

# TNI Board of Directors Meeting Summary

## April 10, 2024

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### ROLL CALL

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

#### 1.0 Review of Agenda and Consent Agenda

**Agenda:** Approved by unanimous consent.

**Consent Agenda:** Approved by unanimous consent.

#### 2.0 Board Composition

The current Bylaws state:

*The Board of Directors shall consist of no fewer than ten (10) or more than eighteen (18) elected members and no more than five (5) ex-officio members. The Directors shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to TNI and shall have balanced representation from all stakeholder groups. At least three (3) Directors shall be elected from organizations that are recognized accreditation bodies and at least three (3) Directors shall be elected from organizations that are accredited laboratories. Other Directors may be elected, to the extent practical, from organizations that represent other relevant stakeholders. No one stakeholder group shall have a majority on the Board. At the request of the Board, a federal agency may nominate an individual to serve on the Board in an ex-officio capacity.*

Nowhere is there a statement about more than one person from the same organization being able to serve on the Board.

The Nomination SOP (Section 6.0) contains this statement:

*In all cases, nominees must be chosen from different organizations. For example, two (2) members of the same state agency or two (2) members of the same organization could not serve on the Board at the same time.*

However, in 2022, the Board chose to intentionally not follow this requirement in one specific case. Valerie Slaven was elected to the Board and at the time was working for PDC Laboratories. However, in March of that year, Pace purchased PDC. The Board felt Valerie had been elected in good faith and her participation as a second representative from Pace did not present a significant issue. The Board had already approved a change to SOP 1-101 on committee operations that allowed two organizations from the same organization to serve on one committee, recognizing the continued shifts in the industry.

On April 8, Caitlin Brice informed TNI she will become an employee of Pace on April 15. TNI's Executive Director consulted with the Executive Committee of the Board and the general consensus is that this would put 3 of the 8 laboratory representatives at one organization and is perhaps a step too far but is something the full Board needs to decide. The Executive Committee pointed out the flexibility in the current Bylaws allow the Board to consider these issues on a case-by-case basis.

*Discussion:*

1. We may be setting a precedent that we may have to use/address in other places.
2. We need to look at the Bylaws vs the SOP(s).
3. If we allow 3 on the Board, how do we not allow it in other committees?
4. It's about the person, the participation, and how they view the organization.
5. We can have as many associates as we want.
6. We originally only allowed 1 person, then we allowed 2 if the [person] quality is there. Now we're asking for 3.
7. What do we base this on – to address the organization.
8. We have flexibility, but do we have an off; when terms end, do we go back to 2?
9. Maybe there is a distinction between same organization, different locals; vs same organization, same local.
10. An example of same organization, same local, i.e. Corporate lab, different profit centers, different strategies.
11. Must have balance and lack of dominance. Dominance vs undue influence.
12. Need active, caring people on the BOD. This is most important.
13. Options:
  - 1) Move to have no more than 2
  - 2) Have 3
  - 3) Let Val serve until next year when her term is up and then stay with 2.
14. If we let this ride until the 2025 election, this will resolve itself.
15. Let the Nominating Committee change the SOP.
16. This is not "limited to 2", this is "allowing a third person" for a year.
17. If we follow what is not in the SOP, then it becomes a slippery slope. We need to follow the document.
18. Then we need to change the Bylaws so we do not have 2 have this conversation again.
19. We'd hate to lose Val – she is an incredible asset.
20. Look to the future. If it's a completely different board, what do you want them 2 know/do about a situation such as this?
21. Nominating Committee revises the SOP, making it clear that there must be no more than 2 directors from the same organization. The Nominating Committee should decide what to do about this situation.
22. If Val stays on for the year, her term would be up the 2<sup>nd</sup> Wednesday in February 25.

How do we proceed:

Ask the Nominating Committee to propose the change, as well as address what to do if the situation arises again. Send the revised SOP to Policy Committee. Next, send to Board and to be reviewed again.

With time expiring, all of the other agenda items were tabled to the May call.

## CONSENT AGENDA

### 1. Approval of February Minutes

### 2. Quarterly SIR Report

- Total Number of SIRs – 480
- Number Unresolved – 6

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; Final and posted to TNI SIR site on 3/6/24 - If a method does not require surrogates, it is not the intent of the Standard to require them.
427	2/7/22	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.”  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?	Approved by LASEC 11/30/2023; Returned to Chemistry Expert Committee 2/12/24
465	7/14/23	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 have to 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.	Approved by LASEC 10/02/2023; 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 <math>PV = nRT</math>."</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>	<p>Microbiology Committee sent response 12/12/23;                  Returned to Microbiology Expert Committee 3/24/24 for requested edit</p>
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>	<p>PT Expert Committee sent response 12/13/23;                  Returned to PT Expert Committee 3/24/24 to be rephrased.</p>
477	11/21/23	<p>Request is for interpretation of the full extent of "full responsibility" for all subcontracted assessments. Is the AB financially responsible for subcontracted assessments?</p> <p>Response - No, the AB is not financially responsible for subcontracted assessments.</p>	<p>LAB Committee sent response 12/30/23.                  Posted to AC Voting 4/1/24</p>
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>	<p>Microbiology Committee sent response 12/12/23;                  Returned to Microbiology Expert Committee 3/24/24 for requested edit</p>

425	1/15/22	<p>A previous SIR dated 12/11/19 clarified the requirement for sterility checks to be performed by each location using the materials. "The laboratory location using the materials is responsible for performing the sterility check. Using the example provided, each sister laboratory is required to perform their own sterility check. A sterility check does not need to be performed until the items are received in their final location of use."</p> <p>Does the same apply for media checks appearing in 1.7.3.1.b.i? In other words must EACH LABORATORY LOCATION using the same lot of media perform the performance checks defined in 1.7.3.1.b.i?</p>	<p>SIR subcommittee decision (11/17/22) was to await finalization of 425, as the responses to 423 and 425 conflict; revised response sent by Micro 12/12/23; Returned to Microbiology Expert Committee 3/24/24 for requested edit</p>
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3 SIRs were received that were ruled to not be SIRs; 1 of these resulted in the Microbiology Expert Committee discussing a change to the proposed revision to Module 5 to address it.

3. [Reserved]

4. [Reserved]

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>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>2/14: CSDP EC continues to revise SOP 2-100 and 2-101.</p> <p>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.</p> <p>4/10: CSDP EC approved SOP 2-100, Rev. 4.3 by unanimous vote. Regarding SOP 2-101, the CSDP EC general consensus was to agree with the suggested changes from the Policy Committee, but approval was tabled pending their resolution of Affiliate Membership. The executive committee also addressed the use of "recognized" versus "approved" at the request of the PTEC. The CSDP EC consensus opinion supported the use of "recognized" but advised committee to carefully review each usage of these terms.</p>

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.

4/10: continuing discussion of "Analytical Disciplines" as relates to Technical Specialist definitions. The CSDP EC suggested that a simple/broader approach (less specificity) should be utilized if the issue is to be resolved.

## 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>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>4/10: The concept of a Checklist for Compliance was tabled by the committee until such time as a request is made for its development.</p>
<p>Develop questions and training to assist the credentials efforts.</p>	<p>3/13: Committee continues to work on providing questions.</p> <p>4/10 Committee continues to work on providing questions.</p>
<p>Participate on the Analytical Discipline workgroup.                      Administrative Activities</p>	<p>2/14: Chair and Vice-Chair elections in February.</p> <p>4/10: Leadership changes are anticipated, and a number of individuals will rotate off the committee. Balance and minimum participation may be a future issue. New members will be solicited from list of approved asbestos labs.</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>4/10 Work group suggestions and all sections of the standard under review.</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>	



Participate on the Analytical Discipline workgroup.  
 Address any SIR.  
 Administrative Activities

2/14: Chair and Vice-Chair elections in February. Changes in membership anticipated.

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.

4/10 Chair and Vice-Chair have been reelected. One vacancy remains on the CEC. It is anticipated that this final vacancy will be filled during the May meeting of the CEC. Associate participation for 2024 has been confirmed. Three new associate members have joined the CEC.

**5.4 Laboratory Accreditation Body Committee**

2024 Objectives	Status
Finalize Standard V2M1, Revision 2.	<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>4/10: Without a quorum at the March meeting, committee members completed language revisions for all comments previously ruled as persuasive. Roughly 20-25% of comments, the easy ones, have been addressed now.</p> <p>4/10: Met with NELAP AC to discuss possible resolution of one substantive comment and two new issues that were not comments but have arisen in discussion since the comment period closed that might need to be addressed in Revision 2.</p>
<ul style="list-style-type: none"> <li>- Discuss and rule on any comments Persuasive or Non-persuasive</li> <li>- If controversies identified, publish Revision 3 and receive/review comments again.</li> <li>- Committee vote for Final Standard.</li> </ul>	

<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
Complete Volume 1 Module 5 Draft Standard.	2/14: The Committee is working on final language for a revised DRAFT Standard.
Continue to respond to Standard Interpretation Requests	4/10: The Committee reviewed an SIR about volumetric equipment verifications that was not considered a valid SIR. The Committee decided to make an update to the DRAFT Standard in Section 7.3.6 b iii to clarify the requirement.
Prepare Implementation Guidance (IG) regarding Incubator Equilibrium checks and Temperature Distribution.	2/14: The language for the Temperature Distribution IG was approved by the Committee. Work is just about complete for the Incubator Equilibrium IG.
Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.	4/10: QMS requested assistance on the development of a definition for "Test Item". The Committee discussed the information sent and responded with a comment.
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
<p>Complete revision to: V1M1, V2M2, V3, and V4.</p>	<p>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.</p>
<p>Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.</p>	
<p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.</p>	
<p>Continue to respond to Standard Interpretation Requests</p>	
<p>Administrative Activities</p>	<p>2/14: Chair and Vice-Chair elections in March. Changes in membership anticipated.</p> <p>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.</p> <p>4/10: The PTEC is balanced with a full compliment of voting members and 10 Associate members, 2 of which are new to the committee.</p>

## 5.7 Quality Management Systems Committee

2024 Objectives	Status
<p>Complete Volume 1 Module 2</p> <ul style="list-style-type: none"> <li>- Finalize Technical Specialist language.</li> <li>- Resolve any remaining controversial topics:</li> <li>- 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.</li> </ul> <p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implementation of the new Standard.</p> <p>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>4/10: The Committee is continuing this review. Looking at simplifying process to set minimum requirements and then the other modules can expand on the minimum if needed. All the information will still be in Module 2.</p> <p>3/13: Debbie distributed information to other expert committees to help the Committee define "Test Item".</p> <p>4/10: A response was received from Radiochemistry and Microbiology.</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>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</p>

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.

4/10: Needed to reschedule – working on a date.

Participate on the Analytical Discipline workgroup.

Continue to respond to any SIR.

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.

4/8: The response was approved by the Committee during the March meeting.

## 5.9 Whole Effluent Toxicity Committee

2024 Objectives	Status
Complete revision of V1M7 and publish a Draft Standard for comment.	<p>2/14: Committee is reviewing the final outstanding details of the draft revised module.</p> <p>3/13: Committee continues reviewing the final outstanding details of the draft revised module.</p> <p>4/10: Committee continues reviewing the final outstanding details of the draft revised module.</p>
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.

4/10: All members were asked to provide 4 questions for the WET Method Validation Specialist digital badge. These questions will be reviewed at the April 17 meeting and provided to the Credentials Committee.

Administrative Activities

4/10: Committee Chair Teresa Norberg-King was invited to apply for TNI membership and has done so, with the fee waived due to her Affiliate status.

## 6. NEFAP

### 6.1 NEFAP Executive Committee

2024 Objectives	Status
Market the new Field Activities Standards once completed.	
Complete NEFAP AB re-evaluation process.	<p>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.</p> <p>4/10: Training for NGAB TNI Standard evaluators is being reviewed this week. Planning to have it complete by the end of the month and then applications will go out. Paul Bergeron is working on the AB/PT Evaluator training.</p>
Continue to develop training courses and implement strategic plan as it relates to training.	<p>2/14: Courses in development:</p> <ul style="list-style-type: none"> <li>- Internal Auditing for Field Sampling and Measurement Organizations</li> <li>- Maintenance and Calibration of Field Equipment</li> </ul>
<p>Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan.</p> <ul style="list-style-type: none"> <li>- Hold a Workshop on PFAS in Field Blanks</li> <li>- Hold the second annual virtual Sampling Conclave</li> </ul>	<p>3/13: Katie Strothman will be presenting at NEMC on Improving the Reliability of Field Operations.</p> <p>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.</p> <p>2/14: Work has started on putting a preliminary program together for this Conclave.</p>

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<sup>st</sup> to have the schedule and registration up and running by the beginning of April.

4/10: Preliminary dates for the details of the Conference have been discussed:

4/16: Notification of Participation Due

4/26: Abstracts Due

5/28: Final Presentations Due

Potential presenters are being contacted and confirmations are already being received. The flyer has been updated with these dates and distributed to Jan, William and Jerry Thao for distribution.

Update policies and procedures to reflect any changes in NEFAP.

3/13: SOP 5-106 (SIR Process) is being reviewed.

4/10: The SOP was completed and was made available to the Policy Committee for review.

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

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.

Administrative Activities

3/13: Metrics report sent to BoD for review. Committee is finishing up 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<sup>nd</sup> qtr. 2024.

4/10: These actions items could not be completed in March and will be addressed in April.

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## 6.2 Field Activities Expert Committee (FAC)

2024 Objectives	Status
Complete revisions to Volumes 1 and 2.	<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>4/10: The DRAFT Standard was submitted to Jan for formatting and clean-up. It will receive one final review and cover pages and tables will be updated. When it is complete, the Committee will vote to finalize it Jan expects to have the clean-up done this week, so the Committee should be able to review and vote the following week.</p>
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.	
Administrative Activities	<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> <p>4/10: Will be done after DRAFT Standard is finalized.</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.  4/10: At its April meeting, discussed the certificate issue (from 3/13, above) and two other issues with LAB Expert Committee leadership.
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.

4/10: All evaluations from the 2019-2022 cycle of renewals are complete except FL. One evaluation from the current 2023-2026 cycle is complete, two are approaching completion and two more will begin within the next 4-6 weeks, per the new schedule.

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
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.

4/10: Five-Year Review of NELAP Provisional Recognition SOP 3-108 continues with significant editorial revisions made to conform with anticipated Policy Committee recommendations. Conclusion of this review is expected at the April 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.

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**8. PROFICIENCY TESTING PROGRAM**

2024 Objectives	Status
Establish and maintain a national PT program to support a national environmental accreditation program.	
<ul style="list-style-type: none"> <li>- Working with WET develop recommendations to resolve problems with variability of testing conditions.</li> </ul>	
<ul style="list-style-type: none"> <li>- Develop resolution for reporting uncertainty with Radiochemistry PT results.</li> </ul>	

- Finalize FoPT table for Perfluoroalkyl substances in drinking water.
  
- Conduct a 10-year review of all FoPTs.

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.

3/13: A mailing list of stakeholders was developed and a request for comments was distributed. Comments are due back April 6, 2024.

4/10: After further discussion, the table was sent to William to post on the TNI website for any additional comment and the comment period has been extended to May 16, 2024. This will give people that are not on the Committee's stakeholder mailing list an opportunity to also comment.

2/14: The Chemistry FoPT Subcommittee has requested data to begin this process. They will start with DW.

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.

4/10: The Subcommittee is checking on data from one last PT Provider so they can get started.

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

Work with PT Expert Committee to update Volumes 3 and 4 of the TNI Laboratory Standard

3/13: DRAFT Volumes 3 and 4 were reviewed and comments were prepared and sent to PT Expert for consideration.

Administrative Activities

## 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.

Monitor EPA/federal activities for opportunities to share TNI's activities and promote national accreditation.

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.

4/10: Report sent to non-NELAP state contacts plus four trade associations (WEF, AWWA, ACIL and APHL) on April 3.

2/14: At least two potential new Ambassadors were identified during conference in Columbus.

4/10: A potential new Ambassador for Alabama is being recruited.

2/14: Presentations confirmed:

- 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 (Katie Strothamn)
- ~~October 2024: Analytix 24 – Faulty Data (Jerry Parr)~~

4/10: Analytix 24 cancelled due to cost of trip and likely audience.

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.

4/10: Approved an expanded version of this previously approved white paper -- minor editorial changes and additional case studies added.

Conduct other activities delegated to the Advocacy Committee

4/10: Approved update to PT Position Statement POS-1205, and forwarded it for Policy Committee review. Also approved a minor revision to the Ambassadors SOP 1-126, adding a responsibility that Ambassadors notify TNI's Executive Administrator of staff changes in their respective state certification bodies.

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.
	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.	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 for next role.	3/13: First draft KSA document for TS credential will be inorganic non-metals chemistry.
	4/10: Initiated review of first draft KSA document for TS credential -- 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 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
Continue to develop and/or review SOPs and Policies	See Table below.

Policy/SOP No.	Description	Status
POL 1-129	Obligations of TNI Participants	2/14: Revised policy provided for Board endorsement.
SOP 1-100	Format Guidelines for TNI SOPs	2/14: Provided for Board endorsement.
SOP 1-101	Operation of TNI Committees	2/14: Revised SOP provided for Board endorsement. 3/15: Revised based on Board comments from 3/13. 4/10: Revision 5.6 provided for Board endorsement.
SOP 1-102	Voting Rules	2/14: Provided for Board endorsement.
SOP 1-131	Obligations of TNI Participants	2/14: Provided for Board endorsement.
SOP 1-110	Education Delivery System	2/14: Provided for Board review.
SOP 1-117	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. 4/10: Revision 4.3 provided for Board review.
SOP 1-128	Content of TNI Training Courses	3/13: Provided for Board review.

POL 1-106	Use and Ownership of TNI Developed Materials	4/10: Provided for Board review.
POL 1-111	Accounting Policies – General	4/10: Provided for Board review.
POL 1-113	TNI Procurement Policy	4/10: Provided for Board review.
POL 1-117	Property Management and Control	4/10: Provided for Board review.
POL 1-118	Accounting Policies – Reporting	4/10: Provided for Board review.
POL 1-119	Recording Direct Labor Charges	4/10: Provided for Board review.
POL 2-100	Viewing TNI Standards Incorporated by Reference	4/10: Revision 1.1 provided for Board review.
SOP 1-105	Process for Creating Guidance	4/10: Provided for Board endorsement.

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.	
Continue to develop ideas for training courses and issue RFPs.	2/14: The final RFP is being distributed to Workgroup for final comments and



should be distributed this next week for proposals.

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

4/10: Responses to the RFP are being reviewed. The due date to contact trainers is 4/17.

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

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.

4/10: Tests are still being collated. This effort should be completed by the end of April

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

4/10: Suzanne will be taking on this task for completion in April.

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

Review training to ensure it is not obsolete.

4/10: Courses are being reviewed. Subcommittee will be meeting on 4/11 to update progress and distribute new assignments.

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 May.

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

4/10: Back to Basics – Lab Skills was completed on 4/4. About 25 students participated (groups + individual). Mary Johnson added a course for Test Kits that will be held on July 16, 2024.

4/10: The Committee started work on updating the Committee Charter to include the Mentor Session and Assessor Forum. It will be completed in April.

Administrative Activities

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## 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.

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## 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.

4/10: Registration is now open.

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## 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.  4/10 Work groups developing various sections of the document.
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.  4/10 Attendance and quorum status remains a concern however participation has improved.

**10.2 Feedback Task Force**

2024 Objectives	Status
Conduct the survey.	2/14: Survey questions nearly final; survey mechanism/software investigation continues.  4/10: Survey instrument chosen and ready for beta-testing; Task Force meets on April 12 to address this.
Develop recommendations. Dissolve the Task Force	

**10.3 NGAB Evaluations**

2024 Objectives	Status
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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.

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**10.4 Environmental Monitoring Coalition**

- 4/10: EMC has decided to take on a new effort related to the frequency of QC activities.
- 4/10: EMC received a letter from EPA that among other matters asked if any methods should be removed from 40 CFR Part 136; e.g., colorimetric methods for metals.

**11. MEMBERSHIP**

- 1152 active members

**11.1 Committee Applications – Voting/Associate**

Name	Name	Organization	Interest	Committee
Brian	Neal	Trinity River Authority of Texas	Associate	Chemistry
Stephanie	Rippon	A2LA	Voting	Chemistry
Donaciano	Cantu	Red River Scientific	Voting	Chemistry
Silky	Labie	ELCAT	Voting	NEFAP EC
Lynn	Boysen	Minnesota DOH	Associate	Quality Management System
Anand	Mudambi	USEPA	Voting	NEFAP EC
Windsor	Molnar	Minnesota DOH	Associate	PT Executive

**11.2 New and Renewed Members:**

- 78 New and Renewed memberships in March, 2024

**11.3 Expired Memberships**

- Of the 31 expired memberships from February, 10 renewed after contact. Emails were sent to March expired members on April 1, 2024.
- 34 Memberships Expired in March

**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 March. 2 members will be expiring in April. Notices are sent with the expiring member emails.

First Name	Last Name	Organization	Outcome
Ana	Corti	City of Pittsburg Water Treatment Plant	Email not found
Alexander	Chieh	City of San Jose - ESD/Lab	
Jungjoon	Park	City of Redlands	

**11.5 Free Access to TNI Standard**

Casandra	Schiller	Metropolitan Water District	CA
Donald	Bundy	Metropolitan Water District	CA
Justine	Ambrocio	PBF Energy - Torrance Refining Company	CA
Jessica	Roberts	Zalco Laboratories Inc	CA