

TNI Board of Directors Meeting Summary

March 13, 2024

ROLL CALL

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

AGENDA

1.0 Review of Agenda and Consent Agenda

- 1.1 Agenda approved.
- 1.2 Consent Agenda approved.

2.0 Welcome Newly Elected Directors

We welcome Susan Jackson, William Lipps, and Tracy Szerszen to the 2024 Board of Directors.

3.0 Election of Officers

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

- The current officers are:
 - Alfredo Sotomayor, Chair
 - Kristin Brown, Vice-Chair
 - Patsy Root, Secretary
 - Justin Brown, Treasurer

All four officers have indicated a willingness to continue to serve, but also a willingness to step aside if anyone else is interested in serving.

Motion to Reinstate Current officers for 2024 Board of Directors:
Approved for reinstatement: Unanimous

3.0 Documents for Board Review and Approval

3.1 SOP 1-131 Obligations of Participants in TNI Activities

This SOP was thoroughly reviewed by the Board in the February call, but not approved due to a lack of quorum at the end of the call.

Motion to Approve: Jessica Jensen
Second: Judy Morgan
Approved: Unanimous

3.2 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. Suggestions include limiting the category such that Affiliates can only be added by invitation, which has been the current practice, and that they 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.

Discussion of Elected Member vs. Voting Member. Definition of Elected Member has been changed.

Dominance	A position or exercise of dominant authority, leadership, or influence, by reason of superior leverage, strength, or representation, to the exclusion of fair and equitable consideration of other viewpoints.
Elected Member	A TNI member with technical knowledge appropriate to the specific committee, with full voting privileges, who applied for and is approved to participate on a committee and has full voting privileges.
Ex-Officio Committee Member	A TNI member serving in a committee in virtue of his or her office or position in TNI. <i>Note:</i> TNI's Executive Director is an Ex-Officio. non-voting.

7.1.5 Change to paragraph

7.1.5. Elected Members and Associate Committee Members must be TNI members. Affiliates may be sought out by a Committee based upon their expertise or may be nominated for Committee participation by a TNI member. After the PA obtains agreement of the proposed Affiliate to the TNI member ethics statement, an Affiliate is eligible to fully participate as an Elected Member. Affiliates may only serve as the Chair of an Expert Committee with the approval of the Consensus Standards Development Program Executive Committee. Affiliates have a declared Stakeholder Group and must be accounted for in terms of balance.

7.1.4 Change to paragraph

7.1.4. Associate Committee Members may fully participate in committee activities but do not have voting privileges. Not all TNI committees can accept Associate Members, for example, Policy or Finance committees.

7.1.4 Elected Members and Associate Committee Members must be TNI members. Affiliates may be sought out by a Committee based upon their expertise or may be nominated for Committee participation by a TNI member. After the PA obtains agreement of the proposed Affiliate to the TNI member ethics statement, an Affiliate is eligible to fully participate as an Elected Member. Affiliates have a declared Stakeholder Group and must be accounted for in terms of balance.

7.1.5. Affiliates may only serve as the Chair of an Expert Committee with the approval of the

This SOP will go back to Policy to review and finalize/formalize the role of Affiliates within the organization.

3.3 SOPs 7-101 on NGAB Evaluations

Summary of Changes to 7-101

- Correct SOP references for voting procedures.
- Include updated ISO/IEC documents in related documents.
- Include submission of ISO/IEC 17011 Recognition Certificate to application requirements
- Addition of “witness” as appropriate based on definition.

Technically, 7-101 does not require approval of the Board since it is a NEFAP/PT SOP, but the Policy committee believes it should be reviewed and endorsed by the Board.

Motion to Endorse this SOP: Patsy Root

Second: Jessica Jensen

Approved: Unanimous

3.4 “Shall” vs “Must” and SOP 1-100

The Consensus Standards Development Program is in the process of changing all uses of the word “shall” to “must” based on this very common interpretation.

Use “must” not “shall” to impose requirements. “Shall” is ambiguous, and rarely occurs in everyday conversation. The legal community is moving to a strong preference for “must” as the clearest way to express a requirement or obligation.

“Shall” has three strikes against it.

- First, lawyers regularly misuse it to mean something other than “has a duty to.” It has become so corrupted by misuse that it has no firm meaning.
- Second—and related to the first—it breeds litigation. There are 76 pages in “Words and Phrases” (a legal reference) that summarize hundreds of cases interpreting “shall.”
- Third, nobody uses “shall” in common speech. It’s one more example of unnecessary lawyer talk. Nobody says, “You shall finish the project in a week.”

For all these reasons, “must” is a better choice, and the change has already started to take place. The new Federal Rules of Appellate Procedure, for instance, use “must,” not “shall.”

The Policy Committee discussed this issue at their February 2 call and is recommending the Board approve the following actions:

- revise the Glossary to say “shall” means “must,”
- update documents undergoing revision by changing shall” to “must,”
- not do a global search and replace in all other documents, and
- make an editorial change to the definitions of “shall” and “must” in SOP 1-100.

This document does require review and approval by the Board.

Motion Endorse: Steve Arms

Second: Maria Friedman

Approved: Unanimous

3.5 Revision to SOP 1-102 on Voting Rules

During the Robert’s Rules of Order Session on January 23 in Columbus, the issue of being able to have a discussion without a motion was determined to be an effective way for TNI committees to operate as long as at least three voting members are present. However, upon advice from two parliamentarians, this approach needs to be contained in this SOP.

Accordingly, the attendees decided a good way to handle this would be for the first item of business at each meeting to be a review of the meeting agenda and for the Chair to use the parliamentary procedure of “unanimous consent” (as defined in this SOP) to thus place everything in the agenda on the table without a motion, second, and vote. In practice, the Chair would ask if there are any corrections or additions to the agenda, and then state “So ordered.”

The SOP was modified for this purpose by adding Section 5.1.9

Discussion of agenda topics may occur if at least three (3) voting members are present, and the Chair approves the committee’s agenda by unanimous consent. Edits to documents made during this discussion can only be approved by a vote of the committee as discussed in Sections 5.2 and 5.3.

This document does require review and endorsement by the Board.

Motion to Endorse: Patsy Root

Second: Steve Arms

Approved: Unanimous

3.6 SOP 1-110 on Educational Delivery System

This SOP is one of 4 that relate to TNI's training activities and is the primary SOPs that describes how training is done. The other 3 support this SOP as related to Continuing Education Units, Content of Training Courses, and Exams and Tests. This SOP was first approved in 2011. This revision 3 contains the following changes:

- Added Table of Contents.
- Removed posting of training courses from other organizations from Sections 2 and 5.2.3.
- Moved SOP 1-117 and Administrative Standard Training Procedure (STP) from related documents to references.
- Removed language in the Administrative STP that relates to internal TNI activities such as accounting for training courses.
- Added SOPs 1-128 and 1-129 to references.
- Revised 5.1.2 to be consistent with the administrative STP.
- Revised 5.7.3 so that groups are always 5-10. Revised 5.10 to be consistent with SOP 1-129 and added reference to this SOP.
- Added 5.12.
- Revised 6.0 to include additional documentation.

This SOP does not require review by the Board.

3.7 SOP 1-117 on Continuing Education Units, Rev 3

This SOP is the second of 4 that relate to TNI's training activities. This SOP was first approved in 2011. Changes from the previous version include:

- Removed language relative to regional workshops.
- Changed Aims, Objectives, and Learning Outcomes to Learning Objectives.
- Changed 2/3 to 70%.
- Switched references and related documents.
- Other editorial changes.

This SOP does not require review by the Board.

3.8 SOP 2-100 on Standards Development, Rev 4.2

Revised to reflect approved format, changes in actual practice, and to present the SOP in the active voice.

Revised Affiliate definition; added formatting review of final Standard. Changed 'shall' to 'must' throughout document. Many other changes for clarity.

This SOP does not require review by the Board.

Discussion tabled until Consensus Standards comes back with changes.

4.0 Financial Information 2019-2023

Financial information from 2019-2023, as well as comparison to 2024, was presented.

6.0 Draft of 2023 Annual Report

This document was provided separately for review and comment. The 2024 objectives were approved by the Board in the February call.

If you have comments re the Annual Report, please email them to Jerry by the first week of April (before the BOD meeting).

CONSENT AGENDA

1. **Approval of February Minutes**
2. **NEFAP Quarterly Program Metrics**

Metric	2024 Target	2022	2023	2024	Priority
Number of FSMO applications	4	2	1		High
Number of FSMO standards sold	30	4	3		High

Strategic Plan Objective #6: Develop income source via training or other streams to fully support this program and marketing activities needed for growth.

Income generating training sessions	6	2	5		High
number of people completing training courses	60	19	58		High
NEFAP Workshop/Conclave	150		117		
NEFAP related revenue	\$16,000	\$1,070	\$10,408		High

Strategic Plan Objective #2: Focus available resources and efforts towards marketing the program.

Presentations given external to TNI	3	3	4		Medium
Published promotion (articles/white paper)	1	1	0		Low
Social media posts	12	6	1		Medium
Training clips or informational media	2	2	0		Low
Free FSMO Webinars	2		0		Low

Additional indicators of program interest – not included in strategic plan

Participation in EC meetings	75%	46%	46%		Medium
New associate members (NEFAP EC)	3	4	1		Medium

3. **[Reserved]**
4. **[Reserved]**
- 5.0 **CONSENSUS STANDARDS DEVELOPMENT PROGRAM**
- 5.1 **Consensus Standard Development Program Executive Committee**

2024 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.	2/14: CSDP EC continues to revise SOP 2-100 and 2-101. 3/13: SOP 2-100 was finalized on March 1. CSDP EC continues to develop SOP 2-101 as well contribute to modifications of other SOP and Policies to ensure compliance with ANSI.
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.

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

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.

3/13: Workgroup discussions continue. Supporting Expert Committee efforts for Credentialling.

5.2 Asbestos Testing Expert Committee

2024 Objectives	Status
<p>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> <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>3/13: Committee continues to work on providing questions to assist in credentialing efforts</p>
<p>Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.</p>	<p>3/13: Checklist for compliance being developed</p>
<p>Develop questions and training to assist the credentials efforts.</p>	<p>3/13: Will participate and provide input as needed.</p>
<p>Participate on the Analytical Discipline workgroup.</p> <p>Administrative Activities</p>	<p>2/14: Chair and Vice-Chair elections in February.</p>

5.3 Chemistry Expert Committee

2024 Objectives	Status
<p>Finalize revision to V1M4.</p>	<p>2/14: Work group recommendations completed and under review by committee. DS anticipated in 2024</p>
<p>Provide technical assistance in implementation of the Standard.</p>	
<p>Serve as a technical resource regarding chemical testing to TNI members and other interested parties.</p>	
<p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.</p>	
<p>Participate on the Analytical Discipline workgroup.</p>	
<p>Address any SIR.</p>	
<p>Administrative Activities</p>	<p>2/14: Chair and Vice-Chair elections in February. Changes in membership anticipated.</p>
	<p>3/13: Rotations off the committee and a resignation created an out-of-balance situation which has been resolved. A total of 3 new members have been elected and approved. The committee now stands at 14 voting members and 49 Associates.: Chair and Vice-Chair have been reelected. One vacancy remains on the CEC. Associate participation being confirmed.</p>

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>3/13: Began drafting revised language for comments previously ruled persuasive.</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>3/13: Aaren Alger will resume active role as Chair, effective with the March meeting. The committee thanks Yumi Creason, Vice Chair, for stepping up when needed.</p>

5.5 Microbiology Committee

2024 Objectives	Status
<p>Complete Volume 1 Module 5 Draft Standard.</p> <p>Continue to respond to Standard Interpretation Requests</p>	<p>2/14: The Committee is working on final language for a revised DRAFT Standard.</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.

3/13: The Committee is reviewing the corrective action response and after approval it will be sent to the CSDP EC.

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 for EL V1M1 and EL V2M2.
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. 3/13 PTEC experienced one rotation off the committee and one resignation. Two new members were elected and approved. After the next meeting of the PTEC another member will be retiring, and a replacement will be sought. Currently the PTEC has 14 voting members and 11 Associates. Chair and Vice-Chair have been reelected and Associate participation is being confirmed.

5.7 Quality Management Systems Committee

2024 Objectives	Status
<p>Complete Volume 1 Module 2</p> <ul style="list-style-type: none"> - Finalize Technical Specialist language. - Resolve any remaining controversial topics: - 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. <p>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</p> <p>Administrative Activities</p>	<p>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.</p> <p>2/14: The Committee is reviewing comments from the NELAP AC.</p> <p>3/13: Debbie distributed information to other expert committees to help the Committee define "Test Item".</p> <p>3/13: Internal Audit review and response was completed and sent to CSDP EC for review.</p>

5.8 Radiochemistry Committee

2024 Objectives	Status
<p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.</p> <p>Resolve reporting uncertainty with PT results.</p> <p>Develop and present a training class geared towards people that are not experts in the field.</p> <p>Participate on the Analytical Discipline workgroup. Continue to respond to any SIR.</p>	<p>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.</p> <p>3/13: Scheduled to re-record this week and will then review for possible posting.</p> <p>3/13: Committee is starting work on another training they would like to do by Webinar. They are looking at sending a survey to gather what people would like to see included. It will build on the class taught in Columbus, OH.</p>

Respond to requests from QMS Expert Committee to assist in standard development.

3/13: The Committee commented on the proposed language request from QMS Expert Committee for "Test Item".

Seek ANS status for V1M6.
 Administrative Activities

3/13: Internal Audit review and response was completed and is being voted on by email and will then be sent to the CSDP EC.

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. 3/13: Committee continues 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.	3/13: Several members participate in the PTPEC WET FoPT Subcommittee, which is working to resolve this issue.
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

Continue to develop training courses and implement strategic plan as it relates to training.	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 aggressively market the Program utilizing the strategies outlined in the strategic plan.	2/14: Courses in development: <ul style="list-style-type: none">– Internal Auditing for Field Sampling and Measurement Organizations– Maintenance and Calibration of Field Equipment
<ul style="list-style-type: none">– Hold a Workshop on PFAS in Field Blanks	3/13: Katie Strothman will be presenting at NEMC on Improving the Reliability of Field Operations.
<ul style="list-style-type: none">– Hold the second annual virtual Sampling Conclave	2/14 The Workshop was held on 2/7/24. There were 99 individual registrations and 14 group registration of 5-10 people, so 200+ people participated in this workshop. Feedback has been very positive. 2/14: Work has started on putting a preliminary program together for this Conclave.
Update policies and procedures to reflect any changes in NEFAP.	3/13: The date for the Field Conclave will be June 4-6, 2024. This will consist of various presenters on accreditation, data integrity, Ambient Air Sampling and Monitoring related to forest fires, mining sampling, lead sampling (EPA NLLAP) program, specialized sessions on agricultural water sampling and monitoring (USDA) (FDA) and EPA updates. The invite for presenters is ready to go out with a close of March 21 st to have the schedule and registration up and running by the beginning of April.
Generate more awareness of the program and drive growth and interest in participation.	3/13: SOP 5-106 (SIR Process) is being reviewed.
Administrative Activities	3/13: Marketing workgroup has been put on hold for now since the entire NEFAP EC focused on ideas to market the TNI Field Measurement Conclave. It is expected that this committee will reconvene as necessary to propose website changes, whitepapers etc. 3/13: Metrics report sent to BoD for review. The committee is finishing up the search for membership and will be voting in new members during their March meeting. The Committee will review the Internal Audit and finish up corrective action during their March meeting. 3/13: New NEFAP EC membership has been identified and will be finalized by 2 nd qtr. 2024.

6.2 Field Activities Expert Committee (FAC)

2024 Objectives	Status
<p>Complete revisions to Volumes 1 and 2.</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>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>3/13: The Committee is making progress on both volumes of the Field Standard. They are working on an Informative Appendix to accommodate some of the information the Committee thinks is important but may not be appropriate for the actual Standard. The Committee is continuing to meet weekly and expects to complete this process for Volume 1 in March and expects to post the Standard for Comment end of March or first week of April. Volume 2 has been updated to include some of the new information that the LAB Expert Committee is incorporating into the Lab Standard. The update is being reviewed by email and this Standard is expected to be posted for comment by the end of April.</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> <p>3/13: The Committee will be reviewing the Internal Audit and finishing their corrective action response this week.</p>

7. NELAP

7.1 Accreditation Council

2023 Objectives	Status
Sustain governance role for the program and promoting consistency in AB operations.	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.
Review and comment on V2M1 Draft Standard Revision 3.	3/13: At its March meeting, the Council discussed at length whether to ask that V2M1 Revision 2 include a requirement that Certificates of Accreditation include a notation of the primary AB granting accreditation for each method/matrix/analyte combination. No final conclusion determined yet.
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.	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 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. 3/13: The Council adopted an updated evaluation schedule where, for each AB, the subsequent evaluation will begin three years after the last evaluation was completed. This new schedule will be implemented immediately, and the NELAP Certificate Policy 3-102 updated accordingly.
Continue to provide information sharing venue.	
<u>Administrative Activities</u>	

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
Supplement SIRs with Implementation Guidance for non-SIR questions.	3/13: Approved minor revision to SIR Management SOP 3-105, to include previously agreed-upon decision that SIRs from modified versions of the TNI Standard will only be accepted if the cited section is original, unmodified, TNI language.
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.	3/13: Began Five-Year Review of NELAP Provisional Recognition SOP 3-108. Conclusion of this review is expected at the March meeting, after which it will be forwarded to the NELAP AC for consideration and approval.
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. Administrative Activities	3/13: Approved revised Charter, removing the Mentor Session and Assessment Forum from LASEC. These activities are being transferred to the Training Committee, which is coordinating with LASEC to implement the transfer. LASEC will remain available to support both training activities as needed or requested by the Training Committee.

3/13: Committee approved request for third term for Michele Potter, as NELAP AC representation is highly desirable. Unless there are objections from the Board, this approval vote will be considered a final action.

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>Work with PT Expert Committee to update Volumes 3 and 4 of the TNI Laboratory Standard</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>3/13: A mailing list of stakeholders was developed and a request for comments was distributed. Comments are due back April 6, 2024.</p> <p>2/14: The Chemistry FoPT Subcommittee has requested data to begin this process. They will start with DW.</p> <p>3/13: Most of the PT Providers have supplied data for the FoPT review. There are two providers that need to send their data and then William will provide the data to the Subcommittee.</p> <p>3/13: DRAFT Volumes 3 and 4 were reviewed and comments were prepared and sent to PT Expert for consideration.</p>
<p>Administrative Activities</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.	3/13: Updating of this white paper with new case studies will continue as they are identified and deemed suitable for inclusion. White Paper revised to address comments from APHL.
Develop a new White Paper on acceptance of NELAP accreditations by non-NELAP states. Administrative Activities	

9.2 **Credentials Committee**

2024 Objectivities	Status
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. 3/13: Reviewers requested to complete question reviews by April 1.
Select next roles for potential credentialing.	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. 3/13: Committee considered the interrelationship of potential Technical Specialist and Assessor credentials, recognizing that the technical aspects of the TS credential will be part of an eventual Assessor credential, and chose to start on a Technical Specialist credential first.
Develop KSA	3/13: First draft KSA document for TS credential will be inorganic non-metals chemistry.
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 Objectivities	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
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.
SOP 2-100	Procedures Governing Standards Development	3/13: Provided for Board review.
SOP 1-128	Content of TNI Training Courses	3/13: 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.		
Conduct other activities delegated to the Policy Committee		3/13: Approved development of a guidance document for Consumables.
Administrative Activities		

9.5 Training Committee

2024 Objectives	Status
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.	2/14: The final RFP is being distributed to Workgroup for final comments and

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

2/14: 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.

3/13: Jan is emailing the RFP to the TNI membership tomorrow morning.

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.

3/13: Mary Johnson will be offering a Chemical Hygiene Plan course on May 21, 2024. Dorothy will be teaching a class on April 4th - Back to Basics for Analysts: Lab Skills and Techniques and May 8th - Back to Basics for Analysts: Documentation and Traceability of Records.

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: 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 May.

Continue to offer and market new training courses.

Continue to develop ideas and issue RFPs for training courses.

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.

3/13: The program is now set and was provided as a separate document.

10. TASK FORCES AND OTHER EFFORTS

10.1 Consumables Task Force

2024 Objectives	Status
Finalize the decision tree and certificates documents.	3/13: Decision tree and certificates documents exist in draft form and will be finalized after yet to be solicited comments are received and the guidance document is developed.
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

- 1149 active members

11.1 Committee Applications – Voting/Associate

First	Last	Organization	Committee Interest	Committee
Karl	Yang	NYSDOH	Associate	Chemistry
Donaciano	Cantu	Red River Scientific	Voting	Chemistry
Nicole	Van Aken	Fairfield Suisun Sewer District	Associate	Chemistry
Nevein	Narouz	City of St. Petersburg	Associate	Chemistry
Brian	Mercer	City of Plantation	Associate	Chemistry
Ryan	Compton	NJDEP	Associate	Chemistry
Paul	Grunwald	MWRD Chicago	Associate	Chemistry
Joel	Grice	SPL	Associate	Chemistry
Stephanie	Rippeon	A2LA	Voting	Chemistry
Mark	Vandewarker	NYSDOH ELAP	Voting	Chemistry

11.2 New and Renewed Members:

- 64 New and Renewed memberships in February, 2024

11.3 Expired Memberships

- Of the 25 expired memberships from January, 5 renewed after contact. Emails were sent to February expired members on March 4, 2024.
- 41 Memberships Expired in February

11.4 California Rule-Making Memberships

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

First	Last	Organization	Outcome
Joseph	Leonard	Elsinore Valley Municipal Water District	Renewed 3 years
Ana	Corti	City of Pittsburg Water Treatment Plant	Expiring March

11.5 Free Access to TNI Standard

First	Last	Organization	Outcome
Nick	Maddox	Oklahoma DEQ	Oklahoma City OK
Jonathan	Thorn	Eurofins Lancaster Laboratories	Lancaster PA
Himani	Vaishnav	Enviro labs LLC	Irvine CA