3/8/2023

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### 1. Approval of February Minutes

### 2. 2023 Proposed Method Update Rule

EPA is seeking public comment for 60 days on a proposed rule that updates its list of approved methods for measuring pollutants in wastewater and surface under the Clean Water Act. Regulated and regulatory entities use these methods to characterize effluent for National Pollutant Discharge Elimination System (NPDES) permit applications, determine compliance with NPDES permit limits, or fulfill other Clean Water Act monitoring requirements. This action proposes to add some new and revised methods and makes other minor editorial changes. A summary of the rule was provided separately and a redline/strikeout version of Part 136 is available upon request. (2/21/23; 88 FR 10724)

<https://www.govinfo.gov/content/pkg/FR-2023-02-21/pdf/2023-02391.pdf>

As discussed in 9.1 below, the Advocacy committee is reviewing and may decide to submit comments. At this time, the only potential comment would relate to EPA not approving ASTM and Standard Methods for TKN.

### 3. New Joint Task Groups at Standard Methods – Moved to main Agenda for discussion

Standard Methods is looking for volunteers to serve on several new Task Groups defined below.

- Parts 4000 and 5000 for on-line measurement technologies,
- 6040 D for Solid Phase Micro Extraction for Phenols, and
- New method 6910 for PFAS.

### 4. [Reserved]

### 5. CONSENSUS STANDARDS DEVELOPMENT REPORT

#### 5.1 Consensus Standard Development Program Executive Committee

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2022 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.

Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.	2/6: Scheduled for 2023. Most likely EL V3 or EL V4.
Continue the Standards revision process, including assuring a 'big picture' review prior to any Module becoming final	3/6: SOP 2-100 and 2-101 near completion and upon approval will be submitted to ANSI.
Determine the need for a creation of Committee focused on Consumables	2/6: Awaiting product of Consumables Task Force
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Internal Audits have begun. Awaiting input and schedule from Policy Committee.

## 5.2 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. 3/6: Internal Audit has begun.

## 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. 3/6: Public input to proposed changes from TNI Winter meeting under 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.

3/6: Internal Audit has begun.

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#### 5.4 Laboratory Accreditation Body Committee

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2022 Objectives	Status
Publish Draft Standard V2M1, Revision 1.	3/8: All comments on Draft Standard from all sources have been addressed and Response-to-Comments document is completed (pending decision of whether justification for persuasive/non-persuasive decisions is necessary for revised Draft Standard). Plan to initiate committee vote on revised draft at next meeting. If approved, Draft Standard Revision 1 may be published in spring
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.

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## 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.  3/6: The Response to Comments document has been voted on and is being prepared for posting. There will be a 30-day period for any appeals to be filed and then the Committee will vote to finalize the Standard.
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.  3/6: Finalizing this week and sending for posting. Training dates are 4/20, 5/18, 6/15, 7/20 and 8/17.
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
Develop and maintain consensus standards for proficiency testing (PT) that are practical, implementable, and meet the needs of the environmental community.	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.
<ul style="list-style-type: none"> <li>– Complete Workgroup review and move to full committee.</li> </ul>	3/6: Public input to proposed changes from TNI Winter meeting under consideration.
<ul style="list-style-type: none"> <li>– Prepare revise Draft Standards: V1M1, V2M2, V3, and V4.</li> </ul>	3/6: Being developed by work groups for full committee consideration.
Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.	

Administrative Activities

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

3/6: Internal Audits has begun.

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## 5.7 Quality Management Systems Committee

2023 Objectives	Status
Complete Volume 1 Module 2 Draft Standard.	
Finalize Technical Specialist language.	2/6: Working on exception language for Technical Specialist section. 3/6: Working on language to make it clear current technical managers may continue as technical specialists for same areas of responsibility.
Continue working through controversial topics:	2/6: Working on defining Technology. Will work with PTPEC, Chemistry and LAMS to further this work.
– Technical Specialist	
– Internal Audits	
– Document/Record Retention	3/6: Working on records retention language.
– Quality Manual	
– Define “Appropriate QC” in Section 7.7 (ISO/IEC 17025:2017)	
– Consistent use of Procedure and Policy	
– Clarification of unique ID	
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.	2/6: This effort now complete.
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.

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## 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.

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## 5.9 Whole Effluent Toxicity Committee

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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.  3/8: DOC section complete pending final affirmation of revised language. The Essential QC section remains to be updated, beginning at March meeting.
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.

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## 6. NEFAP

### 6.1 NEFAP Executive Committee

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2022 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 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.

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

- Hold a virtual 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.

3/6: Requests to present have been going out to various speakers. There is positive response. Registration will be opening in April and details on how to do that are being worked on this month. Flyer language was reviewed and updates are being made.

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

2/6: Patrick Selig is work on a request and language to be sent to QMS Expert Committee to review.

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

Administrative Activities

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

2022 Objectives	Status
Sustain governance role for the program and promoting consistency in AB operations.	3/8: Kristin Brown re-elected as Chair; nominations for Vice Chair initiated
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.

3/8: Received favorable recommendation on V1M3 Rev. 3.1 from LASEC

Address issues of concern to NELAP ABs as they arise.

3/8: Discussed ORELAP's database at February meeting and discussed some suggestion and questions that arose from conference session at March meeting.

Complete current evaluations and initiate 2023-2026 Evaluation Cycle.

3/8: Two evaluations from the previous cycle are lingering, and one from current cycle is underway.

Administrative Activities

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

3/8: Shared warm farewell letter from Dan Hickman with Council members.

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.	3/8: Prepared and approved favorable recommendation to NELAP AC for V1M3 Draft Standard Revision 3.1.
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.	3/6: Will be worked on once new Radiochemistry limits have been finalized.
Complete and gather information on PT Program metrics.	
Continue working to be inclusive of non-TNI ABs.	3/6: A workgroup has been formed to work on a document. Advocacy will use to help with this effort.
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

3/6: SOP 4-101 is being updated with comments from the Chemistry FoPT Subcommittee and the video link will be added.

2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. Prepared comments in response to DMRQA request for public comments.

3/6: Stacie will be working with other committees to help define "technology".

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## 9 ADMINISTRATION

### 9.1 Advocacy Committee

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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.	3/8: Draft Outreach Plan and accompanying draft Implementation Plan provided to committee for feedback.
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.	3/8: Will ask programs to update their sections of 2021 report. Committee members are asked to consider what new activities should be included (if any).
Look for opportunities to add TNI Ambassadors for non-NELAP states.	
Sustain	
<ul style="list-style-type: none"><li>– organizing newsletter publication,</li><li>– providing assistance to conference planning, and</li><li>– support for Small Laboratory Advocate role.</li></ul>	3/8: Spring newsletter articles due April 15.
Provide outreach (e.g., presentations and papers) to promote The NELAC Institute and TNI's programs.	3/8: Reviewed draft final presentation 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." This presentation will form the basis for an Advocacy white paper later in spring.
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.

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3/8: considered request for “retiree rate” for membership from a long-time member. Committee consensus was that TNI’s membership cost is quite low and there is no justification for a reduced rate for retirees wishing to remain active.

**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.  3/6: Revised Policy 1-100 (Creating or Revising General Policies for TNI) was sent for comment before finalization. Review of revised SOP 1-102 (Voting Rules for TNI Committees) underway.
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	3/6: Transfer of LAMS administration from Dan Hickman to Paul Junio and William Daystrom completed on schedule.
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.	2/6: RFPs in development for: <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> 3/6: Course on the 2023 proposed MUR in development.
Expand use of technology to administer, automatically grade tests, and provide certificates.	
Prepare and issue RFPs to meet Credentialing needs.	2/6: RFPs in development for: <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> 3/6: RFP is complete and will be distributed this week.
Complete Training Course SOP (1-128) and then update training course descriptions to be consistent and to include applicable digital badges.	2/6: Input was gathered in San Antonio to work on this SOP.
Review training to ensure it is not obsolete.	Ongoing.
Develop Course Catalog	2/6: Format should be finalized during the February meeting. 3/6: Work still in progress.
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 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 Environmental Measurement Symposium**

The 2023 Symposium will be in Minneapolis, MN from July 31-August 3. We accepted abstracts for 101 oral and 28 poster presentations that resulted in these sessions:

- 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
- Consensus Methods for Environmental Sampling and Measurement
- Drinking Water (2 sessions)
- Ensuring Reliable Data
- Environmental Forensics
- Emerging Environmental Analysis Applications for High Resolution Mass Spectrometry
- Laboratory Informatics
- New Organic Monitoring Techniques (2 sessions)
- Operational Issues Impacting the Environmental Laboratory Industry
- PFAS in the Environment (2 sessions)

Site visit was accomplished on 12/5. The Hotel is in a very good location.

**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 Manager role, in accordance with approved business plan.  Select next roles for potential credentialing.  Coordinate with TNI Training Committee in developing courses.  Administrative Activities	2/6: Plan presented to public at San Antonio meeting and minor changes made.  3/8: Finalized the details of badge and credential requirements. Development of exam questions will begin once approval is obtained. Anticipate formal proposal to the Board at its April meeting.  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. 3/6: Laboratory and vendor comments/suggestions are being incorporated in revised focus of the Task Force.
Develop implementation tools for laboratory	3/6: Development will include guidance for laboratories and vendors
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

- 1157 active members

### 11.1 Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Jack	Denby	HRSD	Voting	PT Program
Milton	Campbell	Oklahoma DEQ	Associate	Chemistry
Joel	Grice	SPL		Chemistry
Maria	Fayard	ORELAP	Voting	Microbiology
Ron	Houck	Pennsylvania DEP	Voting	Quality Systems

## 11.2 New and Renewed Members:

- Of the 35 expired memberships from January, 3 renewed or requested an invoice after contact (5 left their previous organization or took on different rolls). Emails were sent to February expired members on March 3, 2023.
- 72 New and Renewed memberships in February, 2023

## 11.3 Expired Memberships

- 33 Memberships Expired in February

## 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. 1 member expired in February and did not renew. 5 members will be expiring in March, and 3 of them have already renewed.

First Name	Last Name	Organization	Outcome
Christina	Awad	Orange County Water District	Renewed
Linnea	Hoover	Alameda County Water District	
Katrina	Wang	South Orange County	Renewed
Gail	Cho	CA Dept of Fish and Wildlife	Renewed
Wade	Corley	City of Chico WPCP	

## 11.5 Free Access to TNI Standard

These are individuals who registered to view an unlicensed copy of the Standard. It is view only with no ability to download or print.

First	Last	Organization	City	State
Andy	Grunnet	Mission Springs Water District	Desert Hot Springs	CA
Jordan	Switzer	Casitas Municipal Water District	Oak View	CA
Shane	Dass	Camarillo Sanitary District	Camarillo	CA
Steve	Takahashi	Liberty EnviroLab	San Marcos	CA
Jinxu	Huang	Metropolitan Water District of SoCal	La Verne	CA
Mark	Ruefenacht	NIST	Concord	CA
Justine	Ambrocio	PBF Energy - Torrance Refining	Torrance	CA

**Attachment 2  
2023 Board of Directors**

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<b>First</b>	<b>Last</b>	<b>Email</b>	<b>Organization</b>	<b>Stakeholder</b>
Jordan	Adelson	jordan.adelson@navy.mil	DOD (US Navy)	Other
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Technology	Other
Steve	Arms	arms.steve@comcast.net	Florida DOH (Retired)	Lab
Travis	Bartholomew	travis.j.bartholomew@dhsosha.state.or.us	Oregon DHS	AB
Caitlin	Brice	Caitlin.Brice@sgs.com	SGS North America	Lab
Justin	Brown	jbrown@emt.com	Environmental Monitoring & Technology	Lab
Kristin	Brown	kristinbrown@utah.gov	Utah DOH	AB
Robin	Cook	cookrobin@codb.us	City of Daytona Beach	Lab
Stacie	Crandall	scrandall@hrsd.com	HRSD	Lab
Jack	Farrell	aex@ix.netcom.com	Analytical Excellence	Other
Maria	Friedman	maria.friedman@waterboards.ca.gov	California ELAP	AB
Myron	Gunsalus	ngunsalus@kdheks.gov	Kansas DHE	AB
Jessica	Jensen	Jessica.Jensen@kcmo.org	KC Water	Lab
Harold	Longbaugh	harold.longbaugh@houston.tx.gov	City of Houston	Lab
Sharon	Mertens	smertens@mmsd.com	Milwaukee Metropolitan Sewerage District	NA
Judy	Morgan	judy.morgan@pacelabs.com	Pace Analytical	Lab
Patsy	Root	patsy-root@idexx.com	IDEXX	Other
Debbie	Rosano	debbie.rosano@hq.doe.gov	DOE	Other
Valerie	Slaven	valerie.slaven@pacelabs.com	Pace Laboratories	Lab
Nick	Slawson	nslawson@a2la.org	A2LA	AB
Alfredo	Sotomayor	asotomayor@mmsd.com	Milwaukee Metropolitan Sewerage District	Lab
Lem	Walker	walker.lemuel@epa.gov	USEPA OST	Other