TNI Board of Directors Meeting Summary
May 10, 2023

ROLL CALL

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

AGENDA

1. Review of Consent Agenda – Approved (Attachment 3)

2. Business Plan for the Credentials Effort (Attachment 1)

- The Competency Task Force is recommending the TNI Board approve this Business Plan to initiate efforts to establish the credential initiative. See Attachment 1. (Note: A KSA document was provided separately for the April meeting.)
- The text shown in red indicates changes from the April Board meeting and subsequent changes from the Competency Task Force.

Discussion:

- Alfredo's comment again: Timeline is very optimistic.
- Change May to June; June to July

- Keep the credentialing in-house.
- Would our efforts be in conflict with the others (see Maria's comment).
- There was an offer of assistance – there is a question of conflict.
- There will be 30 questions in the exam, but would need to have a minimum of 60 questions total to be able to randomize for people who are taking the test again.
- Will this entail more labor than is anticipated?
- We would only be doing this for 3 months this year (fiscal calendar). Are we being optimistic at 85 applicants? It depends. The numbers could be 8 people going for 10 badges. The number 85 was when we thought we'd have it up and running last month (April).
- Success will depend on how we sell it. What about getting some sponsors?
- The Task Force will be converted to a Committee.
- We will need to budget this program for 2024.

**Motion to approve plan as presented,
with the changes to the dates on timeline as discussed:** Jack Farrell
Second: Robin Cook
Approved: Unanimous

3. Charter for the Credentials Committee (Attachment 2)

The Competency Task Force is recommending the TNI Board transform the Tak Force into an administrative committee to shepherd the efforts for Phase 1 of the initiative, and then begin developing credentials for other groups as described in the proposed Charter in Attachment 2.

Change Task Force to Committee. Review Charter. Questions:

Questions/Discussion:

- Are we assuming current task force members will stay on as the committee? Yes.

- Why are we not going for balance? This is an administrative committee. There are no ABs on the committee (Task Force) at all. But this hooks into a program, therefore, not just an administrative function. It would be good to have a representation. It doesn't have to be balanced, but all groups should be involved. Currently balance is: 7L 1AB 2O

  We don't want to burden this group with worrying about balance at this point. See change to balance statement in #1.

Motion to approve with changes discussed during this meeting: Judy Morgan
Second: Stacey
Approved: Unanimous

4. Review of Policy 1-100

Policy 1-100 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 Board meeting, this new 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 receiving

comments from other committees, the Policy committee clarified in Section IV that SOPs and Policies remain in Draft status until such time as the originating committee considers any comments received.

This policy requires Board approval.

Motion to Approve: Maria Friedman
Second: Caitlin Brice
Approved: Unanimous

5.   Review of Policy 1-115, Use of TNI Presentations

This Policy was completely revised to reflect current practice and to add more document control. The Policy was developed by the Advocacy Committee, and reviewed and approved by Policy so no action by the Board is required.

To reflect the new document control procedure, the TNI document control spreadsheet was updated to include a worksheet for presentations and 28 presentations dating back to 2010 are now included.

No questions or comments from the Board

Attachment 1
Business Plan for Credential Initiative:
Phase 1: Certified Environmental Laboratory Quality
Management Systems Professional

May 10, 2023

Background

In February 2020, the TNI Bord created a Competency Task Force with this goal "to explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers, and others as appropriate."

The Task Force has met continuously since then and is now ready to present Phase I of this effort, a plan to credential Environmental Laboratory Quality Management System professionals. This document presents a Business Plan for this effort including a proposed budget for the remaining five months of fiscal year 2023.

A preliminary version of this plan was presented to the TNI membership at the January 2023 meeting in San Antonio where it received substantial support.

1.0   Summary

The proposed credentialing initiative will be governed by a process in which a certificate as a certified professional 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 full credential is initially obtained by an individual demonstrating that they have achieved defined knowledge, skills and abilities (KSAs), also called "competencies," for a Quality Management System (QMS) professional in an environmental laboratory. A partial example of a KSA is provided below.

The Data Integrity Specialist knows or understands:
   a. Requirements for external ethics program training and any external resources available to employees.
   b. How to provide a procedure for confidential reporting of data integrity issues in their laboratory.
   c. The differences between improper, illegal, and unethical practices and laboratory errors.
…
   s. How to establish and maintain a documented data integrity system.

- Section 2 describes the Digital Badge option.

- Section 3 describes the Exam option.

- 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 Certified Environmental Laboratory QMS Professional by accumulating a series of "digital badges" by taking specified TNI training courses and passing an exam specific to each badge.

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

Some individuals may only want to earn a digital badge for their specialty (e.g., a Customer Service Manager or a Sample Log-In Technician) and not apply to be certified.

To become a Certified Environmental Laboratory QMS Professional by the digital badge route, an individual would need to take a minimum of 40 hours of training courses offered by TNI (total for all 12 badges). Some courses may be applicable to meet the requirements for more than one badge, so the 40 hours is the maximum. Some classes may not cover all the KSAs, but the references for each badge that are provided can be used to fill in the gaps.

To earn a badge, the individual must take the prescribed courses and pass an exam for each badge. The exam would be open book, not be proctored, consist of 30 questions, and must be answered within 25 minutes. The badge would be earned by paying a $95 administrative fee (in addition to the course fee) that allows TNI to issue the badge and record the information for each individual. For individuals that just want one or more digital badges, there would be no other costs.

Note: For each exam, there will be at least 60 questions than can be randomized so that individuals that retake the exam would see different questions.

Individuals that earn all 12 digital badges could then apply to become certified by paying a $110 administrative fee that covers verification that all training was completed, providing a certificate valid for three years, and posting the individual name in the database of certified professionals. The total fee to become certified, not counting training course fees, would be 12 badges at $95 each plus $110 for a total of $1250.

Legacy Badges

Well over 1000 individuals have taken some of the required training courses dating back to 2012. Individuals that took these classes could apply to receive the badge for the $95 fee by successfully completing the exam for that badge without having to retake training courses.

Awarding of Badges and Certificates and the Database of Certified Professionals and Specialists

Once TNI has verified the individual has passed the exam for each badge and completed the required course work, TNI would issue the digital badge and publish the individual's name in a public database, showing name, contact information, the date of the award, and the applicable standard(s).

Badges have no expiration date. However, each badge is connected to a particular version(s) of a TNI standard, and an individual would need to take a new training course based on changes (no test required) to obtain a new

badge. All individuals who earn digital badges would have their name published in a public database on the TNI website.

The exam for a new applicant would need to be updated to reflect the new changes to any standard.

Once TNI has verified the individual has acquired the 12 required digital badges, applied for the credential, and paid the fee for administrative costs, TNI would issue a certificate valid for three years, publish the individual's name in a public database, showing name, contact information, the date of the award, and the applicable standard(s).

Section 3.0   The Exam Option

Under this option an individual could become a Certified Environmental Laboratory QMS Professional by demonstrating that they meet established 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	Five years in working in a laboratory, including at least one year in a position in quality.*
Associate's, in related field**	Four years in working in a laboratory, including at least one year in a position in quality.*
Bachelor's, in related field**	Three years in working in a laboratory, including at least one year in a position in quality.*
Master's or higher degree in related field**	Two years in working in a laboratory, including at least one year in a position in quality.*

Working in some capacity in the area of quality control, quality assurance, or quality management.
*** In chemistry, environmental sciences, biological sciences, physical sciences, chemical engineering, or equivalent scientific discipline.*

The Exam would be open book and consist of 150 questions and would be proctored over a 2-hour time span. To become certified initially, the individual must get a grade of 70 or higher. The fee for testing and award of credential would be $375 for the initial certification. Exams would be grouped by topic and feedback provided on areas for improvement for those that fail. Pass or fail only with no scores provided. Individuals that passed the exam, upon request, could request information about which areas need improvement.

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, with documentation of those hours to be submitted to TNI for review with payment of the renewal fee.

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

Activity[1]	PDH earned	Maximum Hours[2]
Training Course (Attendee)	1/hour of course	No limit
Training Course (Instructor)	2/per hour of course	No limit
Employment	0.1/month	3.6
Relevant College Course	1/per each credit hour	No limit
Meetings/Conferences[3]	1/day	15
Committee Officer[3]	2/year	6
Committee Member[3]	0.1/per meeting attended	10
Presentation at Conference[3]	1/presentation	6
Membership in Professional Society[3]	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.*
3. *Includes organizations other than TNI such as ASTM, ACS, ACIL, FSEA, etc.*

Section 5.0   Timeline, Draft Budget, and Next Steps

Time	Activity	Status
December 2022	1. Competency Task Force continues to refine approach	Complete
December 2022	2. Ensure all needed training courses are available	Proposals for remaining courses due April 15
January 11, 2023	3. Plan presented to membership for feedback	Complete, but maybe more needed
TBD	4. Develop system for proctored exams	Tabled to Phase 2
TBD	5. Develop comprehensive exam	Tabled to Phase 2
May 10, 2023	6. Board approval of final plan	
May 2023	7. Develop any needed policies or SOPs.	Draft admin STP completed
May 2023	8. Compile and publish list of applicable training courses for each badge	Spreadsheet complete; Need to update training course descriptions
May 2023	9. Develop exams for each Badge and then the larger exam.	Exam of PT specialist complete; others in progress.
May 2023	10. Complete on-line system for applications and tracking.	Well underway with completion expected by early May
May 2023	11. Finalize the creation of all 12 Badges.	Template done.
May 2023	12. Identify staff support, i.e., a "Credentials Coordinator."	Will occur after step 12.
May 2023	13. Determine which steps can be automated and which ones are manual.	Steps being reviewed by IT Administrator
June 2023	14. Open up Phase 1 initiative for members to apply	Waiting completion of other steps.

Budget (FY 2023)

For the first year of the program (May-September 23), a modest budget is proposed. This budget assumes 85 digital badge fees. This could be 85 individuals at one fee, or 11 individual at 8 badges, or any similar

combination. 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 Exam path would not start until FY 2024 and the Professional Development Hours would not begin until 2026.

Income	Fee	Number	Amount
Digital Badge/Badge	$ 95	85	$ 8,075
Digital Badge certification	$ 110	0	$ 0
Exam	$ 375	0	$ 0
PDH	$ 225	0	$ 0
		Total	$ 8,075
Expense			
Labor			$ 2,425
Software development			$ 5,125
		Total	$ 7,550
Net Income			**$ 525**

Figure 1. Examples of Digital Badges

Figure 2. Example of a Certificate

Attachment 2
Proposed Charter for the Credentials Committee

Credentials Committee
Charter

April 7, 2023

Mission:

Implement, manage, and expand efforts to document competencies for Quality Managers, Technical Specialists, Assessors, Samplers, and others as appropriate.

Composition of the Committee

1. There is no requirement for balance of membership…. Is preferred but not required.
2. The committee may include ~~at-large~~ members with unlimited terms.
3. The nature of the committee's operations makes it inappropriate to allow associate members. Leave this one out.

Objectives:

- Define the types of professional positions to which this mission would apply.
- Define the knowledge, skills, and abilities (KSAs) each type of position should have.
- Establish generic competencies for each group.
- Coordinate with TNI Training Committee to ensure training courses exist to support credentialling.
- Recommend to the Board new types of credentials to be added.

Success Measure

- Credentials are established and maintained for the groups identified by this committee.

Available Resources:

- Volunteer committee members
- Virtual meeting services
- Program Administrator support
- Online software to manage credentialling process
- Credentials Coordinator
- Information Technology Manager

Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls is fourth Wednesday at 1 pm Eastern.
- In-person meetings as needed at TNI conferences.

Approvals

Competency Task Force: March 27, 2023
Policy Committee: April 7, 2023
TNI Board of Directors

1. **Approval of April Minutes**

2. **Update on TNI Voting Procedure SOP 1-102**

    The Policy committee revised 1-102 related to voting rules. Both documents were approved on April 6 and then provided to other groups within TNI for review and comment. Comments from LASEC and the NELAP AC were reviewed in the May 5 meeting of Policy, but the SOP is still not final. It should be ready for Board review and approval in June.

3. **[Reserved]**

4. **[Reserved]**

5. **CONSENSUS STANDARDS DEVELOPMENT REPORT**

5.1 **Consensus Standard Development Program Executive Committee**

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	4/12: Created CSDP Technology Workgroup to address multiple uses of Technology such as Fields of Accreditation and PT.
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. 5/10 SOP 2-100 is still moving towards completion. SOP 2-101 submitted to Policy for approval. Upon approval both will be submitted to ANSI. Policy 1-100 approved by the CSDP EC.

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.
	5/10 Awaiting input and availability of IA Database

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 2nd revision to Module 3. Public Comment period closing in March, 2023. Final version of M3 to be available for implementation at discretion of AC.
	4/12: No further ANSI action (BSR-9 submission) can be made until full audit resolution. 5/10 The Revised Module is now the TNI standard for asbestos. The committee will announce and post the Final revised EL V1M3 in the near future.
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.
	5/10: Internal Audit has begun but is not yet complete or entered into database.

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.
	4/12: Work groups returning recommended changes to the full committee for consideration.
	5/10: Currently 3 of the 4 work groups have completed their recommendations for

2022 Objectives	Status
	proposed changes to EL V1M4 but none have yet been balloted for approval. The final group, dealing with Calibration (Section 1.7.1) will seek "public/TNI" comment before proceeding to final recommendations. Following Work Group efforts, committee will advance to a complete review of remaining sections of the module.
	CEC anticipates a full presentation at the Summer TNI meeting.
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.
	5/10: A number of SIRs remain open awaiting responses from the LASEC/AC.
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.
	4/12: New AB added to the committee. Final vacancy now open to any interest category maintaining appropriate balance.
	5/10: Internal Audit has begun but is not yet complete or entered into database.
	Representative of Oregon ELAP has been elected to the CEC and one vacancy remains. Candidates for an open position have been solicited and the selection to fill the vacancy should be presented to the full committee in June. Four (4) new associate members have joined the CEC.

5.4   Laboratory Accreditation Body Committee

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.
	4/12: Draft Standard Revision 1 approved by LAB and published for comment on March 31, 2023. The comment period is 90 days.
	5/10: The comment period closes June 30, and comments are being received.
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.	5/10: Discussions about revising the evaluation process and the checklist may impact the evaluator training needed for the revised V2M1; this remains an open issue for now.
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.
	4/12: Work on checklist update being postponed while NELAP evaluators and NELAP AC representatives discuss possible improvements to the evaluation process, to look at effectiveness of implementation for an AB's documented practices.
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.
	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.
	4/11: Class posted on the website. Dates: 4/27. 5/25, 6/22, 7/27, and 8/24.

Prepare Implementation Guidance regarding Incubator Equilibrium checks.	4/11: Work has been started on this guidance.
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. 4/11: Will be working with the new CSDP Technology Workgroup being formed.

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.
− Complete Workgroup review and move to full committee.	3/6: Public input to proposed changes from TNI Winter meeting under consideration.
− Prepare revise Draft Standards: V1M1, V2M2, V3, and V4.	3/6: Being developed by work groups for full committee consideration. 4/12: Work groups returning recommended changes to the full committee for consideration. 5/10: Work groups returning recommended changes to the full committee for consideration, no balloting of proposed change has yet to be completed. V1/V2, the more contentious of the changes being proposed, will be temporarily tabled to allow for completion of and approval of changes to V3/V4, which are independent of the LASEC/AC. After said approval, a request will be submitted to ANSI for the follow-up audit of TNI procedures and completion of the audit process. PTEC anticipates a full presentation at the Summer TNI meeting.
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.
	4/12: Final vacancy still to be filled by AB or Other.
	5/10: Internal Audit has begun but is not yet complete or entered into the IA Database.
	Two (2) new associates have joined the PTEC.

5.7   Quality Management Systems Committee

2023 Objectives	Status
Complete Volume 1 Module 2 Draft Standard.	4/11: Reviewing all SIRs to confirm they are addressed in the 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.
	4/11: Committee sending ideas for records retention language to Workgroup for consideration.
– 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.
Continue to respond to Standard Interpretation Requests	4/11: Responded to SIR 453 regarding quarterly calibration verification of manual repeating pipettes.

2023 Objectives	Status
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.
	4/11: Committee member, Tony Francis, will be working with the CSDP Technology Workgroup.

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.	4/11: The Committee has started work on this topic.
Explore options for FoPT tables for non-DW matrices.	
Continue to support Quality Management System's efforts to finalize language for Technical Specialist.	
Continue to respond to Standard Interpretation Requests.	
Explore options for FoPT tables for non-DW matrices.	5/10: Looking at how to develop MQOs for soil. The Committee will be reaching out to laboratories for their limits. Terry will also be reaching out to Lem Walker for input on Clean Water MQOs.
Evaluate need for training development.	4/11: The Committee is looking at training opportunities for the next year.
	opportunities for the next year.
	5/10: A Workgroup has been developed. Planning to develop a training class geared towards people that are not experts in the field.
Administrative Activities	4/11: Committee member, Jim Chambers, will be working with the CSDP Technology Workgroup.

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

	5/10: Revision of V1M7 continues, with DOC section complete and only the 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. 5/10: Provided two volunteers for CSDEC's Technology Workgroup

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.	
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. 4/11: The Training Workgroup started recording the first two sections of the training. They are listening to the first attempt to determine whether it needs to be re-recorded.
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 a 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. 4/11: There are 21 confirmed speakers to cover all presentation slots e to be held June 6-8, 2023,

from 12-4pm each day. A vendor technology component is also being planned. Abstracts are 4/17 and presentations will be due 5/22. Ilona is collecting and organizing the initial information received and then William will set up a website that will include a submission component.

5/10: The website is now up and people are registering. All but one abstract has been received.

2023 Objectives	Status
– 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.	4/11: Field Sampling Conclave is being planned for June 6-8, 2023. 5/10: Paul Junio will be adding slides about NEFAP and the Conclave to his FSEA presentation on TNI Standard Updates.
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. 4/11: The Committee is rescheduling their April meeting to later in the month so the Standard can be ready for review for posting.
Assist NEFAP in planning for Sampling Conclave.	4/11: Scott Haas (Chair) will be speaking at the Conclave to introduce the new DRAFT Standard and encourage people to comment on it.
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.
	5/10: Vice Chair election to be completed at the June meeting.
Review and comment on V2M1 Draft Standard Revision 1.	4/12: AB representatives have been invited to review and comment on the 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.
	5/10: Training for new NELAP program managers received verbal approval to initiate development, and is presently undergoing review by Council members. 5/10: Reviewed and provided comments on Provisional Voting SOP 1-102 and POL 1-100, concerning incorporation of NELAP voting processes into the TNI-wide SOP.
Complete current evaluations and initiate 2023-2026 Evaluation Cycle.	4/12: Two evaluations from the previous cycle are lingering, and one from current cycle is underway with two applications awaiting review.
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.
	5/1: Discussed a request from conference session about establishing a NELAP ombudsman. The need for that is uncertain, so have requested that the question/comment and complaint buttons on the website be given enhanced visibility [already done] and that the link to contact info for NELAP ABs be mentioned on the AC's web page. Any increased traffic about NELAP from that will be considered (after some time passes) in a final decision about the actual need for an ombudsman role.

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 is 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.	4/12: Received the IG SOP 3-114 returned from Policy with editorial changes and a few questions. The SIR Management SOP 3-105 is presently being revised to address Policy requests. 5/10: The SIR Management SOP 3-105 and the IG SOP 3-114 have been returned to Policy with requested revisions, in Provisional form.
Review Draft Standards as they are developed.	3/8: Prepared and approved favorable recommendation to NELAP AC for V1M3 Draft Standard Revision 3.1. 4/12: LASEC received notification that the V2M1 Draft Standard Revision 1 is available for review. After its review, LASEC will forward its recommendation to the NELAP AC. LASEC continues negotiating with CSDEC about the type of review that LASEC will conduct for final standards; CSDEC seeks to have LASEC "review for errors in the process." 5/10: LASEC expects to finalize and forward its recommendation concerning the V2M1 Draft Standard Revision 1 to the NELAP AC after its May meeting.
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.
	5/10: Reviewed and provided comments on Provisional Voting SOP 1-102 and POL 1-100, concerning incorporation of NELAP voting processes into the TNI-wide SOP.

8.   PROFICIENCY TESTING PROGRAM

2023 Objectives	Status
Establish and maintain a national PT program to support a national environmental accreditation program.	5/10: - The TNI State of Accreditation document Lynn distributed has been reviewed, updated, and sent back to Lynn Bradley for distribution to the Advocacy Committee.
	Looking into an issue raised about Radiochemistry PT availability. There is currently only one provider.
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 be used to help with this effort.
	4/11: A DRAFT Position Statement was reviewed by the Committee and Stacie has sent this on to the Advocacy Committee.
	5/10: The Advocacy Committee made a few suggested changes that the PTPEC approved.
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.
	4/11: The Chemistry FoPT Subcommittee has received a format from William to request additional data. They will request any data obtained over the last 3 years. The Subcommittee has some ideas on how to proceed but want to receive data before they

make any final recommendations to the PTPEC. They are also looking at ways to expedite data in order to provide comments to the Proposed Rule EPA announced. The rule involves 6 compounds, but the original ARA involved 29 compounds. They will start with the 6. The Subcommittee will begin discussing nomenclature.

5/10: The Chemistry FoPT Subcommittee is still trying to get PT data. At least one Provider has had some trouble updating data and has reached out to William. The Subcommittee is thinking the range will be between 10-200 ng/L, but data still needs to be reviewed to confirm. The Committee has also been talking about nomenclature and it looks like they will stay with the current EPA nomenclature.

Ensure that fields of Proficiency Testing (FoPTs) are appropriate for their intended use.	4/11: The Committee started the approval vote on the new Radiochemistry DW limits. The vote is being completed by email. The implementation date will be 10/1/23.
	5/10: The table has been posted with an implementation date of 11/1/23.
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.
	3/6: SOP 4-101 is being updated with comments from the Chemistry FoPT Subcommittee and the video link will be added.
	4/11: The updates to SOP 4-101 have been made and the SOP has been sent to the PT Program SOP Subcommittee.
	5/10: Leadership on the PT SOP Subcommittee will be changed to Susan Jackson until Eric Smith has been able to settle into a new job.
Administrative Activities	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". This is being done through Committee participation on the CSDP Technology Workgroup.
	4/11: The Committee added two new members – Jack Denby and Jennifer Best. Four voting

members completed two terms and rotated off: Scott Hass, Michela Karapondo, Jennifer Bordwell, and Fred Anderson. They will be added as Associate members. Shawn Kassner finished up one term and also rotated off the Committee.

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.	34/12: Outreach Plan and accompanying Implementation Plan approved and provided to Board in this Consent agenda.
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). 4/12: Discussed potential additions to this report and have requested that executive committees focus their updates on progress towards a national program rather than just documenting TNI activities.
Look for opportunities to add TNI Ambassadors for non-NELAP states.	
Sustain – organizing newsletter publication,	3/8: Spring newsletter articles due April 15. 5/10: Spring newsletter articles received and submitted for publication; Marlene Moore is the editor for this issue.
– 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.	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.

	4/12: Draft White Paper reviewed and close to being final. Will wait for feedback from attendees at TCEQ meeting in May before approving.
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.
	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	5/10: See Table below.

Policy/SOP No.	Description	Status
Policy 1-100	Creating or Revising General Policies for TNI	5/8 Ready for Board review and approval.
Policy 1-115	Use of TNI Presentations	5/8 Ready for Board review.
SOP 1-102	Voting Rules for TNI Committees	5/8 Final draft under review. Clarified that Super Majority votes require a roll call vote.
SOP 1-117	Continuing Education Units (7/2/21)	5/8 Waiting Policy review.
SOP 1-122	Advocacy Documents (11/3/22)	5/8 Review complete but no vote.
SOP 1-126	Roles and Responsibilities for TNI Ambassadors (11/3/22)	5/8 Policy review initiated on 4/21 but tabled until 1-102 is done.
SOP 2-101	Expert Committee Operations (4/23/23)	5/8 Waiting Policy review.
SOP 3-105	Standard Interpretation (4/27/23)	2/6: Reviewed second revision and sent back to LASEC. 5/8 Waiting Policy review.
SOP 3-114	Preparation and Approval of Implementation Guidance (IG) for the Laboratory Standards (4/27/23)	2/6 Reviewed and recommended changes sent back to the LASEC. 5/8 Waiting Policy review.

Review and approve committee Charters	4/12 The LASEC Charter update was reviewed and needs to be voted on.
	4/12 Credentials Charter reviewed and approved.
	5/8 Revised Advocacy charter waiting review.
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.	5/10: Continuing to post new courses. There were a couple of people in the Micro series that did hear about the class through that link.
Work with Competency Task Force to develop Credentialing Program.	4/11: The Committee has started work on an SOP on how to develop and administer exams.
Look for opportunities to collaborate with other training providers.	
Continue to develop ideas for training courses.	2/6: RFPs in development for: − Quality Control for Field Activities − Risk Based Assessment Principles - ISO/IEC 17011 − Managing a Data Integrity Investigation 3/6: Course on the 2023 proposed MUR in development. 4/11: The due date for responses to the RFP is April 15, 2023. 5/10: All classes in the RFP received a bid and trainers are being notified this

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:

– Managing the Accreditation Process: Laboratories

– Customer Service: It is More than Reporting Results

– Policies and Procedures Needed for a NELAP Laboratory

– Method Selection, Validation and Demonstration of Capabilities (for each Module)

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.

5/10: The SOP will be reviewed during the May Training meeting.

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.

5/10: Jerry prepared a draft catalogue that is being reviewed.

Post Webcast for how to complete training application to teach courses.

Offer and market training courses.

4/12: Basic Assessor Training – 20 Attendees

	EPA Proposed Regulations – 38 Individuals and 11 Groups
	5/10: Understanding Microbiology – In Progress
	Basic Assessor Training – September
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 4. Registration is now open at: https://iattend.net/EventHome?id=ems23 As of May 8, 60 attendees have registered. The preliminary program is also available at: https://envirosymposium.group/meeting/2023/techprog.php. The exhibit program is now sold out. Hotel rooms are available at: https://www.hyatt.com/en-US/group-booking/MSPRM/G-NLCI

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.	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.
	4/12: Formal proposal for approval to initiate this credentialing effort at the April Board meeting.
	5/10: Presented formal proposal for approval to initiate this credentialing at the April Board meeting; the Task Force and Jerry updated the business plan to address several issues raised in the April discussion. The discussion and hopefully, approval will continue at the May Board meeting, and the transformation of the Task Force to a standing committee will be authorized in accordance with the proposed draft Charter.
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.
	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.
	5/10: Comments solicited from Task Force members are being considered for revisions to the CTF efforts.
Administrative Activities	2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.
	4/12: New members have volunteered for the Task Force and progress toward re-focus of efforts being outlined and strategized for continued development.

10.3   Environmental Monitoring Coalition

10.3.1   2023 Proposed Method Update Rule

5/8 The EMC submitted comments related to EPA not approving methods from ASTM and Standard Methods for TKN and commending EPA for continuing to update to the most recent methods.

10.3.2   2023 Proposed Rule for PFAS in Drinking Water

5/8 The EMC has prepared draft comments that will be finalized in their May call and submitted by the 5/30 deadline. The comments focus on MDL/LOQ/PQL/etc. isssues and the differences between methods 537.1 and 533.

11.   MEMBERSHIP

- 1130 active members

11.1   Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Regina	Klepikow	US EPA	Associate	Chemistry
Dan	Jackson	Union Sanitary District Laboratory	Associate	Quality Systems
Dan	Jackson	Union Sanitary District Laboratory	Associate	Advocacy
Michael	Delaney	Michael F Delaney Lab Consulting	Voting	Chemistry
Ashley	Roberts	Hampton Roads Sanitation District (HRSD)	Associate	Quality Systems
Amanda	Grande	USGS National Water Quality Laboratory	Associate	Chemistry
Dan	Jackson	Union Sanitary	Associate	Chemistry
Ashley	Roberts	HRSD	Associate	Chemistry

11.2   New and Renewed Members:

- 91 New and Renewed memberships in April

11.3 Expired Memberships

- 29 Memberships Expired in April

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. One member will be expiring in May.

First	Last	Organization
Crystal	Zhu	MLTP/SFIA

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.

Sylvia	Olvera	City of Brawley	Brawley	CA
Drew	Picard	Capco Analytical Services	Ventura	CA
Morgan	Ryan	PSI	Pittsburgh	PA
Michael	Patchin	East Bay Municipal Utility District	Oakland	CA