

**TNI Board of Directors Meeting Summary
November 8, 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 Barthlomew		Ilona Taunton	X
Caitlin Brice		Janice Wlodarski	X
Justin Brown	X	Bob Wyeth	X
Kristin Brown	X		
Robin Cook	X		
Stacie Crandall			
Jack Farrell			
Maria Friedman	X		
Jessica Jensen	X		
Harold Longbaugh	X		
Judy Morgan			
Patsy Root			
Valerie Slaven			
Nick Slawson			
Alfredo Sotomayor	X		
Lem Walker	X		
Alyssa Wingard	X		
Past Chair			
Sharon Mertens			

AGENDA

1.0 Review of Consent Agenda – Approved 11-8-2023

2.0 Policies and SOPs for Review and Approval

2.1 Policies that require approval by the Board

All of the policies below were reviewed and updated by the Policy committee as part of a five-year review. Only minor editorial changes were made.

Policy 1-103, Use of TNI Symbols

This policy was sent back to the committee by the Board on October 10 so that the definition of symbol could be consistent with Policy 1-107. After reviewing both documents, the Policy committee deleted all text after the word “symbols” since symbol is defined in Section II.

Policy 1-107, Membership Code of Ethics

This policy was sent back to committee by the Board on October 10 so that the definition of symbol could be updated to match the revised wording in Policy 1-103. In addition, Policy added a reference to Policy 1-103.

Policy 1-108, Complaints

Editorial changes; added SOP 1-106 to Related Documents. Edited III (3) and IV wording, with same intent.

Policy 1-109, Whistleblower Protection

Editorial changes; added SOP 1-106 to Related Documents

Policy 1-110, Open Meetings

Added Related Documents; clarified which meetings are open; editorial changes.

Policy 1-122, Determining Stakeholder Category of Committee Members

Added Section V, edited wording without changing context, updated that PA handles most of Section III and not Executive Director (consistent with other SOPs)

Policy 1-123, Literature at TNI Meetings

Editorial: Removed CD-ROM. Changed NEMC to EMS. Changed Information Desk to Registration Desk

Policy 1-124, Corporate Governance

Changed Reference documents to Related; Section 9 was abbreviated without changing intent.

Policy 1-125, The NELAC Institute Code of Ethics

Added policies 107,124, and 129 and SOP 1-108 to Section X. Changed section VI for clarity, no change to intent.

Policy 1-126, Attendance at Board meetings

Edited without change to intent; added POL 1-124 to section V.

Motion to Accept Changes to all Policies, including changes to 1-110:

Robin Cook

Second: Steve Arms

Approved: Unanimous

2.2. SOPs that do NOT require approval by the Board

SOP 3-105, Standard Interpretation

This SOP was reviewed by Policy in May, but final approval was delayed due to updating a flow chart and then lack of quorum. After the flow chart was updated and reviewed carefully related to the complex procedures in this SOP, Policy determined the flow chart was no longer needed as it just helped to review the SOP which now has a very logical flow.

As shown in Section 8 of the SOP, this document has undergone 10 revisions since it was last seen by the Board in 2011. Most of the revisions were done to improve the flow, but the September 2022 revision reflects the directive from the Board relative to the authority of the SIR subcommittee.

This SOP was approved by Policy in September and was scheduled to be on the Board's agenda for the October call but was pulled at the last minute because of a change in the way TNI staff track SIRs. The only changes are to Section 5.2.2 changing PA to TNI staff and 5.2.3 changing the list to reflect actual practice. Note the changes do not affect the LASEC process, but only TNI staff activities.

SOP 3-100, NELAP Operations

This SOP was revised to conform to the new voting SOP 1-102, by removing language from Section 5.4.

SOP 4-107, FoPT Table Management

This is a very technical SOP describing the procedures for the Proficiency Testing Program Executive Committee (PTPEC) to manage and update Fields of Proficiency Testing (FoPT) tables. It has undergone 5 revisions since 2011 but was never finalized.

CONSENT AGENDA Approved 11/8/2023

1. Approval of October Minutes

2. Improving TNI Committee Operations

During the November 2 call of the Advocacy Committee, the committee noted many committees are struggling to achieve a quorum. To address this issue, Advocacy is recommending a special 90-minute session in Columbus to discuss possible solutions.

3. Comments on DOD/DOE QSM

Paul Junio sent about 40 comments on Module 2 and after review of Module 4, Jerry Parr did not send in any comments.

4. Financial Reports

The 2023 financial statement has not been received and thus a review of the 2023 statement and 2024 budget will be tabled until the December meeting.

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 Policy. Upon approval both will be submitted to ANSI.

8/9: SOP 2-100 is still moving towards completion. SOP 3-105 was approved by Policy, but CSDP EC requested the notification of appropriate staff being added as a requirement. Glossary being changed from 2-page approach (Standard definitions and non -Standard terms) to a single page format with a citation of term's location.

9/13 SOP 2-100 undergone PA review, scheduled for discussion and potential ballot of CSDP EC on 9/14.

10/11 SOP 2-100 undergone PA review, scheduled for discussion and potential ballot of CSDP EC on 10/12.

11/8 SOP 2-100 approved by email and sent to Policy. SOP 2-100 Rev. 4.0 will, after final editing, be posted and submitted to ANSI.

11/8 Training based on changes to SOP 2-100 Rev. 4.0 being developed.

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.

10/11: Internal Audits have begun.

11.8 Committee chairs advised that Internal Audit should be completed and entered in TNI Management 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.	<p>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.</p> <p>4/12: No further ANSI action (BSR-9 submission) can be made until full audit resolution.</p> <p>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.</p> <p>8/9 The committee has announced and posted the Final revised EL V1M3, the Final</p>

<p>Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.</p> <p>Serve as a technical resource regarding AT to TNI members and other interested parties.</p>	<p>R2C and the Justification spreadsheet on the TNI website. A public announcement to all identified interested parties has also been distributed. A webinar is also being planned to introduce the new module.</p> <p>9/13 A webinar is also being planned to introduce the new module.</p> <p>10/11 Committee developing materials for webinar, but based upon changes to Module believe attendance will be sparse.</p> <p>2/6: As final re-accreditation occurs, BS-9 to be filed with ANSI.</p> <p>2/6: Inputs to Quality Management Systems Expert Committee provided with continuing assistance, as necessary.</p>
<p>Provide technical assistance in developing tools to facilitate the implementation of the Standard.</p> <p>Administrative Activities</p>	<p>11/8 Committee developing questions to assist the Competency Task Force efforts regarding credentialing.</p> <p>2/6: Checklist tool for compliance with EL V1 M3 being considered for development</p> <p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>3/6: Internal Audit has begun.</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: One Committee member has resigned from the committee based on a change of employment and another new member has joined. Balance maintained.</p> <p>11/8 Audit completed: present at 12/23 committee meeting for committee review</p>

5.3 Chemistry Expert Committee

2023 Objectives	Status
<p>Begin revision to V1M4.</p>	<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.</p>

	<p>CEC anticipates a full presentation at the summer TNI meeting.</p> <p>8/9 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 has prepared a presentation of the proposed changes in Module 4 for the Summer TNI meeting in Minneapolis.</p> <p>9/13 Comments received at Minneapolis meeting to be considered by committee.</p> <p>10/11: 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.</p>
<p>Provide technical assistance in implementation of the Standard.</p>	<p>2/6: As revised module is developed, need for Guidance documents or other means of implantation assistance will be evaluated.</p>
<p>Serve as a technical resource regarding chemical testing to TNI members and other interested parties.</p>	<p>2/6: Inputs to Quality Management Systems Expert Committee on Technical Specialist provided with continuing assistance, as necessary.</p> <p>11/8 Committee developing questions to assist the Competency Task Force efforts regarding credentialing.</p>
<p>Address any SIR.</p>	<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> <p>8/9 Progress continues on resolution of open SIRs. SIR 456 is awaiting the LASEC comments and/or acceptance and SIR 410 is now being addressed as a very similar SIR (390) has now been accepted by the LASEC/AC.</p> <p>9/13 Progress continues on resolution of open SIRs. SIR 456 is awaiting the LASEC comments and/or acceptance and SIR 410 is now being addressed as a very similar SIR (390) has now been accepted by the LASEC/AC.</p> <p>10/11 Progress continues on resolution of open SIRs.</p>
<p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report. A number</p>

of unresolved SIRs require attention but will likely need to be addressed by changes in M4 currently under way.

4/12: New AB added to the committee. Final vacancy now open to any interest category maintaining appropriate balance.

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 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.

8/9 The two vacant positions on the CEC have been filled and approved by the CSDP EC. Balanced has been maintained. Two new Associates were also added to the committee.

10/11 Three new Associates were added to the committee.

11/8 Audit completed: present at 12/23 committee meeting for committee review.

5.4 Laboratory Accreditation Body Committee

2022 Objectives	Status
Publish Draft Standard V2M1, Revision 1.	<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>
Discuss and rule on any comments Persuasive or Non-persuasive	<p>2/6: Plan to work on this during comment period for Revision 1.</p> <p>8/9: With additional comments arriving after the deadline, there are now 72 comments to be addressed. Similar or related comments will be grouped in an effort to speed the review and addressing of these.</p> <p>9/13: Commenters who offered complex comments are scheduled to join the committee at one or more of its meetings this fall to discuss</p>

If controversies identified, publish Revision 2 of Draft Standard and receive/review comments again.

their comment(s) before possible revised language is considered.

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.

8/9: At least one of the comments is already considered likely to be controversial.

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.

6/14: Options for possible improvements to the evaluation process drafted and will be discussed with evaluators, LAB, and NELAP AC during June and early July. Goal is to examine the effectiveness of implementation for an AB's documented practices.

7/12: Options for possible improvements to the evaluation process have now been discussed with NELAP evaluators and the Accreditation Council. Further discussion will take place at the LAB session in Minneapolis and is expected to take place in the Accreditation Council session as well.

8/9: Discussions of possible improvements to the NELAP evaluation process continued at the LAB session in Minneapolis, and later this year, a proposal to the NELAP AC may be created. Further consideration will resume after comments on DS V1 are addressed.

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.

11/8: The Internal Audit was presented to the committee at its rescheduled October 20 meeting.

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.

7/12: Finishing up additional detail that was missing to complete posting.

9/13: Response to comments were sent to all commenters and table was sent to Bob for posting to the website. Commenters have 30 days from posting to appeal.

10/11: Response to Comments was posted 9/16/23. The appeals period will end 10/16/23. No comments have been received to date from the commenters. If no appeal is received a new DRAFT Standard will be completed and posted for a 90-day comment period.

Present "Understanding Microbiology" Webinar course(s).

2/6: Adding information to training in response to request in San Antonio to include references to Standard. Updates will be complete in time for March training.

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.

7/12: Additional registrations will be using the recordings to complete the portion they missed. The first three recordings will be available at the end of July, so attendees have 2 months to complete them before the series is done and becomes available as a Webcast.

8/9: The last course of the series will be taught this month. Cody needed to reschedule make-up recording to 8/11, so recordings will be available after that.

9/13: Series is now complete. Webcast posting material sent to William. Tests were graded and certificates have been distributed.

10/11: The Webcast has been posted and a copy of the recordings were sent to attendees for make-up classes and quizzes.

Continue to respond to Standard Interpretation Requests	7/12: A response re-consideration was requested for SIR 423 (regarding media testing). A response is being formulated. 9/13: Response to be finalized during meeting and sent this week. 10/11: Response was sent to LASEC.
Prepare Implementation Guidance regarding Incubator Equilibrium checks.	4/11: Work has been started on this guidance.
Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.	11/8: Questions are being reviewed and added for the Module 5 portion of the Credentialing exam. They are adding 30 questions.
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. 8/9 Work groups have returned recommended changes to the full committee for

consideration. The PTEC has prepared a presentation of the proposed changes to their Volumes and Modules for the Summer TNI meeting in Minneapolis.

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 and/or V4, which are independent of the LASEC/AC. This prioritization will allow for completion of V3 and/or V4 in a timelier fashion. After approval, a request will be submitted to ANSI for the follow-up audit of TNI procedures and completion of the audit process.

9/13 Comments received at Minneapolis meeting to be considered by committee.

10/11 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 and/or V4, which are independent of the LASEC/AC. This prioritization will allow for completion of V3 and/or V4 in a timelier fashion. After approval, a request will be submitted to ANSI for the follow-up audit of TNI procedures and completion of the audit process.

11/8 Proposed changes to V3 and V4 per review at the 11/23 meeting and DS for both and being prepared. A vote on approval should occur at the 12/23 meeting followed by posting and notification of all interested parties.

11/8 Committee developing questions to assist the Competency Task Force efforts regarding credentialing.

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

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.

11/8 Audit completed: present at 12/23 committee meeting for committee review.

Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.

Administrative Activities

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.

	<p>7/12: SIRs are still being reviewed and 2 new Work Groups have been formed to work on language that needs to be addressed for the SIRs reviewed to date. Suggested language was received from the Consumables Task Force for inclusion in the Standard. A definition for "Critical Supplies and Services" is being added to the DRAFT Standard and the Committee is still working through recommended Chemical Certificate and Service Certificate contents. The NEFAP EC sent language for inclusion in the Standard. The Committee discussed options and is developing language to include.</p>
Finalize Technical Specialist language.	<p>2/6: Working on exception language for Technical Specialist section.</p> <p>3/6: Working on language to make it clear current technical managers may continue as technical specialists for same areas of responsibility.</p>
Continue working through controversial topics:	<p>2/6: Working on defining Technology. Will work with PTPEC, Chemistry and LAMS to further this work.</p> <p>8/11: Language from the Consumables Task Force was presented at the Conference and feedback was that it did not belong in the Module 2 Standard. Possible language was sent back to the NEFAP EC for inclusion in the sampling section of Module 2 – see update under NEFAP. The Definitions Workgroup presented information on definitions and there was a lot of discussion surrounding duplicate, replicate, records, and procedures (written).</p> <p>9/13: A number of new workgroups have been formed to continue work on the standard. Workgroups now include:</p> <ul style="list-style-type: none">- Definitions- Language- Data Integrity- Subcontracted Work- Measurement Traceability- Calibration Requirements- Handling Test Items <p>These workgroups each have about 5 members and they work on language for specific parts of the Standard that need more focus.</p> <p>The Committee is halfway through a final review of SIRs to make sure everything is addressed as needed in the new Standard.</p> <p>10/11: Work continued on the review of SIRs during the September meeting. Workgroups have been meeting.</p>

<ul style="list-style-type: none"> - Technical Specialist - Internal Audits - Document/Record Retention - Quality Manual - Define "Appropriate QC" in Section 7.7 (ISO/IEC 17025:2017) - Consistent use of Procedure and Policy - Clarification of unique ID 	<p>11/8: Review of SIRs was completed during the October meeting. Workgroups are continuing to meet to propose language for the DRAFT Standard. The Committee will now begin focusing on reviewing all language in the DRAFT Standard.</p> <p>8/11: Technical Specialist status was reviewed at Conference and comments ranged from concern that it still won't work for smaller labs to concern that the differing requirements between the Expert Committees makes it confusing.</p> <p>3/6: Working on records retention language.</p> <p>4/11: Committee sending ideas for records retention language to Workgroup for consideration.</p> <p>7/12: Language formulated is now being added to the DRAFT Standard.</p>
<p>Work on language from Sections 4.2 and 4.1.3 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2.</p>	<p>2/6: This effort now complete.</p>
<p>Continue to respond to Standard Interpretation Requests</p>	<p>4/11: Responded to SIR 453 regarding quarterly calibration verification of manual repeating pipettes.</p>
<p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>4/11: Committee member, Tony Francis, will be working with the CSDP Technology Workgroup.</p>

5.8 Radiochemistry Committee

2023 Objectives	Status
<p>Complete V1M6 Draft Standard.</p>	<p>2/6: Response to Comment Document has been posted and distributed to interested Stakeholders. If no appeals are filed, Module 6 is complete.</p> <p>6/12: No appeals were filed.</p> <p>The Committee received a copy of QSM Draft Module 6 for Review and Comment. Comments are due July 24th.</p> <p>8/9 Extensive comments provided to DoD EDQW.</p>

<p>Resolve reporting uncertainty with PT results.</p> <p>Explore options for FoPT tables for non-DW matrices.</p> <p>Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.</p> <p>Evaluate need for training development.</p>	<p>11/6: Worked with Bob to make sure he now has correct information for all stages of the Standard development process. The Committee will look at the final QSM section for Radiochemistry to see if the Committee should consider adding or changing anything in the TNI Standard.</p> <p>4/11: The Committee has started work on this topic.</p> <p>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.</p> <p>11/8: Questions have been provided for the credentials exam.</p> <p>4/11: The Committee is looking at training opportunities for the next year.</p> <p>5/8: A Workgroup has been developed. Planning to develop a training class geared towards people that are not experts in the field.</p> <p>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.</p> <p>9/13: Requested meeting time at January winter conference – planning to hold first training. Material is being developed with focus on people who are chemists, but not radiochemists. Workgroup formed to develop material. Material will include how to review a laboratory report.</p> <p>10/11: The Committee did not meet in September. Meeting time at the January winter conference has been approved and the Committee is working on the training to be held during the Committee’s meeting time.</p> <p>11/8: A course description is being worked on and will be sent to Jerry in November for inclusion in the January program information. Any special requests for set-up will be requested by 11/17/23.</p>
<p>Administrative Activities</p>	<p>4/11: Committee member, Jim Chambers, will be working with the CSDP Technology Workgroup.</p>

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

Working with PTPEC, establish path to achieve data comparability for WET PT data.

Provide input as needed for QC Specialist badge for aquatic toxicity, in support of credentialing initiative.

Administrative Activities

Essential QC section remaining to be updated.

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

5/10: Revision of V1M7 continues, with DOC section complete and only the Essential QC section remaining to be updated.

7/12: Revision of V1M7 continues, with assignments made for drafting revisions to the Essential QC section.

8/9: Revision of V1M7 continues with conversations about the last section (Technical Requirements) to be addressed. Also, a list of WET definitions remains to be reviewed, as some of those may need to be included in the draft module.

2/6: PTPEC has determined that the recently re-constituted WET FoPT Subcommittee is the appropriate group to determine how to approach this objective

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

5/10: Provided two volunteers for CSDEC's Technology Workgroup.

6/14: Potential new members identified for both AB and "other" stakeholder groups.

7/12: One new member elected (an "other"), which allows the "AB Stakeholder" member awaiting retirement to finally depart the committee. Many lab stakeholders participate as associates now.

8/9: Two additional individuals (one an AB and one an "other") have applied for voting membership. These will be voted upon at the next meeting in September. Addition of these non-lab stakeholders is expected to allow for additional lab stakeholders to apply for voting membership, bringing the committee to full strength.

8/9: Two committee members, Katie Payne, and Teresa Norberg-King, will be presenting papers at the November 2023

Society for Environmental Toxicology and Chemistry meeting in Louisville, KY.

10/11: Two additional individuals (one an AB and one an “other” stakeholder) have been approved as voting members. This allowed for re-election of the member who stepped down to associate so that the committee could continue to function. One additional lab stakeholder from among the current associates can also be elected as a voting member, but thus far, no applications have been received.

11/8: One associate member, a lab stakeholder, applied for and was elected to voting membership at the October 18 meeting.

11/8: The WET Internal Audit was presented to the committee at its rescheduled October 18 meeting.

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.	<p>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.</p> <p>7/12: Ilona is reviewing DRAFT quizzes for the training described above. The schedule described above is still current.</p> <p>8/7: Final timing is being discussed today and a schedule will go out to PTPEC and NEFAP EC for review and development of evaluator teams.</p> <p>9/11: Draft training contract based on planning meeting developed by Ilona and sent to Marlene for review. The course will include a self-taught portion - 3 testing options and 3 homework exercises. The webinar portion will review missed questions on the exams, include in-depth review and further development of the exercises, work on writing findings and reviewing corrective</p>

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

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

action, etc. Exams will be due 11/1. Exercises will be due 11/17 and the course will be held 11/29/23. Applications will go out mid-October.

10/9: Course is progressing. Applications will be out late October.

11/8: Course has been switched to early December so Applications will not go out until mid to late November. Katie Strothman and Kim Watson have volunteered to participate on the Evaluation Team and will be taking the training.

1. Internal Auditing for Field Sampling and Measurement Organizations

2/6: Working on final formatting of course. 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.

7/12: Paul Bergeron has scheduled a meeting for this Friday to discuss completion of this training and to schedule dates for the live training.

8/7: Paul is requesting assistance to write a script for the training so it can be completed. A call for volunteers went out by email and it was discussed during the Field meeting in Minneapolis.

9/13: Shannon Swantek has volunteered to write script for Internal Audit class.

11/8: Shannon is now recording the training in addition to working on the script. Recording has started and a DRAFT is being reviewed to make sure it is what the Training Subcommittee is expecting. Given the current timing, it appears this class will not be available until early 2024.

1. Maintenance and Calibration of Field Equipment

8/7: Class on was suggested in Minneapolis. Need to confirm it will not overlap with Marlene's new class: NEFAP - Quality for Field Operations.

9/13: There is no overlap. Course development will be explored.

10/11: Course description will be developed and included in the next Training RFP.

11/8: Elizabeth Turner is working on the course description.

– 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 from 12-4pm each day.

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

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.

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 to 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.

7/10: Requests went out to presenters to confirm posting of their presentations. The recordings for the Conclave have been made available to all registered attendees.

8/11: Only one presenter asked that their presentation not be posted, so a slide will be made to note presentation not available but that the recording can be purchased.

Language was submitted to the QMS Expert Committee for Module 2 and they sent back the following language option for Committee review: Section-7.3.4 Labs performing field sampling activities shall define the competence requirements of personnel and authorize

personnel to perform sampling. Where the laboratory arranges for an external sampling organization to be used, the laboratory shall have procedures to ensure that the experience and technical competence of the samplers are sufficient for sampling activities and that they comply with the relevant clauses of this document and other sampling documents (i.e. sampling plans, sampling methods, regulatory documents, etc.). Use of NEFAP Accredited Sampling Organizations meets these requirements.

Jerry will be participating in a Field discussion in Oregon in late September.

Workgroup may look at possible brown bags on field related topics to open up communication with the field community and understand their needs.

Randy Query will work with NEFAP to build contacts in possible renewed focus on lead abatement.

9/13: The Committee is working on a PFAS mini-workshop planned for November 1, 2023. A flyer will go out after the TNI Board reviews the plans. The goal will be to have abstracts due by October 6, 2023 and a copy of the presentation will be due October 20, 2023.

10/9: The PFAS mini workshop will be February 7, 2024 instead. The Annual Field Conclave is being scheduled for June 4-6, 2024.

11/6: Call for Presenters for the PFAS workshop will be due in November, Abstracts will be due mid-December and Presentations will be due January 17th.

- Continue to present at outside conferences.

10/11: Jerry gave a field related presentation to the Oregon Environmental Laboratory Association late September. He shared the presentation and received comments from the Committee.

A trade organization approached NEFAP to give a presentation at their Pacific Northwest Pretreatment Workshop in early November. Jan Wilson, who lives 15 minutes away from the workshop location has volunteered to do this.

- 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.

8/9: Language was submitted to the QMS Expert Committee for Module 2 and they sent back the following language option for Committee review: Section-7.3.4 "Labs performing field sampling

<p>Generate more awareness of the program and drive growth and interest in participation.</p>	<p>activities shall define the competence requirements of personnel and authorize personnel to perform sampling. Where the laboratory arranges for an external sampling organization to be used, the laboratory shall have procedures to ensure that the experience and technical competence of the samplers are sufficient for sampling activities and that they comply with the relevant clauses of this document and other sampling documents (i.e. sampling plans, sampling methods, regulatory documents, etc.). Use of NEFAP Accredited Sampling Organizations meets these requirements.”</p> <p>4/11: Field Sampling Conclave is being planned for June 6-8, 2023.</p> <p>5/10: Paul Junio will be adding slides about NEFAP and the Conclave to his FSEA presentation on TNI Standard Updates.</p> <p>8/9: One presenter asked that their presentation not be posted, so a slide will be made to note presentation not available but that the recording can be purchased.</p> <p>Jerry will be participating in a Field discussion in Oregon in late September.</p> <p>Workgroup may look at possible brown bags on field related topics to open up communication with the field community and understand their needs.</p> <p>Randy Query will work with NEFAP to build contacts in possible renewed focus on lead abatement.</p>
<p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>7/10: SOP 5-101 (NEFAP EC General Operations) was approved by the Committee and submitted to the Policy Committee for review. The SOP was updated to include new voting and membership procedures.</p> <p>8/7: SOP completed and approved by the Policy Committee.</p>

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.

6/14: Chair is finalizing Standards for Committee vote. Committee did not meet in May.

8/9: Work on the Standards was reviewed during Minneapolis. A meeting is planned for 8/21 to discuss final changes and prepare for a committee vote on a DRAFT standard that will be posted for comment.

9/13: All sections of the Standard have been assigned to individuals for final review. Updates are being incorporated into the document for a second meeting this month on 9/18 for a final review.

10/9: The Committee is scheduled to meet on 10/13 to collectively review final comments. The next step is to have Jan assist in final formatting and clean-up. When this is complete the Committee will do one final review and then vote on the DRAFT Standard in November. A copy of the cleaned-up DRAFT will also be shared with the NEFAP EC for any final comments before the FAC vote.

11/8: The Committee reviewed comments and determined that there is still more work to be done. The Committee is now meeting once a week to get through the final comments so the DRAFT can be ready for Jan to do final formatting. The Committee plans to present it at the winter meeting.

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.

9/11: Scott Haas (Chair) will be rotating off the Committee. Katie Strothman has been involved on the NEFAP EC and FAC and will be stepping into the Chair role in November to make a smooth transition. This has been approved by the CSDP Chair.

7. NELAP

7.1 Accreditation Council

2022 Objectives	Status
Sustain governance role for the program and promoting consistency in AB operations.	<p>3/8: Kristin Brown re-elected as Chair; nominations for Vice Chair initiated.</p> <p>6/14: Michele Potter (NJ) elected as Vice Chair election at the June 5 meeting.</p>
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.	<p>3/8: Received favorable recommendation on V1M3 Rev. 3.1 from LASEC</p> <p>6/14: Received notice from LASEC that it is unable to provide a recommendation about V2M1 Draft Standard Revision 1 at this time due to a significant issue with outstanding comments.</p> <p>10/11: At the request of QMS Expert Committee, Council members will shortly provide additional comments on the draft language for Technical Specialist qualifications. A number of suggestions have been offered thus far.</p> <p>11/8: The Council has now provided a number of additional comments to QMS Expert Committee on the draft language for Technical Specialist qualifications.</p>
Address issues of concern to NELAP ABs as they arise.	<p>5/10: Training for new NELAP program managers received verbal approval to initiate development and is presently undergoing review by Council members.</p> <p>6/14: Provided additional input to the revision of TNI Voting SOP 1-102 in the issue of SIR voting.</p> <p>7/12: The training for new NELAP program managers is undergoing final review by the TNI Training Coordinator, who will offer several options of dates for the webinar, probably in September or October. Kristin Brown and Michele Potter will present the training and it will be recorded for future viewing by new program managers and designated staff chosen by those program managers.</p> <p>7/12: The Council discussed and added suggestions to concepts for revising the NELAP evaluation process at the July meeting. This will be a discussion topic for the AC session at a conference in Minneapolis.</p> <p>8/9: The training for new NELAP program managers and questions for a quiz are undergoing final review.</p> <p>8/9: Ombudsman issue assumed by Board at its May meeting, pending further discussion in August or September.</p>

Complete current evaluations and initiate 2023-2026 Evaluation Cycle.

9/13: The training for new NELAP program managers has been submitted to the Training Coordinator for final review and scheduling of its presentation.

10/11: The training for new NELAP program managers is now scheduled for Friday, December 8.

10/11: Four evaluations from the previous cycle are lingering, with two approaching completion. Two from the current cycle are underway with one application awaiting review, one renewal recommendation awaiting the final AB vote to be officially approved, and one more renewal letter sent. Two additional evaluations from the current cycle are on hold until their AB representatives complete their role as state team member on evaluations from the previous cycle.

11/8: Three evaluations from the previous cycle are still lingering. One from the current cycle has been completed with two applications in review. One renewal recommendation was presented to the Council for approval at its November 6 meeting and one more renewal letter was sent. Two additional evaluations from the current cycle are on hold until their AB representatives complete their role as state team member on evaluations from the previous cycle.

Administrative Activities

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

11/8: The NELAP Internal Audit was presented to the Council at its November 5 meeting.

Implementation Plans for 2016 TNI ELS Standard – 10/11/2023		
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	Rule finalized September 22, 2022 to adopt 2016 TNI 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
<p>Supplement SIRs with Implementation Guidance for non-SIR questions.</p>	<p>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.</p> <p>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.</p>
<p>Review Draft Standards as they are developed.</p>	<p>3/8: Prepared and approved favorable recommendation to NELAP AC for V1M3 Draft Standard Revision 3.1.</p> <p>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.”</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>6/14: LASEC determined that it is unable to provide a recommendation concerning the V2M1 Draft Standard Revision 1 to the NELAP AC due to a significant outstanding issue raised in comment on the revision.</p> <p>6/14: 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.”</p> <p>7/12: LASEC and CSDEC have resolved issues about the type of review that LASEC will conduct for final standards.</p> <p>9/13: LASEC has approved a favorable recommendation for the Asbestos Final Standard V1M3, to be presented to the NELAP AC and CSDEC. The vote closed on September 7. During the review, a comment arose about having the QMS Expert Committee address Demonstration of Competence in its revision of V1M2; this comment was</p>

Continue to provide Mentor Sessions and Assessment Forums at TNI conferences.

deemed not relevant to V1M3 specifically but will be presented to CSDEC by the committee member who offered it, as it is relevant to each of the technical modules of Volume 1.

2/6: Succession planning for Mentor Session leadership is in place.

9/13: Based on conversations with the leaders of these two groups and apparent agreement of Training Committee as well as LASEC, a proposal to shift these training activities to the Training Committee is being discussed. LASEC has no objections to such a move, but due to an unfortunate misunderstanding, the Training Committee was caught off-guard by the suggestion and has not yet responded with agreement.

10/11: Committee members raised new concerns about the proposal to shift the Mentor Session and the Assessment Forum to the Training Committee is being discussed. The major concern is that the Assessment Forum originated as a way for NELAP assessors to exchange information, and thus should retain a connection with LASEC and NELAP. A lesser concern is about the new leadership of the Mentor Session, as both activities are now led by Pace employees. This could be perceived as introducing either favoritism or bias, even though the volunteer leaders are all quite capable of leading these events, being both competent and experienced professionals. Additional conversations with the Training Committee and TNI management are needed before any transfer takes place.

11/8: Committee members discussed again the possibility of shifting the Mentor Session and the Assessment Forum to the Training Committee. The major concern is that the Assessment Forum originated as a way for NELAP assessors to exchange information, and thus should retain a connection with LASEC and NELAP. A lesser concern is about the new leadership of the Mentor Session, as both activities are now led by Pace employees. This could be perceived as introducing either favoritism or bias, even though the volunteer leaders are all quite capable of leading

these events, being both competent and experienced professionals. Additional conversations with the NELAP AC, the Training Committee and TNI leadership will be undertaken before any further action can be decided upon; LASEC desires to maintain some connection with one or both of those activities.

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.

10/11: Staff assignments for SIR tracking were rearranged and the tracking spreadsheet itself simplified and brought up to date. Several waylaid SIRs were identified and rescued during this process. Quarterly reports to the Board are resuming this month.

11/8: Discussions are underway with the NELAP AC and CSDEC about whether and how SIRs for modified versions of the TNI EL Standard should be addressed. Once agreement is reached, a recommendation will be offered to the Board.

Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.

8/9: Discussed status of conversations about revising the NELAP evaluation process.

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.

11/8: The LASEC Internal Audit was presented to the committee at its October 26 meeting.

8. PROFICIENCY TESTING PROGRAM

2023 Objectives	Status
Establish and maintain a national PT program to support a national environmental accreditation program.	<p>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.</p> <p>Looking into an issue raised about Radiochemistry PT availability. There is currently only one provider.</p>

Work with the WET FoPT Subcommittee to develop recommendations to resolve problems with variability of testing conditions.

Complete Proficiency Testing Provider Accreditor (PTPA) evaluations.

Develop resolution for reporting uncertainty with Radiochemistry PT results.

Complete and gather information on PT Program metrics.

Continue working to be inclusive of non-TNI ABs.

Support the NELAP AC on method codes issues in LAMS for TPH/Oil and Grease/HEM, cyanides, and microbiology

Explore adding Perfluoroalkyl substances in drinking water to the TNI PT Program.

11/8: Stacie Crandall has agreed to join both Evaluation Teams to review the PTPAs. She will be taking the evaluator training. The PTPEC discussed whether they would like to do a virtual observation or in person. The Committee agreed that a virtual observation would be acceptable.

2/6: Included on February agenda.

3/6: Will be worked on once new Radiochemistry limits have been finalized.

8/7: Work will resume in Fall.

11/8: Timing will be evaluated for completion in 2024.

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.

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 wants 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.

7/12: The PFAS PT data has been evaluated and a recommendation has been determined for the 29 analytes included in the original request. The DRAFT FoPT table update is being prepared and will be sent to the PTPEC for finalization as soon as possible.

8/9: Footnotes on the DRAFT PFAS FoPT table were commented on during the Minneapolis conference. Dan Hautman, Michella Karapondo and Matt Sica will be attending the next Chemistry FoPT Subcommittee meeting to provide input on Footnote 15.

The Committee would like to start working on some training on how FoPT tables are developed and used. Also include information on Volume 3. Most labs have never seen Volume 3.

9/13: Dan Hautman (EPA) and Matt Sica (PJLA) joined the Chemistry FoPT Subcommittee last week to provide input and suggestions on DRAFT footnotes regarding PFAS in the Chemistry FoPT table. The Committee determined that some of the footnotes were more laboratory oriented and not appropriate for the table. A rewrite of Footnote 15 is being proposed: *For analytes with available quantitative isomeric mixtures of known linear and branched isomers, both forms must be present in the sample.* Committee members preferred to more time to evaluate this new wording with a goal to finalize it by the 10/6/23 meeting.

10/11: The Subcommittee decided to remove Footnote 15 because it was determined that it was also lab oriented. The Subcommittee will be working on an email to PT Providers to suggest the information be included in their instructions to laboratories. This will be discussed with the PTPEC. The Subcommittee also discussed naming conventions. They will follow LAMS, but Ilona reached out to Paul Junio to ensure LAMS is looking at possible changes to nomenclature based on EPAs naming conventions.

11/6: A proposed update to the DW FoPT table for 29 PFAS analytes was approved by the Subcommittee and has been sent to the PTPEC for review and approval at their November meeting.

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.

11/6: PT Provider data has now been sent to the WET FoPT Subcommittee so the work on an update to the WET FoPT table.

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.

8/9: The Subcommittee is looking for a copy of ISO/IEC 17000: 2022 to see the definition of "Sponsor" in order to complete SOP 4-107.

11/6: SOP 4-107 was completed and approved by the PTPEC for Policy review. Final numbering and the change summary have been completed. SOP 4-101 is just about completed. There are a few micro updates in progress and the Subcommittee just received the link from William for the recorded procedure to develop limits that will be included in the SOP. It should be voted on in November and then sent to the PTPEC for review and approval.

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.

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.

7/12: The Committee discussed an issue raised by an AB about the new Radiochemistry DW PTRL limits. It was determined that the limits are correct and achievable based on the method. The Committee plans to look at the data request process for updating FoPT limits. The recent requests took a lot of time, and they will look to see if there are any ways to streamline it in the future.

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.	4/12: Outreach Plan and accompanying Implementation Plan approved and provided to Board in this Consent agenda. 9/13: Committee plans to review activities towards accomplishing the Outreach Plan at its September 7 meeting.
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. 6/14: Revision of 2021 State of National Accreditation Report is underway. 7/12: The 2023 update to the State of National Accreditation Report is approved and will be sent to EPA's Environmental Measurements Forum with copies to most EPA Office Directors, other EPA individuals, and all non-NELAP states. The focus of this year's update was progress made towards a true national program.
Look for opportunities to add TNI Ambassadors for non-NELAP states.	

Sustain

- organizing newsletter publication
- providing assistance to conference planning
- support for Small Laboratory Advocate role

Provide outreach (e.g., presentations and papers) to promote The NELAC Institute and TNI's programs.

11/8: Fall newsletter is in final stages of preparation; Sharon Mertens is the editor for this issue.

8/9: Advocacy will meet on August 11 to review conference activities and plan for the fall newsletter.

9/13: Executive Director has discussed Columbus conference planning at both the August and September meetings.

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.

7/12: White paper from earlier presentation on "Case Studies of Faulty Laboratory Data Due to a Lack of a Strong Quality Management System" approved as final for presentation to the TNI Board. This document will be the basis of a presentation at conference in Minneapolis.

8/11: Special session at Minneapolis, Ensuring Reliable Data, with 6 presentations from TNI Directors and staff. Jerry Parr and Judy Morgan gave a history of accreditation talk as part of the Assessment Forum and Jerry presented the Faulty Data presentation.

9/13: Jerry will be participating in the Oregon Environmental Laboratory Association meeting on September 28 and 29 and will present on NEFAP, Faulty Data, Credentials, and a Standards Update.

Paul Junio will attend the DoD EDQW meeting September 18-20 to hear about the changes to the DOD/DOD QSM. Paul will be at the Florida Society of Environmental Analysts meeting in early November to provide a standards update.

10/11: The white paper from earlier presentation on "Case Studies of Faulty Laboratory Data due to a Lack of a Strong Quality Management System" is undergoing minor revisions in order to gain approval from groups on the EMC. These edits will shift the

focus from “TNI Standard” and “accreditation” to “having a quality management system in place” and are not expected to change the value of the document itself. Once approved by Advocacy, it will be returned to the TNI Board for re-approval prior to further distribution. This document has already been the basis of several presentations.

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.

11/8: No internal audit can be performed for this committee at this time, as the PA is unable to gain access to the appropriate checklist.

9.2 Policy Committee

2023 Objectives	Status
Continue to Review SOPs and Policies	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. 9/13: Revised SOP on Board agenda for 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.7/12: Additional revisions to flow chart underway. 9/13: Revised SOP on Board agenda for 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. 9/13: Revised SOP on Board agenda for review.
SOP 5-105	NEFAP EC Operations	7/12: Approved by Policy. Available for Board review
Policy 1-101	Conflict of Interest	7/12: Approved by Policy. Available for Board review.
Policy 1-102	Ethical Conduct of TNI Members	7/12: Approved by Policy. Available for Board review.
Policy 1-103	Use of TNI Symbols	9/13: Approved by Policy. Available for Board review. 9/13: This policy was sent back to committee so that the definition of symbol could be updated to match the removal of 'marks' and the addition of badges among the considered items for symbols. 11/8: Policy revised and provided for the 11/8 Board call.
Policy 1-104	Management of Records	9/13: Approved by Policy. Available for Board review.
Policy 1-105	Creation and Use of Guidance	9/13: Approved by Policy. Available for Board review.
Policy 1-107	Membership Code of Ethics	9/13: Approved by Policy. Available for Board review. 9/13: This policy was sent back to committee so that the definition of symbol could be updated to match the revised wording in POL 1-103. 11/8: Policy revised and provided for the 11/8 Board call.
Policy 1-109	Whistleblower Protection	11/8: Policy provided for the 11/8 Board call.
Policy 1-110	Open Meetings	11/8: Policy provided for the 11/8 Board call. 11/8:
Policy 1-108	Complaints	11/8: Policy provided for the 11/8 Board call.

Policy 1-122	Determining Stakeholder Category of Committee Members	11/8: Policy provided for the 11/8 Board call.
Policy 1-124	Corporate Governance	11/8: Policy provided for the 11/8 Board call.
Policy 1-123	Literature at TNI Meetings	11/8: Policy provided for the 11/8 Board call.
Policy 1-125	The NELAC Institute Code of Ethics	11/8: Policy provided for the 11/8 Board call.
Policy 1-126	Attendance at Board meetings	11/8: Policy provided for the 11/8 Board call.
SOP 3-105	Standard Interpretation	11/8: SOP provided for the 11/8 Board call.
SOP 3-100	NELAP Operations	11/8: SOP provided for the 11/8 Board call.
SOP 4-107	FoPT Table Management	11/8: SOP provided for the 11/8 Board call.

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	Draft SOP (1-129) discussed on 7/7. Glossary now available for Policy to review.
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. 9/13: Susan Jackson replaced Eric Davis as the representative from PTPEC. 10/11: Jerry has taken on the role of PA for this committee and Ilona has joined as a voting member.

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: 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.

7/12: Committee is reviewing a draft Credentials Handbook that will explain the application and exam processes as well as fees. It will cover the Quality Manager credential initiative but be general enough to apply to future additional credentials, with role-specific details for those being presented in separate documents (as with the QM KSA document).

8/9: Committee has considered details of a proposed addition to the structure of software being created to support the credentials process, as one of the digital badges (QC Specialist) will need five versions, one for each of the five technical modules. TNI's webmaster is creating this software and devised a clever approach to address this new requirement, which the committee wholeheartedly approved.

9/13: Review of the draft Credentials Handbook is underway; this handbook will apply to the Quality Manager and all future badging and credentialing options.

9/13: Exam questions for the QM "Experience and Education" test (the "full credential) are nearly complete. The questions and answers will be imported into the credentials software once they

are vetted by the three experienced trainers who have volunteered – Silky Labie, Marlene Moore and Tony Francis.

9/13: Jerry has asked the Chairs of Asbestos, Microbiology, Radiochemistry and WET to develop questions for those modules.

10/11: Review of the draft Credentials Handbook continues. This handbook will apply to the Quality Manager and all future badging and credentialing options.

10/11: Exam questions for all digital badges (and thus for the QM “Experience and Education” test) are complete and have been provided to the three experienced trainers who have volunteered to review them – Silky Labie, Marlene Moore and Tony Francis. Additional questions for the QC digital badge (which will be module specific) are being developed by the relevant expert committees.

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.

11/8: No internal audit will be performed for this committee due to its very recent creation (after checklists were finalized).

9.4 Information Technology Committee

2023 Objectives	Status
Continue to support the website and LAMS	<p>3/6: Transfer of LAMS administration from Dan Hickman to Paul Junio and William Daystrom completed on schedule.</p> <p>11/8: William Daystrom completed an “Attestation Statement” for the generic application to allow Kansas to use the application.</p>
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 sign-up 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.

11/8: Internal Audit completed with one finding; the committee does not have a vice-chair.

9.5 Training Committee

2023 Objectives	Status
<p>Continue Linked-In presence.</p> <p>Work with Competency Task Force to develop Credentialing Program.</p>	<p>4/11: The Committee has started work on an SOP on how to develop and administer tests.</p> <p>7/10: An announcement was distributed with new courses planned through September and notification of new Webcasts now available on the TNI website.</p>

Prepare an SOP for developing exams.

10/9: Working on how to provide feedback to test takers that fail the credentialing exam. Jerry will coordinate language with the Credentialing Committee and then the SOP should be ready to finalize in the October meeting.

11/8: SOP 1-129 (Development of Tests and Examinations) has been completed and is now out for email vote. The SOP should be sent to Policy this month.

8/9: A list of considerations to develop this SOP were reviewed at the conference in Minneapolis. Comments will be incorporated, and Jerry will represent the Credentialing Committee on this workgroup to merge work done by both Training and Credentialing.

10/9: Working on how to provide feedback to test takers that fail the credentialing exam. Jerry will coordinate language with the Credentialing Committee and then the SOP should be ready to finalize in the October meeting.

11/8: SOPp complete is out for a vote.

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. 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.

8/9: A new field-related course will be offered in October. NEFAP: Quality for Field Operations.

9/13: An announcement was distributed on September 5 with links to the new Field Quality class scheduled to start 10/13/23.

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.

6/14: Dates are being finalized and an email announcement for the new courses will be distributed this week.

10/11: The Workgroup is working on 5 possible classes to include in the RFP.

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.

7/12: SOP was updated and sent for comment to the Committee. Two comments were submitted for update, so it will be finalized by email vote and submitted to the Policy Committee for finalization.

8/9: It was decided to review the Catalog template during the conference in Minneapolis:

- People would like to know badges related to classes when reviewing the table of contents.
- Consider adding course testimonials.
- Consider evaluating courses as beginner, intermediate or advanced. Add to trainer application.
- Make sure class catalog can be filtered.

SOP 1-128 will be updated based on this information.

9/13: The Committee reviewed SOP 1-128 and further updates are needed.

10/11: Calista Daigle, Elizabeth Turner, and Ilona will work to incorporate needed changes since there was not enough

	<p>time during the September meeting. The SOP will be available for final review at the October meeting.</p> <p>11/8: The SOP has been submitted for email vote, so a final copy should be submitted to the Policy Committee this month. The Committee also reviewed updates to SOP 1-110 (Educational Delivery System) and SOP 1-117 (CEUs) that were presented by staff to ensure consistency with new training course content and test/exam development SOPs finished up this month. These SOPs are being voted on by email and should also be sent to Policy this month.</p>
<p>Review training to ensure it is not obsolete.</p>	<p>Ongoing.</p>
<p>Develop Course Catalog</p>	<p>2/6: Format should be finalized during the February meeting.</p> <p>3/6: Work still in progress.</p> <p>5/10: Jerry prepared a draft catalogue that is being reviewed.</p> <p>6/14: The format will be finalized with the completion of SOP 1-128.</p> <p>9/13: Focus on Training Catalog will be to make it more user friendly on the TNI website with search features and the ability print pages as needed.</p> <p>11/8: Decision made to keep the "course catalog" as an on-line system, comparable to the current system, but with a search tool.</p>
<p>Post Webcast for how to complete training application to teach courses.</p>	<p>9/11: Webinar conversions to webcasts are being worked on by William and will be added to flyer planned for distribution next week. Training certificates for summer courses are current.</p> <p>10/9: Webcasts were posted.</p>
<p>Offer and market training courses.</p>	<p>4/12: Basic Assessor Training – 20 Attendees</p> <p>EPA Proposed Regulations – 38 Individuals and 11 Groups</p> <p>5/10: Understanding Microbiology – In Progress</p> <p>Basic Assessor Training – September</p>
<p>Administrative Activities</p>	<p>2/6: Provided 2022 accomplishments and 2023 objectives for Annual Report.</p> <p>6/14: The Training Committee is soliciting associate members to become</p>

voting members to bring the Committee back up to full membership.

7/10: 4 associates were discussed for voting membership. One updated resume is needed and then the Committee will finalize their membership by email.

8/7: Three new voting members were added to the Committee: Wanda Harney, Melanie Ross, and Elizabeth Turner.

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.

- The decision was made not to send any documents by USPS mail.
- Preliminary schedule provided to committee chairs as shown below.
- RFP issued for training courses.
- Exhibit program will open on September 15 and attendee registration on October 16.
- Email marketing campaign to begin October 17.
- Preliminary budget established.

Time	Monday: 1/22	Tuesday: 1/23	Wednesday: 1/24	Thursday: 1/25
8-12 AM	General Session 8:00 Welcome new Attendees 9:00 Annual Meeting	– Assessment Forum – Training/Credentials – SLAG/ Committee Operations	– Quality Systems – LAB – FAC	Training Courses TNI Staff mtg
12-1	Lunch on Own (11:30 – 1:00)	Lunch Provided	Lunch Provided	
1-5 PM	– PT Executive/Expert – WET – Mentor Session	– Chemistry – NELAP/LASEC – Radiochem/NEFAP	– Quality Systems – Microbiology – Advocacy 4:15 Committee Reports	
Evening	Reception		Committee member reception	

9/13: A Request for Proposal was issued for the 2025 meeting.

10/11: From the 5 proposals received it appears Jacksonville, FL will be the location for winter 2025. A contract should be finalized in the next 2 weeks.

10/11: Registration is now open at: <https://www.nelac-institute.org/forum/2024-winter/>

Consistent with the decision made in September for EMS 2025, no USPS mailed materials will be done. All marketing will be through the website or by email.

11/8: The 2025 Forum will be in Jacksonville, FL from February 3-6, 2025. 13 organizations have signed up as exhibitors and 24 individuals have registered so far. As shown in the revised schedule above and discussed more in section 2.0 of the Consent Agenda, the NGAB originally scheduled for Tuesday will be changed to a special session focusing on improving TNI committee operations.

9.7 Environmental Measurement Symposium

8/9: The 2023 Symposium was held in Minneapolis, MN from July 31-August 3. We ended up with 524 attendees, up from 487 in 2022, but short of our record 619 in 2019.

9/13: Work has begun on the 2024 Symposium to be held in Garden Grove, CA from August 5-9.

- The hotel rooms block was increased by 10%.
- The decision was made not to send any documents by USPS mail.

A Request for Proposal was issued for the 2025 meeting.

10/11: From the 5 proposals received it appears St. Louis, MO will be the location for summer 2025. A contract should be finalized in the next 2 weeks.

11/8: The 2025 Symposium will be in St. Louis, MO from August 4-8, 2025. Exhibit registration for the 2024 Symposium opened on October 17 and 7 organizations, including 3 lunch and meeting sponsor, have signed up. The Call for Abstracts for the NEMC portion of the Symposium is now open.

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.

7/12: The CTF has finalized the Decision Tree spreadsheet for Supplies and has a proposed final draft of the Services tab which will likely be approved at the August meeting.

8/9 The draft checklist for supplies and chemicals certificates of authenticity has been approved by the committee but is still open to additional comment. The draft checklist for services certificates of authenticity has been provided to Task Force members and should be approved during the September meeting. The Task Force will then seek additional comment and/or suggestions from the TNI community prior to efforts to develop the guidance document.

10/11 The draft checklist for services certificates of authenticity was provided to Task Force members and essentially finalized, with minor changes during the September meeting.

10/11 The Task Force will then seek additional comment and/or suggestions from the TNI community, particularly the Quality Management Systems Expert Committee, prior to efforts to develop the guidance document.

11/8 The Task Force determined that a Guidance Document consistent with SOP 1-105 will be prepared. Policy Committee form proposing said Guidance Document is being prepared.

11/8 Presently the Task Force is preparing a detailed outline of the Guidance Document and defining the approach to addressing the issues at hand and developing the strategy needed to gain laboratory and accrediting body acceptance

11/8 Upon preparation of the draft Guidance document, the Task Force will seek additional comment and/or suggestions from the TNI community, particularly the Quality Management Systems Expert Committee, prior to efforts to finalize the document.

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.
8/9 Additional stakeholder interest has been realized and is welcomed by the committee.

10.2 Feedback Task Force

The Ombudsman Task Force appointed at the September Board meeting met on September 29. Participants reviewed summaries of past discussions and determined that actual data was needed before TNI takes any action to create such a role. A proposal for a survey of TNI membership to gather information to guide any decision is being presented to the Board. The purpose of this survey will be to confirm (or invalidate) the hypothesis that numerous complaints are not being raised through pathways that could provide resolution, as anecdotal evidence suggests.

11/8: The group decided not to pre-judge that an ombudsman would be established and renamed itself as the TNI Feedback Task Force. At the November 3 meeting, participants began creating the survey of TNI membership and non-member NELAP-accredited laboratories.

10.3 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.

7/12: EMC provided comments. These comments are being provided to the Board. The ACIL comments included comments about workplace exposure that EMC deleted as APHL objected. The EMC comment

included language requesting laboratories to be able to use methods without EPA approval. ACIL objected to this language, so it was also deleted.

10.2.4 Support of TNI White Paper on the Value of Accreditation

8/9: The TNI White Paper was supplied to the coalition with a request for endorsement. Both APHL and WEF objected to supporting TNI accreditation but did accept the value of a Quality Management System. Stacie Crandall volunteered to assist with crafting new language for the Coalition to consider.

10.2.5 Replacing Methylene Chloride in EPA Methods

11/8: Based on a proposed EPA rule (See 10.2.3 above), EMC is considering a pilot study working with ASTM to provide an alternate test procedure to EPA Method 608.3. A draft ASTM method using GC/MS/MS already exists that could be used. EMC will review a study plan in their November call to determine the feasibility of this endeavor.

11. MEMBERSHIP

- 1176 active members

11.1 Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Sumy	Cherukara	USEPA Region 2	Associate	QMS
Abigail	Africa	Oklahoma DEQ	Voting	Radiochemistry
Jordan	Adelson	US Navy	Voting	QMS
Carol	Gebhart	ALS Group USA	Voting	QMS
Lyndsay	Thomas	Coastal Bioanalysts Inc.	Voting	WET
Matthew	Sica	PJLA	Voting	PT Expert

11.2 New and Renewed Members:

- 51 New and Renewed memberships.
- Of the 16 expired memberships from August, 2 renewed or requested an invoice after contact. Emails were sent to September expired members on October 2, 2023.

11.3 Expired Memberships

- Of the 22 expired memberships from September, 3 renewed or requested an invoice after contact. Emails were sent to October expired members on November 2, 2023.
- 19 Memberships Expired in October

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 October, and both renewed. One member will be expiring in November. Notices are sent with the expiring member emails.

First Name	Last Name	Organization	Outcome
Cassandra	Prudhel	Cassandra Prudhel Consulting	Renewed
Bo	Labisi	Metropolitan Water District	Renewed
Rosalinda	Lomboy	Eurofins Environment Testing America	

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 do download.

Christopher	Bay	City of Amarillo
Frances	Endicott	
Janice	Winn-Shilling	City of San Jose
Gordon	Haring	Suburban Testing Labs
William	Moore	Town of Amherst
Angela	Johnson	GEL Laboratories
Rebecca	Pierrot	
Austin	Boyer	
Harry	Makam	International Accreditation Service
Sonja	Beck	MBC Aquatic Sciences

Note: There are now 326 individuals who have taken advantage of this option, mostly from California. On January 2, 2024, an email will be sent to all these individuals notifying them they no longer have access as the new California regulation will be in effect and all laboratories will be required to have a licensed copy.