

**TNI Board of Directors Meeting Summary
June 14, 2023**

ROLL CALL

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

AGENDA

1. Review of Consent Agenda - Approved

2. Revised LASEC Charter

- Objective 3 was revised by adding language relating to Implementation Guidance.
- This Charter requires Board approval.

Motion to Approve the LASEC Charter: Jack Farrell

Second: Patsy Root

Approved: Unanimous

3. Revised Advocacy Committee Charter

- Objective 3 was revised by adding a statement about TNI Ambassadors and a fourth bullet was added to the Success Measures.
- Objective 7 related to the Mentor Effort was deleted as that is now a staff function and Objective 8 renumbered.
- Under available resources, the fifth bullet relating to the mentor database was removed.
- This Charter requires Board approval.

Motion to Approve the Advocacy Committee Charter: Steve Arms

Second: Jack Farrell

Approved: Unanimous

4. Review of SOP 1-101, Operation of TNI Committees

- Added section 8.10 and revised section 8.3.10 to be consistent with SOP 2-101.
- Removed Task Groups from title of section 12.0.
- Removed SOPs 3-101 and 5-102 from Section 13.
- Added Credentials Committee to Appendix A.
- Removed SIR subcommittee authority for LASEC and removed exceptions for NELAP AC and NEFAP EC from Appendix A based on changes to SOP 1-100.
- This SOP requires Board approval.

Motion to Approve SOP 1-101: Jessica Jensen

Second: Harold Longbaugh

Approved: Unanimous

5. Review of SOP 1-102, Voting Rules

- After extensive review by all TNI executive Committees and Program Administrators, this SOP is now ready for Board approval.
- This SOP replaces the voting SOPs for NELAP and NEFAP (SOPs 3-101 and 5-102). CDSP will retain its own SOP 2-101, but as shown in item 6 below, all language relating to voting was removed.
- This SOP requires Board approval.

Motion to Approve SOP 1-102: Patsy Root

Second: Jack Farrell

Approved: Unanimous

6. Review of SOP 2-101, Expert Committee Operations

This SOP was revised for consistency with SOP 1-101 regarding definitions and format and with SOP 1-102 related to voting.

The Policy was developed by the CDSP Executive Committee and reviewed and approved by the Policy, so no action by the Board is required.

7. Review of SOP 1-126, Roles and Responsibilities of TNI Ambassadors

This a new SOP and as stated in Section 1.0, Summary:

- TNI plans to have designated Ambassadors to all non-NELAP state environmental laboratory certification programs. Ambassadors are individuals willing to represent TNI to the non-NELAP state to which they are appointed. They are asked to form a mutually beneficial relationship with the assigned state program(s) and their laboratory association(s). The goal is to ensure that the non-NELAP state certification program, and the laboratories it serves, are aware of both TNI's ongoing activities and any new TNI programs. Ambassadors are also asked to inform TNI of any changes in the state certification program.

The SOP was developed by the Advocacy Committee and reviewed and approved by Policy so no action by the Board is required.

8. Review of SOP 3-114, Implementation Guidance Preparation and Approval

This a new SOP and as stated in Section 1.3:

- Implementation Guidance (IG) address a single, relatively small topic (typically one individual subsection of the Standard) and are entirely separate from Guidance Documents that are typically prepared for broader issues related to understanding the actions required by the standard or a large section thereof The Laboratory Accreditation Systems Executive Committee (LASEC) manages the process to create, review and approve IG.

As started in the SOP, IG is defined as a "response to a submittal that does not meet the criteria for a Standard Interpretation Request (SIR) but seeks clarification of how to comply with the standard."

IG may originate within LASEC as a way of addressing an SIR that does not meet the requirements of a valid SIR but may provide useful information for laboratories or laboratory assessors.

The SOP was developed by the LASEC and reviewed and approved by Policy so no action by the Board is required.

9. Other

- Debbie Rosano Resignation. Debbie has tendered her resignation from the Board of Directors, citing other duties that don't leave her enough time to give adequate attention to the Board of Directors.

It is recommended that Alyssa _____ replace Debbie as a voting member. The Nominating Committee will send an invitation to Alyssa and the DOD will confirm that they accept the invitation. Alyssa will be a voting member replacing Debbie, but not ratified until next year's election.

- Myron Gunsalus. It has been 3 months since Myron has been able to attend the Board of Directors meeting. Jerry will reach out to him to check his status. If we should open the position up to another person, we need to know.

CONSENT AGENDA Approved 6/14/2023

1. **Approval of May Minutes**

2. **2022 Annual Report**

- A professionally formatted version of this report was provided to you by email on June 7 and has now been posted on the TNI website.

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. 6/14: SOP 2-100 is still moving towards completion. SOP 2-101 was approved by the committee and has been submitted to the Board. Upon approval both 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. 6/14: Awaiting input and schedule from Policy Committee 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 2 nd 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. 6/14: The committee will announce and post the Final revised EL V1M3, the Final R2C and the Justification spreadsheet on the TNI website prior to public announcement of a new Asbestos testing module. A webinar is also being planned to introduce the new module.
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. 6/14: Internal Audit has begun but is not yet complete or entered into database. Instructions awaited from Policy Committee. 6/14: One Committee member has resigned from the committee based on a change of employment and another new member has joined. Balance maintained.

5.3 Chemistry Expert Committee

2023 Objectives	Status
Begin revision to V1M4.	<p>2/6: Review and modification of M4 has begun with established Work Groups providing inputs for full committee consideration.</p> <p>3/6: Public input to proposed changes from TNI Winter meeting under consideration.</p> <p>4/12: Work groups returning recommended changes to the full committee for consideration.</p> <p>6/14: The Committee continues to review the recommendations of the Work Groups. Following Work Group review efforts, committee will advance to a complete review of remaining sections of the module. CEC anticipates a full presentation at the Summer TNI meeting.</p>
Provide technical assistance in implementation of the Standard.	<p>2/6: As revised module is developed, need for Guidance documents or other means of implantation assistance will be evaluated.</p>
Continue to contribute to resolution of the Technical Specialist issue.	<p>2/6: Inputs to Quality Management Systems Expert Committee provided with continuing assistance, as necessary.</p>
Address any SIR.	<p>On-going activity. A number of unresolved SIRs require attention but will likely need to be addressed by changes in M4 currently under way.</p> <p>6/14: Committee responses to two (2) of the four (4) outstanding SIRs have been accepted by the LASEC/AC. Acceptability of responses to the two (2) remaining SIRs awaits from the LASEC/AC.</p>
Administrative Activities	<p>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.</p> <p>3/6: Internal Audit has begun.</p> <p>4/12: New AB added to the committee. Final vacancy now open to any interest category maintaining appropriate balance.</p> <p>6/14: Internal Audit has begun but is not yet complete or entered into database. Instructions awaited from Policy Committee.</p> <p>6/14: Two positions now open for the Committee. One member returning to Associate status and one with a new non-related employer. A total of 12 candidates</p>

have applied. After a screening process, viable candidates will be brought to the full committee for consideration/approval of 2 new members. Three (3) new associate members have joined the CEC.

5.4 Laboratory Accreditation Body Committee

2022 Objectives	Status
<p>Publish Draft Standard V2M1, Revision 1.</p>	<p>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.</p> <p>4/12: Draft Standard Revision 1 approved by LAB and published for comment on March 31, 2023. The comment period is 90 days.</p> <p>5/10: The comment period closes June 30, and comments are being received.</p>
<p>Discuss and rule on any comments Persuasive or Non-persuasive</p> <p>If controversies identified, publish Revision 2 of Draft Standard and receive/review comments again.</p>	<p>2/6: Plan to work on this during comment period for Revision 1</p> <p>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.</p>
<p>Committee vote for Final Standard.</p> <p>Review and update Technical Review Checklist as needed based on changes to standard.</p>	<p>2/6: Plan to work on this during comment period for Revision 1.</p> <p>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.</p>
<p>Provide information on developing and recommending training and guidance materials as appropriate.</p> <p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p>

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. 5/8: Class in progress. 33 individuals and 6 groups registered for the series. About 75 invitations were sent out for the first class to accommodate group participants at a distance. 6/14: There have been additional registrations since the class started: 3 individual and 1 group.
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.
6/14: 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 Audit has begun.
- 6/14: Internal Audit has begun but is not yet complete or entered into the IA Database. Instructions awaited from Policy Committee.
- 4/12: Final vacancy still to be filled by AB or Other.

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.

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.	
Explore options for FoPT tables for non-DW matrices.	5/8: 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.

5/8: A Workgroup has been developed. Planning to develop a training class geared towards people that are not experts in the field.

6/14: A list of subjects has been prepared and the group will consider how to organize the information into trainings and then how to present the training. They may want to do it during the winter forum.

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
<p>Complete review and revision of updated language for each section of revised V1M7.</p>	<p>2/6: Revision of V1M7 is underway, with DOC section nearing completion and Essential QC section remaining to be updated.</p> <p>3/8: DOC section complete pending final affirmation of revised language. The Essential QC section remains to be updated, beginning at the March meeting.</p> <p>5/10: Revision of V1M7 continues, with DOC section complete and only the Essential QC section remaining to be updated.</p>
<p>Working with PTPEC, establish path to achieve data comparability for WET PT data.</p>	<p>2/6: PTPEC has determined that the recently re-constituted WET FoPT Subcommittee is the appropriate group to determine how to approach this objective</p>
<p>Provide input as needed for QC Specialist badge for aquatic toxicity, in support of credentialing initiative.</p>	
<p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>5/10: Provided two volunteers for CSDEC's Technology Workgroup</p>

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.	6/14: Ilona and Marlene have started working on the evaluators training. It will have a self-taught portion where information on the Standard and the Evaluation SOP will be tested. There will be a short webinar class portion to discuss how to write findings, audit techniques, etc. The expectation is to have the course material ready by the end of August and then teach the class in September. This will allow applications to go out late August/early September. Evaluation groups will need to be developed in July/early August.
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.	
<ul style="list-style-type: none"> - Hold a virtual Sampling Conclave 	<p>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 from 12-4pm each day.</p> <p>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.</p> <p>4/11: There are 21 confirmed speakers. A vendor technology component is also being planned. Abstracts are due 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 for the Conclave that will include a submission component.</p>

5/8: The website is now up for the Conclave and people are registering. All but one abstract has been received.

6/14: The Conclave was well attended (about 100 including individuals and group leaders – does not include people in the group). Most people attending for the day stayed on through all the sessions. The presentations were excellent and people are asking for the recordings to listen again or to catch presentations they missed. It was nice to see that the numbers between the morning sessions and the afternoon accreditation session were not very different. People were able to learn more about the field accreditation program. The technical side went smoothly. It was great to hear that people are looking into applying to become a NEFAP accredited FSMO. A survey is going out, but verbally people are interested in doing this again. Someone would like to see something like this every 6 months with similar sessions to give communities like Cannabis and opportunity to share information.

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

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

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

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.	<p>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.</p> <p>4/11: The Committee is rescheduling their April meeting to later in the month so the Standard can be ready for review for posting.</p> <p>6/14: Chair is finalizing Standards for Committee vote. Committee did not meet in May.</p>

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. 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 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

<p>Continue to provide Mentor Sessions and Assessment Forums at TNI conferences.</p> <p>Assume Role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions)</p> <p>Develop Draft Policies and SOPs for NELAP as requested</p> <p>Sustain SIR progress and supplement SIRS with Implementation Guidance for non-SIR questions.</p> <p>Administrative Activities</p>	<p>final standards; CSDEC seeks to have LASEC “review for errors in the process.”</p> <p>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.</p> <p>2/6: Succession planning for Mentor Session leadership is in place</p> <p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>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.</p>
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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.

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.

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

Finalize changes to SOP 4-101 and 4-107.

4/11: A DRAFT Position Statement was reviewed by the Committee and Stacie has sent this on to the Advocacy Committee.

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.

6/14: PFAS PT data was sent on 6/4/23. The Committee will meet the first week of July to start working on limits.

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.

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

Administrative Activities

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.

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.

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.

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.	3/4/12: 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,
- providing assistance to conference planning, and
- support for Small Laboratory Advocate role.

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.

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		5/8: See Table below.
Policy/SOP No.	Description	Status
Policy 1-100	Creating or Revising General Policies for TNI	5/10 Board approved.
Policy 1-115	Use of TNI Presentations	5/10 Board saw no need to review.
SOP 1-101	Operation of TNI Committees	6/14 On agenda for Board review and approval.

SOP 1-102	Voting Rules for TNI Committees	6/14 On agenda for Board review and approval.
SOP 1-117	Continuing Education Units (7/2/21)	5/8 Tabled pending completion of SOPs 1-118 and 1-128 by Training Committee.
SOP 1-122	Advocacy Documents (11/3/22)	5/10 Board saw no need to review.
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. 6/14 Ready for Board review.
SOP 2-101	Expert Committee Operations (4/23/23)	6/14 Ready for Board review.
SOP 3-105	Standard Interpretation (4/27/23)	2/6: Reviewed second revision and sent back to LASEC. 6/14 Tabled until flow chart revised.
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. 6/14 Ready for Board review.

Review committee Charters

6/14 Revised LASEC Charter ready for Board review.

4/12 Credentials Charter reviewed and approved.

6/14 Revised Advocacy charter ready for Board 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 Credentials Committee

Note: With the formation of this committee in May 2023, Information from the previous Competency Task Force was moved here and the other sections renumbered.

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.

6/14: Subsequent to Board approval, the Credentials Committee is now operational. The NELAP AC has been asked for additional AB stakeholder members; other stakeholders are also invited to apply for membership.

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.

9.4 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	<p>2/6: William Daystrom has agreed to build the on-line tools needed to support this effort.</p> <p>6/14: William has completed the following items:</p> <ul style="list-style-type: none"> • New user signup and maintenance (with email verification and a way for users to maintain their contact information) • Digital badge ordering (choose a badge, select payment, identify courses previously taken) • Payment processing (uses Authorize.Net for credit cards as usual)

- Forms to create and update digital badge descriptions and associated data
- Forms to create question pools for quizzes (each quiz generated with random selection of questions for each user's quiz)
- Quiz generation, timing, and automated scoring
- User history (courses/quizzes/badges taken)
- Notification of user sign-ups and purchases

William is working on:

- Purchase of new training webcast toward digital badge requirement
- Certificate (PDF) generation
- Digital badge image server (for unique badge URL so that badges can be authenticated/expired/renewed as needed)
- Notification of quiz results and badge awards
- Review for website security
- A multitude of lesser details

Expand LAMS into non-NELAP states

Administrative Activities

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

9.5 Training Committee

2023 Objectives	Status
Continue Linked-In presence.	
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 tests.
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"> – 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.

Expand use of technology to administer, automatically grade tests, and provide certificates.	4/11: The due date for responses to the RFP is April 15, 2023. We have received 2 submissions to date. 6/14: Dates are being finalized and an email announcement for the new courses will be distributed this week.
Prepare and issue RFPs to meet Credentialing needs.	2/6: RFPs in development for: <ul style="list-style-type: none">– 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. 6/14: Dates are being finalized and an email announcement for the new courses 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. 4/11: The SOP will be reviewed during the April Training meeting. 6/14: The Committee did not meet in May, but Calista, Elizabeth Turner and Ilona are working on SOP 1-128 for distribution before the June 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. 6/14: The format will be finalized with the completion of SOP 1-128.
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

Administrative Activities

5/10: Understanding Microbiology – In Progress

Basic Assessor Training – September

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

6/14: The Training Committee is soliciting associate members to become voting members to bring the Committee back up to full membership.

9.6 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.

9.7 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 June 12, 198 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>

6/14: The Symposium brochure is at the printer and should be mailed this week. The deadline for early-bird discounted registration was extended to June 20.

9.8 NGAB

10. TASK FORCES AND OTHER EFFORTS

10.1 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. 6/14: The proposed requirements of the certificates are being reviewed and simplified while still remaining compliant with ISO Guide 34. CTF is also working with the QMS Expert Committee to assist in language development regarding procurement and related topics currently in Module 2.
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.

10.2 Environmental Monitoring Coalition

10.2.1 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.

10.2.2 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. issues and the differences between methods 537.1 and 533.

6/14: The EMC submitted comments related to EPA 2023 Proposed Rule for PFAS in Drinking Water. The comments were provided separately.

10.2.3 EPA Proposes Ban on Methylene Chloride to Protect Public Health

EPA has proposed a ban on methylene chloride. The proposed rule would rapidly phase down manufacturing, processing, and distribution of methylene chloride for all consumer uses and most industrial and commercial uses. For most of the uses of methylene chloride that EPA is proposing to prohibit, EPA's analysis found that alternative products with similar costs and efficacy to methylene chloride products are generally available. Testing laboratories would be able to use if they implement a Workplace Chemical Protection Program which would involve an Existing Chemical Exposure Limit (ECEL) of 8 mg/m³ which would require testing and analysis of a "breathing zone sample." The rule would also require dermal protection by the wearing of appropriate gloves. Comments are due July 3. <https://www.govinfo.gov/content/pkg/FR-2023-05-03/pdf/2023-09184.pdf>

6/14: ACIL is drafting comments which EMC will likely endorse.

11. MEMBERSHIP

- 1164 active members

11.1 Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Tina	Buttermore	Pace Analytical Services - Ormond Beach	Associate	Asbestos
Darrin	Greenstein	Southern California Coastal Water Research Project	Voting	Whole Effluent Toxicity (WET)
Paul	Bergeron	Louisiana DEQ	Associate	Laboratory Accreditation Body
Kim	Fielder	HRSD	Associate	Quality Systems

11.2 New and Renewed Members:

- Of the 41 expired memberships from April, 18 renewed or requested an invoice after contact (1 retired and 3 left their previous organization). Emails were sent to May expired members on June 5, 2023.
- 84 New and Renewed memberships in April, 2023

11.3 Expired Memberships

- 27 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. 2 members expired in May, and 1 renewed in May. 2 members will be expiring in June, 1 of whom has already been renewed by the organization under a new member. Notices are sent with the expiring member emails.

First Name	Last Name	Organization	Outcome
Win	Gunadi	Metropolitan Water District	Expired May
Sandra	Nord	City of Lodi	renewed
Kimberly	Pham		Expired May
Laura	Targgart	SFPUC	Retired / renewed
Antoine	Chamsi	East Bay Municipal Utility District	Expiring June

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