

TNI Board of Directors Meeting Summary February 14, 2024

ROLL CALL

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

AGENDA

1.0 Review of Agenda and Consent Agenda – Approved 2/14/2024

2.0 Review and Approval of 2024 Committee Objectives

Sections 5-10 of the Consent Agenda contain 2024 objectives for every committee as detailed in the draft Annual Report. The Board needs to approve these objectives, so the committee objectives column in the Consent Agenda is contained below.

Note 1: The subsections below are in the order they appear in the Consent Agenda.

Note 2: The Consent Agenda contains these same objectives along with actions completed in January.

2024 Committee Objectives

Consensus Standard Development Program Executive Committee

- 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
- Ensure technical assistance, guidance documents, checklists, and other tools are developed to facilitate the implantation of all Standards.
- Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comments.
- Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.
- Continue the Standards revision process, including assuring a 'big picture' review prior to any Module becoming final
- Facilitate the discussions in the Analytical Discipline workgroup regarding internal audits and technical specialists.

Asbestos Testing Expert Committee

- 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.
- Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.
- Serve as a technical resource regarding AT to TNI members and other interested parties.
- Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.
- Develop questions and training to assist the credentials efforts.
- Participate on the Analytical Discipline workgroup.

Chemistry Expert Committee

- Finalize revision to V1M4.
- Provide technical assistance in implementation of the Standard.
- Serve as a technical resource regarding chemical testing to TNI members and other interested parties.
- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.
- Participate on the Analytical Discipline workgroup.
- Address any SIR.

Laboratory Accreditation Body Committee

- Finalize Standard V2M1, Revision 2.
 - Discuss and rule on any comments Persuasive or Non-persuasive
 - If controversies identified, publish Revision 3 and receive/review comments again.
 - Committee vote for Final Standard.
- Review and update Technical Review Checklist as needed based on changes to standard and the evaluation process.
- Work with the NELAP AC to revise the evaluation process.
- Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.
- Work with the NELAP AC to revise the evaluation process.

Microbiology Committee

- Complete Volume 1 Module 5 Draft Standard.
- Continue to respond to Standard Interpretation Requests
- Prepare Implementation Guidance regarding Incubator Equilibrium checks and Temperature Distribution.
- Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.
- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.
- Develop questions and training to assist with the credential's efforts.
- Participate on the Analytical Discipline workgroup.

Proficiency Testing Committee

- Complete revision to: V1M1, V2M2, V3, and V4.
- Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.
- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.
- Continue to respond to Standard Interpretation Requests

Quality Management Systems Committee

- Complete Volume 1 Module 2
 - Finalize Technical Specialist language.
 - Work on language from Sections 4.2 and 4.3.1 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2.
- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implementation of the new Standard.
- Continue to respond to Standard Interpretation Requests

Radiochemistry Committee

- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.
- Resolve reporting uncertainty with PT results.
- Develop and present a training class geared towards people that are not experts in the field.
- Participate on the Analytical Discipline workgroup.
- Continue to respond to any SIR.
- Seek ANS status for V1M6.

Whole Effluent Toxicity Committee

- Complete revision of V1M7 and publish a Draft Standard for comment.
- Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.
- Support as needed the QC Specialist badge for aquatic toxicity for the credentialing initiative.
- Participate on the Analytical Discipline workgroup.
- Continue to respond to any SIR.
- Provide venue for sharing of information and best practices of WET labs.
- Review and finalize WET definitions list, publish on WET Committee page.
- Develop training and exam questions to support credential initiative as needed.

NEFAP

Executive

Committee

- Market the new Field Activities Standards once completed.
- Complete NEFAP AB re-evaluation process.
- Continue to develop training courses and implement strategic plan as it relates to training.
- Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan.
 - Hold a Workshop on PFAS in Field Blanks
 - Hold the second annual virtual Sampling Conclave
- Update policies and procedures to reflect any changes in NEFAP.
- Generate more awareness of the program and drive growth and interest in participation.

Field Activities Expert Committee (FAC)

- Complete revisions to Volumes 1 and 2.
- Assist NEFAP in planning for Sampling Conclave.
- Discuss addition of media-specific field sampling modules to Volume 1.
- Respond to SIRs as necessary.
- Provide technical assistance in developing tools to facilitate the implementation of the Standard including providing a webinar/webcast on the changes for the previous version.

Accreditation Council

- Sustain governance role for the program and promoting consistency in AB operations.
- Review and comment on V2M1 Draft Standard Revision 3.
- Review and comment on other revised modules of the TNI ELS Standard (Volume 1) as the Expert Committees publish Draft Standards.
- Address issues of concern to NELAP ABs as they arise.
- Complete current evaluations and plan for the future.
- Continue to provide information sharing venue.

Laboratory Accreditation Systems Executive Committee

- Supplement SIRs with Implementation Guidance for non-SIR questions.
- Review Draft Standards as they are developed.
- Prepare to assume role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions)
- Develop Draft Policies and SOPs for NELAP as needed.
- Sustain SIR progress and supplement SIRs with Implementation Guidance for non-SIR questions.
- Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.

PROFICIENCY TESTING PROGRAM

- Establish and maintain a national PT program to support a national environmental accreditation program.
 - Working with WET develop recommendations to resolve problems with variability of testing conditions.
 - Develop resolution for reporting uncertainty with Radiochemistry PT results.
 - Finalize FoPT table for Perfluoroalkyl substances in drinking water.
 - Conduct a 10-year review of all FoPTs.
- Complete Proficiency Testing Provider Accreditor (PTPA) evaluations.
- 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

Advocacy Committee

- Implement a plan for national accreditation and systematic outreach to data users that will explain and promote the benefits of a quality management system.
- Finalize the “Introduction to TNI” to create a webinar for new members.
- Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.
- Deliver the State of National Accreditation Report to non-NELAP state contacts and trade associations.
- 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.
- Revise the Faulty Data white paper based on comments from APHL and WEF and continue to collect Case Studies.
- Develop a new White Paper on acceptance of NELAP accreditations by non-NELAP states.

Credentials Committee

- Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional.
 - Review current exam questions for accuracy and understanding.
- Select next roles for potential credentialing.
- Develop KSA
- Review existing training courses and see if additional courses are needed.
- Coordinate with TNI Training Committee in developing courses.

Information Technology Committee

- Continue to support the website and LAMS.
- Transfer the current Education Delivery System into the new software created for the credential effort.
- Launch the credential initiative.
- Expand LAMS into non-NELAP states.

Policy

Committee

- Continue to develop and/or review SOPs and Policies
- Begin Maintaining Glossary.
- Conduct a 10-year review of the TNI Bylaws and Quality Management Plan.
- Review outcome of 2023 internal audits and recommend changes to the program.

Training Committee

- Continue Linked-In presence.
- Continue to work with the Credential Committee to support this effort.
- Look for opportunities to collaborate with other training providers.
- Post Webcast for how to complete training application to teach courses.
- Work with vendors to develop technical course training opportunities.
- Develop new survey for webinars.
- Implement technology developed for the credential initiative to administer tests, automatically grade tests, and provide certificates.
- Convert all exams for webcasts to a spreadsheet to assist with automation.
- Take on planning for Assessment Forum and Mentor Session beginning with the summer meeting.
- Review training to ensure it is not obsolete.

- Continue to update Course Catalog database as new courses are developed.
- Continue to offer and market new training courses.
- Continue to develop ideas and issue RFPs for training courses.

Consumables Task Force

- Finalize the decision tree and certificates documents.
- Test the guidance with selected stakeholder groups.
- Develop implementation tools for laboratories.
- Prepare guidance document.

Feedback Task Force

- Conduct the survey.
- Develop recommendations.
- Dissolve the Task Force

NGAB

- Conduct evaluations of all 4 NGABs

Motion to Approve Objectives 2024 as Presented: Patsy Root

Second: Robin Cook

Approved: Unanimous

3.0 Documents for Board Review and Approval

3.1 Policy 1-129 Obligations of Participants in TNI Activities

Based on comments from the January Board meeting, this Policy was extensively changed by revising Sections I and II to clarify the scope and moving Sections III through XI to a new SOP 1-131. The committee also changed the title from Expected Conduct to Obligations

This document does require review and approval by the Board.

3.2 SOP 1-131 Obligations of Participants in TNI Activities

This SOP was created from the language previously in Policy 1-129 and then modified to include individuals who are not members of TNI, adding 4 appendices, and renumbering the subsections to be in SOP format.

The Policy committee changed the title to be Obligations instead of Expected Conduct and then made conforming changes throughout the document. Section 6.5 relative to Robert's Rules of Order was added and the title of Section 10 was edited to refer to tests and exams rather than training courses. Section 13 was split into two sections for TNI members and non-members. Other minor editorial changes were made.

This document does require review and approval by the Board.

Motion to Approve Policy 1-129 and SOP 1-131: Robin Cook

Second: Stacie Crandall

Approved: Unanimous

3.3 SOP 1-101 on Committee Operations

At the Board meeting on January 10, the Board had extensive discussion on Affiliates with a strong belief this category needs to be tightened up, limiting the category such that Affiliates can only be added by invitation, which has been the current practice, and must agree to the ethics statement in Appendix A of SOP 1-131. Concern was also expressed about Affiliates being able to become a committee chair. Accordingly, the SOP was revised to add a definition of an Affiliate member and section 7.1.5 was revised.

In addition, during the Robert's Rules of Order Session on January 23 in Columbus, the issue of providing an agenda at least two days in advance was determined to be an effective way for TNI committees to operate, so Section 10.1.3 was revised.

Finally, after noting that many TNI committee meetings at conferences and various webinars do not have a quorum, Section 10.2.4 was added.

This document does require review and approval by the Board.

Hold for finalizing next call (March).

CONSENT AGENDA
Approved: February 14, 2024

1. Approval of January 2024 Minutes

2. Change in Board/Committee Operation Using Robert’s Rules of Order

As discussed in Agenda Item 3,6, the Board and all TNI committees should consider using a process where the first item of business is to review the agenda. If no one provides any changes, the Chair can use the parliamentary procedure of unanimous consent by placing the agenda as a business item without a motion, second, and vote by stating “without objection, so ordered.”

3. EPA OGWDW Concerns over NELAP Certificates

At the Columbus meeting in January, EPA expressed concerns about NELAP certificates being accepted by as many as 35 states without the states performing an inspection. The 1992 CNAEL report and an article published by Romana Travata and others in 1994 both showed the goal of NELAC was to have a single certificate accepted by all. Both the NELAP AC and the Advocacy Committee will be working on this issue.

EPA also expressed concerns about non-NELAP states not being notified if a laboratory’s accreditation status changed.

4. Quarterly SIR Report

Total Number of SIRs – 478

SIRs resolved in the last 3 months – 1

Number Unresolved – 5

SIR #	Date	Subject	Status
426	1/25/22	The above section of the 2016 TNI Standard states – “Except where the matrix precludes its use or when not commercially available, surrogate compounds shall be added to all samples, standards, and blanks for all appropriate methods.” The term “appropriate” is unclear. Is it the intent of the 2016 TNI Standard to require surrogates for methods like EPA 300.0, which does not require a surrogate, but is similar to EPA 300.1, which does require a surrogate?	Approved by LASEC 11/30/2023

427	2/7/22	<p>V1M4: 1.7.1.1.k.ii.a states, "Measurement of the Relative Error: This calculation shall be performed for 2 calibration levels: the standard at or near the mid-point of the initial calibration and the standard at the lowest level."</p> <p>Question: What is the correct determination of what "near the mid-point of the initial calibration" means? Does this mean it is half-way between the lowest concentration and highest concentration standards? Does it mean that it is one of the middle calibration points? For example: ICAL standards of 0.5, 1, 5, 10, 25, 50, 100 ug/L. What is "near the mid-point" in this example? Do we use 50, because it's the concentration that is half-way between the highest and lowest ICAL concentrations or can we use 5 or 10 or 25 because it's one of the concentrations at the middle of our calibration points?</p>	Approved by LASEC 11/30/2023
465	7/14/23	<p>As written section 5.5.13.1.e appears to contradict itself in that section e reads: "glass microliter syringes and Class A glassware are exempt from any verification requirements beyond what is stated in Section 4.6.2." Then, upon reading section 4.6.2 states: "The laboratory shall ensure that purchased supplies and reagents and consumable materials that affect the quality of tests and/or calibrations are not used until they have been inspected or otherwise verified as complying with standard specifications or requirements defined in the methods for the tests and/or calibrations concerned. These services and supplies used shall comply with specified requirements. Records of actions taken to check compliance shall be maintained." Can you clarify, per the Standard, if Class A glassware and glass microliter syringes must be verified for accuracy upon receipt? Section e seems to indicate that these are accepted for accuracy; until you refer to section 4.6.2 which requires verification to specifications upon receipt.</p>	SIR posted 1/6/24 - Volumetric verification is not required for glass microliter syringes or Class A glassware. Glass microliter syringes and Class A glassware are required to be inspected as complying with any specifications or requirements prior to first use. The laboratory decides how to perform the inspection or verification mentioned in 4.6.2 and must retain records of actions to check compliance.
471	10/25/23	<p>This section states that "... When it has been determined that the autoclave has no leaks, pressure checks can be documented using the formula $PV = nRT$."</p> <p>Every resource we can find states that saturated steam does not behave as an ideal gas and we are unable to match results from this formula to actual observed results.</p> <p>Is this portion of this requirement still considered to be realistic and if so, are there resources available to clarify how this should be used and reported?</p>	Microbiology Committee sent response 12/12/23

475	11/9/23	<p>Section 5.2.3 states that a study that does not meet the criteria of at least 7 days and no more than 7 months between the close of the previous study and open of the subsequent study is charged with a failed PT study. Section 5.2.1.2 states that studies which are closer than 7 days from the closing date of the previous study are invalid for the purposes of compliance with this Standard and are not counted toward the laboratory's PT history of the most recent 3 attempts.</p> <p>So is a study that fails the 7 days or greater criteria invalid or failed? For example, a lab has 3 PT studies; #1 opening 8/28 closing 9/21, #2 opening 9/26 closing 10/6, #3 opening 10/13 closing 10/24. Would study #2 be invalid and not counted as 2 of 3 or would it be a failure?</p>	PT Expert Committee sent response 12/13/23
477	11/21/23	Request is for interpretation of the full extent of "full responsibility" for all subcontracted assessments. Is the AB financially responsible for subcontracted assessments?	LAB Committee sent response 12/30/23
423	12/16/21	<p>In a recently published SIR of V1M5: 1.7.3.b.i, the interpretation allows the media performance testing language of "at a minimum with first use" to be applied by the laboratory as "before first use, or with the first used". V1M5: 1.7.3.6.d states that each batch of ready-to-use lot of medium and each batch of medium prepared in the laboratory shall be tested with at least one or more known negative and positive culture control 'prior to first use of the medium".</p> <p>These sections do not specify that the culture controls must be performed "by the laboratory" (as stated in V1M5: 1.7.3.1.a for sterility checks), nor do they specify "the laboratory shall perform" the culture controls on media (as stated in V1M5: 1.7.3.1.a.i for sterility checks). V1M5: 1.7.3.6.d states that the media must be tested with known positive and negative culture controls prior to first use, but not why whom.</p> <p>Are positive and negative culture controls that have been performed by the media manufacturer for pre-prepared, ready-to-use medium or medium prepared in the laboratory, or both acceptable to meet this TNI requirement?</p>	Microbiology Committee sent response 12/12/23

6 SIRs were received that were ruled to not be SIRs; 1 SIR was referred to an earlier interpretation.

5.0 CONSENSUS STANDARDS DEVELOPMENT PROGRAM

5.1 Consensus Standard Development Program Executive Committee

2024 Objectives	Status
<p>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.</p>	<p>2/14: CSDP EC continues to revise SOP 2-100 and 2-101.</p>
<p>Ensure consistency and uniformity between Volumes and Modules of the Standard</p>	
<p>Ensure technical assistance, guidance documents, checklists, and other tools are developed to facilitate the implantation of all Standards.</p>	
<p>Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comments.</p>	
<p>Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.</p>	
<p>Continue the Standards revision process, including assuring a 'big picture' review prior to any Module becoming final</p>	
<p>Facilitate the discussions in the Analytical Discipline workgroup regarding internal audits and technical specialists.</p>	<p>2/14: Those members of the Workgroup who were available met in Columbus, OH. The workgroup is looking at previous groupings of technologies in hopes of coming up with divisions that could be used for determining Internal Audit requirements and Technical Specialist requirements without disrupting existing Technologies that relate to PTs and Accreditation. The group arrived at the following list of Analytical Disciplines: Organics: MS, ECD, FID, PID Inorganics: UV-Vis, Titrations, Gravimetric, ISE, Not otherwise specified, Metals (include all as one? ICP, CVAA, AA) Micro: Enzyme substrate, Microscopy, Colony counting, Tube MPN Toxicity Radiochemistry Asbestos</p> <p>The workgroup will be reviewing this list and meeting to see if this can also apply to the Technical Specialist. Feedback from Toxicity, Radiochemistry and Asbestos is needed. A next meeting hasn't been scheduled yet.</p>

5.2 Asbestos Testing Expert Committee

2024 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.	
Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.	
Serve as a technical resource regarding AT to TNI members and other interested parties.	
Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.	
Develop questions and training to assist the credentials efforts.	
Participate on the Analytical Discipline workgroup.	
Administrative Activities	2/14: Chair and Vice-Chair elections in February.

5.3 Chemistry Expert Committee

2024 Objectives	Status
Finalize revision to V1M4.	2/14: Work group recommendations completed and under review by committee. DS anticipated in 2024
Provide technical assistance in implementation of the Standard.	
Serve as a technical resource regarding chemical testing to TNI members and other interested parties.	
Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.	
Participate on the Analytical Discipline workgroup.	
Address any SIR.	
Administrative Activities	2/14: Chair and Vice-Chair elections in February. Changes in membership anticipated.

5.4 Laboratory Accreditation Body Committee

2024 Objectives	Status
<p>Finalize Standard V2M1, Revision 2.</p> <ul style="list-style-type: none"> – Discuss and rule on any comments Persuasive or Non-persuasive – If controversies identified, publish Revision 3 and receive/review comments again. – Committee vote for Final Standard. 	<p>2/14: Reviewing comments from DS Rev.1 and ruling them persuasive/non-persuasive, or editorial.</p>
<p>Review and update Technical Review Checklist as needed based on changes to standard and the evaluation process.</p>	<p>2/14: Update of checklist awaits revision of evaluation process and a final version of V2M1. A draft checklist was prepared by the previous Chair for Revision 0, which may be helpful when the time for this step arrives.</p>
<p>Work with the NELAP AC to revise the evaluation process.</p>	
<p>Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.</p>	
<p>Work with the NELAP AC to revise the evaluation process.</p>	<p>2/14: Committee is working on this revised process by email, while using monthly meeting time for revisions to the Draft Standard.</p>
<p>Administrative Activities</p>	<p>2/14: Aaren Alger has rescinded her resignation as Chair, but will step back for several months to catch up on other workload; Yumi Creason, Vice Chair, will manage committee activities for the interim.</p>

5.5 Microbiology Committee

2024 Objectives	Status
<p>Complete Volume 1 Module 5 Draft Standard.</p>	<p>2/14: The Committee is working on final language for a revised DRAFT Standard.</p>
<p>Continue to respond to Standard Interpretation Requests</p>	
<p>Prepare Implementation Guidance (IG) regarding Incubator Equilibrium checks and Temperature Distribution.</p>	<p>2/14: The language for the Temperature Distribution IG was approved by the Committee. Work is just about complete for the Incubator Equilibrium IG.</p>
<p>Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.</p>	

Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.

Develop questions and training to assist with the credential's efforts.

Participate on the Analytical Discipline workgroup.

Administrative Activities

2/14: Patsy Root was approved as an addition to the Committee. Jody Frymire has taken a new position that changed her Stakeholder status to Lab and Committee balance could not be achieved with this new status.

5.6 Proficiency Testing Committee

2024 Objectives	Status
Complete revision to: V1M1, V2M2, V3, and V4.	2/14: Work group recommendations completed and under review by committee. EL V3 and EL V4 are in final stages of approval and DS will be posted soon with the appropriate request for comments to all internal and external interested parties, BSR-8 will be submitted to ANSI for additional public comment. EL V1M1 and EL V2M2 are still under development and committee review. Significant work remains prior to completion of DS.
Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.	
Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.	
Continue to respond to Standard Interpretation Requests	
Administrative Activities	2/14: Chair and Vice-Chair elections in March. Changes in membership anticipated.

5.7 Quality Management Systems Committee

2024 Objectives	Status
Complete Volume 1 Module 2	2/14: The Committee is continuing review of the language in preparation of a DRAFT Standard. Revised language regarding how NEFAP can be used to show field sampling competence has been added.
– Finalize Technical Specialist language.	2/14: The Committee is reviewing comments from the NELAP AC.

- Work on language from Sections 4.2 and 4.3.1 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2.

Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implementation of the new Standard.

Continue to respond to Standard Interpretation Requests

Administrative Activities

5.8 Radiochemistry Committee

2024 Objectives	Status
Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.	
Resolve reporting uncertainty with PT results.	
Develop and present a training class geared towards people that are not experts in the field.	2/14: The class was presented at the Columbus, OH meeting and received great feedback. There were about 30 people in attendance. The first 9 slides are being re-recorded and then it will be determined if it is appropriate to post as a webcast or if the Committee will re-record it.
Participate on the Analytical Discipline workgroup.	
Continue to respond to any SIR.	
Seek ANS status for V1M6.	
Administrative Activities	2/14: The Committee did not meet in January.

5.9 Whole Effluent Toxicity Committee

2024 Objectives	Status
Complete revision of V1M7 and publish a Draft Standard for comment.	2/14: Committee is reviewing the final outstanding details of the draft revised module.
Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.	
Complete the effort to establish a path to achieve data comparability for WET PT data.	
Support as needed the QC Specialist badge for aquatic toxicity for the credentialing initiative.	2/14: Committee leadership committed to respond by March 2024 with suitable questions.

Participate on the Analytical Discipline workgroup.

2/14: Two committee members volunteered, one lab and one AB stakeholder.

Continue to respond to any SIR.

Provide venue for sharing of information and best practices of WET labs.

Review and finalize WET definitions list, publish on WET Committee page.

Develop training and exam questions to support credential initiative as needed.

Administrative Activities

6. NEFAP

6.1 NEFAP Executive Committee

2024 Objectives	Status
Market the new Field Activities Standards once completed.	
Complete NEFAP AB re-evaluation process.	2/14: The changes were approved to the NEFAP/PT Evaluation SOP (SOP 7-101). The checklist is being finalized and Paul Bergeron will be completing his evaluator training this month. The TNI Standard evaluation teams are being developed now that the update to the TNI Standard Evaluation SOP (SOP 7-100) has been approved. Renewal applications will be distributed in March to NGABs. IAS may apply for a new NEFAP AB recognition.
Continue to develop training courses and implement strategic plan as it relates to training.	2/14: Courses in development: – Internal Auditing for Field Sampling and Measurement Organizations – Maintenance and Calibration of Field Equipment
Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan.	
– Hold a Workshop on PFAS in Field Blanks	2/14 The Workshop was held on 2/7/24. There were 99 individual registrations and 14 group registrations of 5-10 people, so 200+ people participated in this workshop. Feedback has been very positive.
– Hold the second annual virtual Sampling Conclave	2/14: Work has started on putting a preliminary program together for this Conclave.

Update policies and procedures to reflect any changes in NEFAP.

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

Administrative Activities

6.2 Field Activities Expert Committee (FAC)

2024 Objectives	Status
<p>Complete revisions to Volumes 1 and 2.</p>	<p>2/14: The Committee received very good feedback at the Columbus meeting and will look at adding an Informative Appendix and incorporating comments received. The Committee will continue meeting weekly so that the DRAFT Standards will be ready for Committee vote in the next 6 weeks.</p>
<p>Assist NEFAP in planning for Sampling Conclave.</p> <p>Discuss addition of media-specific field sampling modules to Volume 1.</p> <p>Respond to SIRs as necessary.</p> <p>Provide technical assistance in developing tools to facilitate the implementation of the Standard including providing a webinar/webcast on the changes for the previous version.</p>	
<p>Administrative Activities</p>	<p>2/14: Two new members are being added to the Committee: Matt Sica (AB) and Paul Bergeron (AB).</p>

7. NELAP

7.1 Accreditation Council

2023 Objectives	Status
<p>Sustain governance role for the program and promoting consistency in AB operations.</p>	<p>2/14: Met with Paul Junio on 2/5/24 to discuss the best way(s) to "clean up" the method and analyte code lists, so that inactive, duplicate, and incorrect codes are eliminated without disrupting the accreditation process for labs that may be using those codes either for accredited methods/analytes or their PTs.</p>
<p>Review and comment on V2M1 Draft Standard Revision 3.</p> <p>Review and comment on other revised modules of the TNI ELS Standard (Volume 1) as the Expert Committees publish Draft Standards.</p>	
<p>Address issues of concern to NELAP ABs as they arise.</p>	<p>2/14: Discussed the new Drinking Water FoPT table, and the Chair will consult with PTPEC about the best way(s) to address what EPA expects to be a conflict</p>

between the new table and an upcoming but not-yet-final regulation about PFAS/PFOA and the allowable range of uncertainty/variability in PT results. If not resolved, this anticipated conflict will require that all states (not just NELAP ABs) review and manually correct PT results for six chemicals, since the regulation takes precedence but PTPs are required to follow the FoPT tables and thus will not be allowed to report PT results according to the regulation's requirements.

Complete current evaluations and plan for the future.

2/14: A proposed adjustment of the evaluation schedule is undergoing review, with a decision anticipated in March. This is needed to "reset" the schedule, as delays from the prior evaluation cycle have created a situation where several ABs were being requested to submit renewal applications less than a year after the prior evaluation was completed.

Continue to provide information sharing venue.

Administrative Activities

Implementation Status for 2016 TNI EL Standard

State	Process for Implementing the New Standard	Anticipated Implementation Date
FL	FL adopted the TNI 2016 Standards by regulation on September 26, 2018. Laboratories were granted a grace period until April 1, 2019, to implement the new standards	April 1, 2019
IL	Full implementation on January 31, 2020.	January 31, 2020
KS	Rulemaking underway. Allowing laboratories to upgrade now and is assessing to 2016 Standard even though 2003 NELAC standard is still the official version.	2024
LA	Implemented in August 2022.	August 2022
MN	Adopts by statute.	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 to adopt the 2016 Standard.	September 22, 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

2024 Objectives	Status
<p>Supplement SIRs with Implementation Guidance for non-SIR questions.</p> <p>Review Draft Standards as they are developed.</p> <p>Prepare to assume role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions)</p> <p>Develop Draft Policies and SOPs for NELAP as needed.</p> <p>Sustain SIR progress and supplement SIRs with Implementation Guidance for non-SIR questions.</p> <p>Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.</p> <p>Administrative Activities</p>	<p>2/14: LASEC did not meet in December or January. The next meeting will be on February 22.</p>

8. PROFICIENCY TESTING PROGRAM

2024 Objectives	Status
<p>Establish and maintain a national PT program to support a national environmental accreditation program.</p> <ul style="list-style-type: none"> – Working with WET develop recommendations to resolve problems with variability of testing conditions. – Develop resolution for reporting uncertainty with Radiochemistry PT results. – Finalize FoPT table for Perfluoroalkyl substances in drinking water. – Conduct a 10-year review of all FoPTs. <p>Complete Proficiency Testing Provider Accreditor (PTPA) evaluations.</p> <p>Complete and gather information on PT Program metrics.</p> <p>Continue working to be inclusive of non-TNI ABs.</p> <p>Support the NELAP AC on method codes issues in LAMS for TPH/Oil and Grease/HEM, cyanides, and microbiology</p> <p>Administrative Activities</p>	<p>2/14: Working on posting for the TNI website for comment on proposed PFAS limits in DW. Once posted, there will be a 45-day comment period.</p> <p>2/14: The Chemistry FoPT Subcommittee has requested data to begin this process. They will start with DW.</p>

9 ADMINISTRATION

9.1 Advocacy Committee

2024 Objectives	Status
Implement a plan for national accreditation and systematic outreach to data users that will explain and promote the benefits of a quality management system.	
Finalize the “Introduction to TNI” to create a webinar for new members.	
Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.	
Deliver the State of National Accreditation Report to non-NELAP state contacts and trade associations.	
Look for opportunities to add TNI Ambassadors for non-NELAP states.	2/14: At least two potential new Ambassadors were identified during conference in Columbus.
Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.	
Sustain <ul style="list-style-type: none"> – 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.	2/14: Presentations confirmed: <ul style="list-style-type: none"> – April 2024: A2LA Annual Conference – Faulty Data (Jerry Parr) – April 2024: VWEA Laboratory Practices – Faulty Data (Stacie Crandall) – May 2024: TCEQ Annual Conference – Standards Update (Paul Junio) – August 2024: EMS – NEFAP Standard Update (TBD) – October 2024: Analytix 24 – Faulty Data (Jerry Parr)
Revise the Faulty Data white paper based on comments from APHL and WEF and continue to collect Case Studies.	
Develop a new White Paper on acceptance of NELAP accreditations by non-NELAP states.	
Administrative Activities	

9.2 Credentials Committee

2024 Objectivities	Status
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Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional.

Review current exam questions for accuracy and understanding.

2/14: Seeking additional volunteers (will not be applying for the QM credential or badges) to review and rewrite (if needed) the existing questions.

2/14: Requesting additional questions for the Method Validation badge, as this one (in addition to the Quality Systems Specialist badge) will require different sub-specialties for each of the five technical modules. Questions requested from Expert Committees by March 2024.

Select next roles for potential credentialing.

Develop KSA

Review existing training courses and see if additional courses are needed.

Coordinate with TNI Training Committee in developing courses.

Administrative Activities

9.3 Information Technology Committee

2024 Objectives	Status
Continue to support the website and LAMS.	
Transfer the current Education Delivery System into the new software created for the credential effort.	
Launch the credential initiative.	
Expand LAMS into non-NELAP states.	
Administrative Activities	

9.4 Policy Committee

2024 Objectives	Status
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Continue to develop and/or review SOPs and Policies See Table below.

Policy/SOP No.	Description	Status
Policy 1-129	Obligations of TNI Participants	2/14: Revised policy provided for Board review.
SOP 1-100	Format Guidelines for TNI SOPs	2/14: Provided for Board review.
SOP 1-101	Operation of TNI Committees	2/14: Revised SOP provided for Board review.
SOP 1-102	Voting Rules	2/14: Provided for Board review.
SOP 1-101	Operation of TNI Committees	2/14: Revised SOP provided for Board review.
SOP 1-131	Obligations of TNI Participants	2/14: Provided for Board review.
SOP 3-110	Education Delivery System	2/14: Provided for Board review.
SOP 3-117	Continuing Education Units	2/14: Provided for Board review.
SOP 7-100	Evaluation of NGABs Accrediting Laboratories	1/10: Approved by Board by email after call.
SOP 7-101	Evaluation of ABs Accrediting FSMOs or PT Providers	1/10: SOP provided for Board review.

Begin Maintaining Glossary.

Conduct a 10-year review of the TNI Bylaws and Quality Management Plan.

Review outcome of 2023 internal audits and recommend changes to the program.

Administrative Activities

9.5 Training Committee

2024 Objectives	Status
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Continue Linked-In presence.

Continue to work with the Credential Committee to support this effort.

Look for opportunities to collaborate with other training providers.

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

Work with vendors to develop technical course training opportunities.

Develop new survey for webinars.

Implement technology developed for the credential initiative to administer tests, automatically grade tests, and provide certificates.

Convert all exams for webcasts to a spreadsheet to assist with automation.

2/10: The final RFP is being distributed to Workgroup for final comments and should be distributed this next week for proposals.

2/10: Jerry and Ilona are working with William to administer tests using the new system he has developed for the Credential exam process. Ilona is working on compiling old exams and answers with a completion date of 3/31/24. Certificates will be automated through this system also, though there are still some classes that will still require review of other materials before a certificate can be prepared manually. Assessor course exams will still be handled by the trainers for webinars. Certificate language for the course postings will be revised based on this change and language has been submitted to the Training Committee for input.

Take on planning for Assessment Forum and Mentor Session beginning with the summer meeting.

Review training to ensure it is not obsolete.

Continue to update Course Catalog database as new courses are developed.

2/14: Progress is continuing on developing the new website for training courses. William previewed it in Columbus, OH. The new website will now have filter and search features.

Continue to offer and market new training courses.

Continue to develop ideas and issue RFPs for training courses.

2/14: New courses will be offered by Dorothy Love and Mary Johnson in Spring as contracts are being finalized. RFP proposals will be reviewed, and new courses will be offered starting in late M

Administrative Activities

9.6 Forum on Environmental Accreditation

2/14: The 2024 Forum was held in Columbus, OH from January 22-25.

- There were 168 attendees, including 11 who attended remotely (recordings)
- Recordings for most sessions are available on the conference webpage for attendees until April 1.

- The Assessment Forum and Mentor Session will be available on the EDS webpage as “Conference Learnings” in the near future.

The 2025 Forum will be in Jacksonville, FL from February 3-6, 2025.

9.7 Environmental Measurement Symposium

2/14: The 2024 Symposium will be in Garden Grove, CA from August 5-9, 2024.

- Exhibit registration is now open.
- Hotel rooms can be reserved at: <https://www.hyatt.com/en-US/group-booking/ALICA/G-HNLC>
- The abstract submission process for the NEMC portion of the meeting is open at: <https://envirosymposium.group/meeting/2024/presenters.php>
- Attendee registration is scheduled to open April 1.

10. TASK FORCES AND OTHER EFFORTS

10.1 Consumables Task Force

2024 Objectives	Status
Finalize the decision tree and certificates documents.	
Test the guidance with selected stakeholder groups.	2/14: Continuing effort of the task force through interactions with relevant expert committees and the LASEC/AC. Stakeholder inputs from the vendor community also being actively sought.
Develop implementation tools for laboratories. Prepare guidance document.	2/14: Guidance document outline completed, and language being developed. Application to Policy Committee for approval of the guidance document to be submitted in February.
Administrative Activities	2/14: Attendance and quorum status remains a concern however as CTF members has grown to 17 members, attendance/participation has been sufficient to continue with the CTF mission.

10.2 Feedback Task Force

2024 Objectives	Status
Conduct the survey.	2/14: Survey questions nearly final; survey mechanism/software investigation continues.
Develop recommendations.	
Dissolve the Task Force	

10.3 NGAB Evaluations

2024 Objectives	Status
Complete NGAB re-evaluation process.	2/14: The changes were approved to the Evaluation SOP (SOP 7-100). The TNI Standard evaluation teams are being developed now. Renewal applications will be distributed in March to NGABs.

10.4 Environmental Monitoring Coalition

11. MEMBERSHIP

- 1153 active members

11.1 Committee Applications

First	Last	Organization	Interest	Committee
Patsy	Root	IDEXX Water	Voting	Microbiology
Ronald	Houck	Pennsylvania DEP	Voting	Proficiency Testing
Elizabeth	Turner	Eurofins Environment Testing	Associate	Whole Effluent Toxicity (WET)
Morgan	Koelliker	Northeast Ohio Regional Sewer District	Associate	Microbiology
Carol	Gebhart	ALS Group USA - Environmental	Associate	Proficiency Testing
Scott	Giatpaiboon	Irvine Ranch Water District	Voting	Chemistry
Nic	Johnson	San Antonio River Authority	Associate	Quality Management Systems
Amy	DeMarco	New York State Department of Health	Voting	PT Executive
Matthew	Sica	Perry Johnson Laboratory Accreditation	Voting	Field Activities

11.2 New and Renewed Members:

- 96 New and Renewed memberships in January, 2024

11.3 Expired Memberships

- Of the 39 expired memberships from December, 5 renewed or requested an invoice after contact. Emails were sent to January expired members on February 5, 2024.
- 25 Memberships Expired in January

11.4 California Rule-Making Memberships

Due to how the expiration dates were recorded in the TNI database, those members who had memberships in the 'Access for Rule-Making Review' category were not being notified if their actual membership had expired. We've modified the process to track those dates. 1 member expired in January. 1 member will be expiring in February. Notices are sent with the expiring member emails.

First	Last	Organization	Outcome
Jack	Rosenburg	Jacobs	Expired January
Joseph	Leonard	Elsinore Valley Municipal Water District	Expiring February

11.5 Free Access to TNI Standard

There are now 365 individuals who have taken advantage of this option, with 340 from California. Since their initial download, all but 147 have since purchased the standard. On January 4, 2024, an email was sent to all the remaining individuals in California notifying them they are now required to have a licensed copy.

After conversations with California ELAP, the link remains open, but access is limited to 30 days unless the individual registers again.

No individuals access the standard in January.