

# TNI Board of Directors Meeting Summary

## June 12, 2024

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### ROLL CALL

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

### AGENDA

#### 1.0 Review of Agenda and Consent Agenda (6/12/24)

Both the Agenda for today's meeting and the Consent Agenda have been approved.

#### 2.0 Proposed Changes to the TNI Bylaws

In the May call, the /board asked the Nominating Committee to revise SOP 1-108 relative to the issue of Board composition. After reviewing the SOP, Jerry and Sharon decided that the SOP does not need revision on the issue discussed in the April Board call, as this issue developed after an election. Accordingly, Jerry asked the Policy committee to review the TNI Bylaws and see if any changes could be made there. The Bylaws were already scheduled to undergo a 5-year review in 2024, so Policy conducted a thorough review of the entire document and is proposing many other changes, most of them trivial in nature. The specific language relative to Board composition is in the third paragraph of Article V, Section 1. The other proposed changes are summarized below.

- Revise Article II to conform to recent Advocacy committee efforts by adding the word "reliable" in front of data.

- Revise Article III, Section 7 to require a 2/3 vote of the Board for either expulsion or reinstatement of a Director.
- Remove language relative to a change in stakeholder affiliation was from Article V, Section 5 (Terms) and added to Section 1.
- Revise Article V, Section 5 by adding the word “elected” in front of “Director” and adding a second paragraph on terms of appointed Directors.
- Revise Article V, Section 10 to be 28 days instead of 30, reflecting Board meeting schedule.
- Revise Article VI, Section 4 by adding the Executive Director to the list of individuals that can be removed. *Section X – Executive Director appointed by the board and can just be fired. Remove this. Bylaws says Executive Officer instead of Executive Director. Needs to be changed? No. We don't need this if there is no expulsion of the Executive Director.*

*“Agent” Article V, Section 2 of duties – says appoint agents, as necessary. BOD can appoint anybody for any job, can include Executive Director.*

*Section 10, Article VI talks about the Executive Director specifically. “BOD may hire...” Do we need a procedure for how to do this? How about a point: 2006 – developed BOD, BOD appointed executive director. That’s how it worked. If Jerry resigned, the Board would do the same thing again. Removing “executive officer” all together. This does not belong in the Bylaws. Policy needs to come up with a procedure for hiring. Nothing too specific. Guidelines. Also include removal? Policy address what you CAN do – not HOW you do it.*

*Do we need the section that talks about this directors and officers, Remove Article VI, Section 4 altogether. Officers are directors, but directors are not officers*

*If someone is an officer and they simply resign that position for whatever reason, this should not necessarily eliminate them from being a director. This is different from being removed.*

*If there is no harm in keeping Section 4, can we keep it?*

*Do we need an extra procedure for removing a director from the board. This is taken care of elsewhere.*

*Removal and stepping down are two different things. Steppedown – Discussion about stepping down from an officer position. Removal requires a 2/3 vote and would be implemented when someone has seriously mishandled their duties as an officer. Robert’s Rules addresses this as well.*

*We need a policy to cover all this. But we have to be careful that it does not tie the Board’s hands regarding what they can or cannot do.*

*Removing someone for cause is different and much more complicated. Need a decision to remove a director.*

- Revise Article VII, Section 2 by revising the sixth bullet to require Board approval of goals and objectives and by adding a seventh bullet relating to annual reports.
- Revise Article VIII, Section 1 by removing language about appointing committee chairs as that topic is covered by SOP 1-101.

- Revise Article VIII, Section 2 by adding the Executive Director to the list of individuals that can call a meeting of the Executive Committee.
- Revise Article VIII, Section 3 on the Finance Committee by removing the requirement the committee must ensure the fiscal viability of TNI, by changing “records” to “reports,” and changing “approval” to “review and/or approval” of financial reports by the Board.
- Revise Article VIII, Section 5 by adding language about alternate members of the AC.
- Revise Article VIII to add Section 6. Note: This process is not described in any existing policy or SOP.
- Replace all language in Article IX to be more understandable and extend to employees.
- Revise Article XI to show current fiscal year.
- Revise Article XII to not require distribution of changes to Bylaws to all Members.
- Change future tense to present tense where appropriate.
- Revise language in several places to reflect changes in technology.
- Other minor edits with no change in intent.

Note 1: According to the Bylaws, Directors must be given 3 days notice of any proposed changes, therefore, a vote on these changes cannot occur until the July 10 meeting of the Board.

Note 2: The Nominating Committee has completed a revision to SOP 1-108 and Policy should complete its review before the July Board call.

### 3.0 Feedback Task Force Survey

Alfredo plans to present the survey to the Board by screen sharing for its approval and then to distribute it to planned recipients (accredited labs and TNI membership, possibly additional stakeholders). This survey is designed for assessors, consultants, and laboratory and AB employees. It is not applicable to Field Sampling and Measurement Organizations (FSMOs) or Proficiency Testing (PT) providers.

The survey should take approximately 15 minutes to complete.

**Motion to Approve Application of this Survey:** Jack Farrell

**Second:** Steve Arms

**Approved:** Unanimous

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## CONSENT AGENDA Approved 6/12/2024

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1. Approval of May Minutes
2. [Reserved]
3. [Reserved]
4. [Reserved]
- 5.0 CONSENSUS STANDARDS DEVELOPMENT PROGRAM
- 5.1 Consensus Standard Development Program Executive Committee

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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.
	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.
	5/8: SOP 2-100, Rev. 4.3 has been approved by Policy Committee. This document will be included in ANSI submittal along with the final version of SOP 2-101.
	5/8: The EC is preparing an SOP (2-104) regarding “Compliant Procedures”, which upon receipt of any said complaints will be utilized, upon approval, by the Committee.
	6/12: SOP 2-104 to be revised by PAs to address mechanisms for resolution of complaints of expert committees.

6/12" Finalization of SOP 2-101 awaits resolution SOP 2-104 regarding Complaints.

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 Credentialing.

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.

Administrative Activities

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## 5.2 Asbestos Testing Expert Committee

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2024 Objectives	Status
Continue to develop and maintain consensus standards for asbestos testing (AT) that are practical, implementable, and meet the needs of the environmental testing community while providing data of known and documented quality.	
Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.	
Serve as a technical resource regarding AT to TNI members and other interested parties.	
Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.	3/13: Checklist for compliance being developed. 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.
Develop questions and training to assist the credentials efforts.	3/13: Committee continues to work on providing questions. 4/10 Committee continues to work on providing questions. 6/12 Committee continues to work on providing questions to assist in credentialing efforts
Participate on the Analytical Discipline workgroup.	
Administrative Activities	2/14: Chair and Vice-Chair elections in February. 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.

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### 5.3 Chemistry Expert Committee

2024 Objectives	Status
Finalize revision to V1M4.	2/14: Work group recommendations completed and under review by committee. DS anticipated in 2024.  4/10 Work group suggestions and all sections of the standard under review.  5/8: CEC continues to review suggestions made by Work Groups for revised language and additions/corrections to EL V1M4 as well as completing a line-by-line review of the existing version of the Module. DS anticipated in 2024.
Provide technical assistance in implementation of the Standard.  Serve as a technical resource regarding chemical testing to TNI members and other interested parties.  Support the Credentialing effort.	5/8: The CEC has finalized and submitted their list of questions for use in the credentialing efforts.
Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.  Participate on the Analytical Discipline workgroup.  Address any SIR.	5/8: CEC has responded to all current SIRs and awaits review of the LASEC/AC on those outstanding.
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> <p>5/8: The April meeting was rescheduled to a different day and attendance did not reach a quorum, but participants discussed possible revisions to the Draft Standard based on discussions with the Accreditation Council. Draft language reviewed during the meeting is undergoing further revision.</p> <p>6/12: Much of the May meeting was devoted to discussing whether and how to address a request from QMS Expert Committee that Volume 2 include language specifying how ABs should handle requests from labs to have a Technical Specialist overseeing certain activities in two labs, such as during personnel turnover (but not on a long-term basis). Nothing in V2M1 at present addresses how an AB is supposed to approve lab staffing or turnaround times for doing so, although ABs try to be responsive to urgent requests like this, as otherwise, the analyses lacking a Technical Specialist could not be performed. No resolution was reached, and it may not be possible to respond positively to this request.</p> <p>Then, participants discussed again the issues of whether the AB or the assessor may deliver the assessment report to the lab, remote assessments (one AB likely will be unable to offer mutual recognition to a lab where the assessment was performed remotely), and the inclusion of primary AB identification on lab certificates (as requested by EPA). Several</p>

additional comments were voted upon as either persuasive or non-persuasive.

- Discuss and rule on any comments Persuasive or Non-persuasive
- If controversies identified, publish Revision 3 and receive/review comments again.
- Committee votes for Final Standard.

Review and update Technical Review Checklist as needed based on changes to standard and the evaluation process.

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.

Work with the NELAP AC to revise the evaluation process.

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

Work with the NELAP AC to revise the evaluation process.

2/14: Committee is working on this revised process by email, while using monthly meeting time for revisions to the Draft Standard.

Administrative Activities

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.

6/12: Vice Chair Yumi Creason has accepted a different position, outside of the AB, as of mid-July, but will remain on the committee as an associate through individual membership. After her departure, a new Vice Chair will be elected.

## 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.
	5/8: Working on an update to Section 1.7.3.7.b.ii.a – Autoclaves.
	6/12/24: The committee continued discussion on this Section. The committee is 8 to 4 towards leaving in the requirement of a monthly verification of sterility via biological indicators.
	6/12/24: The Committee received a request from QMS to review the Technical Specialist language and decide if any additional language needs to be included in Module 5. QMS is moving towards only including the general

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	<p>requirements similar to all modules in Module 2. A Committee member will join the Technical Specialist Workgroup being formed by QMS. There is concern about a lack of a requirement for education and experience. This will be discussed further.</p>
<p>Continue to respond to Standard Interpretation Requests</p>	<p>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.</p> <p>5/8: SIR 423 (media testing) - changed "verify" to demonstrate related to media testing, 471 (checking autoclave pressure) - first 2 sentences switched, discussed removal of SIR 97 reference), and 425 (sterility checks) were returned to the Committee. Responses were worked on and sent back to Lynn Bradley and the LASEC.</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>	<p>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.</p>
<p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.</p>	
<p>Develop questions and training to assist with the credential's efforts.</p>	
<p>Participate on the Analytical Discipline workgroup.</p>	
<p>Administrative Activities</p>	<p>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.</p> <p>3/13: The Committee is reviewing the corrective action response and after approval it will be sent to the CSDP EC.</p>

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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>5/8: Work group recommendations completed and under review by committee. Efforts directed at DS for EL V1M1 and EL V2M2 have been tabled until revisions on EL V3 and EL V4 are complete. EL V3 and EL V4 are being carefully reviewed after receipt of PTPEC comments and those of participants from the Columbus meeting. Response to the issues/comments presented by the PTPEC were initially believed to be able to be addressed in a very timely manner. However, the committee has found their comments to be intricately woven in the Volumes and are requiring significantly more time than anticipated to develop the corrected language, additions/corrections. It is presently anticipated that V3 and V4 DS will not be available until the end of 2024. Upon completion of EL V3 and EL V4, the appropriate request for comments to all internal and external interested parties will be made, and a BSR-8 will be submitted to ANSI for additional public comment.</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>Support the Credentialing effort.</p>	<p>5/8 During the May 10 meeting of the PTEC, it is anticipated that the committee's set of questions for credentialing efforts will be approved and forwarded for use.</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>

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.

4/10: The PTEC is balanced with a full complement of voting members and 10 Associate members, 2 of which are new to the committee.

6/12 PTEC received one voting members resignation. A replacement for this position will be sought from current Associates/applicants.

**5.7 Quality Management Systems Committee**

2024 Objectives	Status
Complete Volume 1 Module 2	<p>2/9/24: The Committee is reviewing comments from the NELAP AC. 3/10: The group is continuing to review and respond to comments. They are meeting twice a month to complete this. 4/8: 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>5/5: The Committee completed its review of the NELAP AC comments between the regular April meeting and an additional meeting on 4/22. The review was expedited by focusing on the general requirements and not the module specific requirements. Debbie will be meeting with the NELAP AC on May 6, 2024 to discuss a simplified plan to move forward.</p> <p>6/12: There was general support from the NELAP AC with the direction the Committee is taking – only put requirements common to all modules in Module 2 and then each module can choose to put any additional requirements into their module. The relevant Expert Committees were sent the relevant NELAP AC comments for their module and a copy of the proposed language for Module 2 so they can determine whether they want to add anything.</p> <p>The Committee continued to review language in the DRAFT Standard. They will continue to look at language in Section 5 in June. The Committee is</p>

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<ul style="list-style-type: none"> <li>- Finalize Technical Specialist language.</li> </ul>	<p style="color: red;">looking at meeting twice a month in June and July to be further along at the August face-to-face meeting.</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>5/8: The Committee completed its review of the NELAP AC comments between the regular April meeting and an additional meeting on 4/22. The review was expedited by focusing on the general requirements and not the module specific requirements. Debbie will be meeting with the NELAP AC on May 6, 2024 to discuss a simplified plan to move forward.</p> <p style="color: red;">6/12: The Committee will wait to complete their review of Definitions until they finish their review of the rest of the DRAFT Standard.</p>
<ul style="list-style-type: none"> <li>- Resolve any remaining controversial topics:</li> </ul>	<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>
<ul style="list-style-type: none"> <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>3/13: Internal Audit review and response was completed and sent to CSDP EC for review.</p>

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**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</p>

determined if it is appropriate to post as a webcast or if the Committee will re-record it.

3/13: Scheduled to re-record this week and will then review for possible posting.

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.

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

6/12: Workgroup is reviewing previous presentations by Committee members and deciding on content for next course.

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”.

6/12: The Committee received similar information from QMS (regarding Technical Specialist) as described in the Microbiology section above. The information has been emailed to the Committee and will be discussed in June.

Development of Non-Potable Water PTs

5/8: Bob Shannon talked with Lem Walker. There are currently 4 analytes that have approved methods for wastewater. He is working on determining the MQOs so that limits can be developed. Florida has said they would be willing to submit an application to have them added to an FoPT table.

6/12: Bob Shannon reported that Lem Walker has not been able to find anything for MQOs or DQOs. Maybe Bob can work with Lem to develop them based on MARLAP data.

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.

4/10: The response was approved by the Committee during the March meeting.

5/8: The Committee has started a search for a Vice Chair.

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5.9 Whole Effluent Toxicity Committee

2024 Objectives	Status
<p>Complete revision of V1M7 and publish a Draft Standard for comment.</p>	<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> <p>5/8: The committee reviewed additional subsections of the draft revised V1M7.</p>
<p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard.</p>	
<p>Complete the effort to establish a path to achieve data comparability for WET PT data.</p>	<p>3/13: Several members participate in the PTPEC WET FoPT Subcommittee, which is working to resolve this issue.</p>
<p>Support as needed the QC Specialist badge for aquatic toxicity for the credentialing initiative.</p>	<p>2/14: Committee leadership committed to respond by March 2024 with suitable questions.</p>
<p>Participate on the Analytical Discipline workgroup.</p>	<p>2/14: Two committee members volunteered, one lab and one AB stakeholder.</p>
<p>Continue to respond to any SIR.</p>	
<p>Provide venue for sharing of information and best practices of WET labs.</p>	
<p>Review and finalize WET definitions list, publish on WET Committee page.</p>	
<p>Develop training and exam questions to support credential initiative as needed.</p>	<p>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.</p> <p>5/8: 56 questions were provided by committee members for the WET Method Validation badge. Roughly 1/3 of these were reviewed and participants asked to review the remainder for committee homework, so that the final set of questions could be delivered after the May 15 meeting.</p>

6/12: WET completed review and approval of the Method Validation digital badge questions.

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> <p>5/8: Applications and checklists have been sent to all NGABs.</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>
Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan.	<p>3/13: Katie Strothman will be presenting at NEMC on Improving the Reliability of Field Operations.</p>
– Hold a Workshop on PFAS in Field Blanks	<p>2/14 The Workshop was held on 2/7/24. There were 99 individual registrations and 14 group registrations of 5-10 people, so 200+ people participated in this workshop. Feedback has been very positive.</p>
– Hold the second annual virtual Sampling Conclave	<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.

5/8: Tracy, Jerry, and Ilona met to finalize a list of presenters. Abstracts are due and being followed up on. Final presentations are due at the end of the month.

6/12: All presentation slots for the conference were filled. There were seventeen 30-minute presentations over 3 afternoons and one two hours ethics course presented on Thursday. There were 51 people registered for the conference. Most attendees appeared to participate all 3 days. Recordings and presentations should be available the first week of July.

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.

6/12: The Policy Committee had editorial comments that Ilona will update (Field Standard vs FSMO Standard) for final approval in June. Ilona worked on SOP 5-104 (TNI NEFAP Complaint, Recognition Reconsideration and Dispute Resolution Procedures), but the Committee did not have time to review the update. It will be reviewed in June.

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

Administrative Activities

reconvene as necessary to propose website changes, whitepapers etc.

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.

6/12: The Committee will be voting in a new Vice Chair in June. Paul Bergeron completed his term and has joined the Field Expert Committee.

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>

5/8: Jan is still completing the Volume 1 FSMO Standard clean-up. It is expected this week and then it will undergo a final read to correct any numbering references, etc. The Committee will then vote on it for posting as a DRAFT Standard on the TNI website.

6/12: The Committee is going through the final version of the FSMO Volume 1 Standard in preparation for a vote and posting of the DRAFT Standard in June. 2/3 of the DRAFT Standard has been reviewed and updated and the Committee is hoping to complete the last part this Friday.

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

2/14: Two new members are being added to the Committee: Matt Sica (AB) and Paul Bergeron (AB).

3/13: The Committee will be reviewing the Internal Audit and finishing their corrective action response this week.

4/10: Will be done after DRAFT Standard is finalized.

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.

Complete current evaluations and plan for the future.

4/10: At its April meeting, discussed the certificate issue (from 3/13, above) and two other issues with LAB Expert Committee leadership.

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.

5/8: At its May 6 meeting, the Council plans to discuss Technical Specialist requirements with the QMS Chair, Debbie Bond. Other items on the agenda are a discussion of reliable LAMS reporting and possible creation of a monthly assessor training forum.

6/12: Discussed several SIR responses that had "Needs Discussion" votes.

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.

5/8: All evaluations from the 2019-2022 cycle of renewals are complete except Florida. One evaluation from the current 2023-2026 cycle is complete with renewal approved and two more have produced evaluation reports so that corrective actions can be

proposed. One new evaluation is underway and another renewal application is expected later in May.

6/12: All evaluations from the 2019-2022 cycle of renewals are complete except Florida; Florida's proposed corrective actions are in review. One evaluation from the current 2023-2026 cycle is complete with renewal approved and one more renewal recommendation awaits the next Council meeting for approval. One evaluation's corrective actions are undergoing review. One new evaluation is underway and another renewal application awaits its start.

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 SIR 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.  5/8: After discussion, three SIRS were approved to be posted to the NELAP AC SIR voting site; SIR voters were notified so that they can vote.
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.  5/8: The NELAP Provisional Recognition SOP 3-108 was masterfully revised by one of our LASEC members, but SIR business used most of the meeting time. Since this SOP warrants full review and it is likely that several issues need to be clarified, the review was postponed until the May meeting, after which it will be forwarded to the NELAP AC for consideration and approval.  6/12: Approved the Board-requested edit to the SIR Management SOP 3-105 and Policy Committee edits to the Conflict of Interest SOP 3-113 and returned both documents to Policy Committee. The NELAP Provisional

Recognition SOP 3-108 continues in review.

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"> <li>- Working with WET develop recommendations to resolve problems with variability of testing conditions.</li> <li>- Develop resolution for reporting uncertainty with Radiochemistry PT results.</li> <li>- Finalize FoPT table for Perfluoroalkyl substances in drinking water.</li> </ul>	<p>5/8: The PT data was received, but the Committee has not had a quorum to begin review of the data.</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>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.</p>

5/5: The EPA PFAS rule was published April 26, 2024. Proficiency Testing limits for 6 analytes were published as 70-130%. TNI's limits for these compounds are 60-140%. Following PTPEC's procedures, the Chemistry FoPT Subcommittee is recommending that the limits for these 6 analytes be changed on TNI's DW FoPT table to 70-130% and the other 23 analytes remain at 60-140%. The Subcommittee also calculated preliminary failure rates with the new 70-130% and an increase is seen. Amy is reviewing the information to ensure that the same parameters were used in the calculation and will share the results with the PTPEC so the information can be shared with EPA.

6/9: The Committee has determined that it will update the limits for the 6 analytes published on April 26, 2024. The limits will be set to 70-130%. There were comments received regarding the nomenclature on the FoPT table. Stacie Crandall (Chair) and Amy DeMarco (Chemistry FoPT Subcommittee Chair) are working with Paul Junio to make any needed updates to LAMS so the FoPT table is correct. CAS numbers are correct. The only differences Amy sees is that the LAMS methyl and ethyl are capitalized for analytes N-ethyl perfluorooctanesulfonamidoacetic acid (NEtFOSAA) and N-methyl perfluorooctanesulfonamidoacetic acid (NMeFOSAA).

- Conduct a 10-year review of all FoPTs.

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.

5/5: Data is still missing from one PT Provider. The PTPA has been asked to become involved and data is now expected this Friday or further action may be necessary. This is holding up the review of the limits. Data was due February 21, 2024.

6/12: Stacie is working with A2LA to have this data submitted.

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

Administrative Activities

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

5/5: The following members were added to the Committee: Craig Huff, Amy DeMarco, Amy Fehr, and Marina Aziz.

The following members were voted to serve a second term: Tim Miller, Patrick Selig and Prasanth Ramakrishnan.

Stacie has retired from HRSD and will begin working with TNI, but will continue to serve as Chair until August. Her stakeholder category has changed to Other. Committee balance is now 4 AB, 3 Lab/FSMO 5 Other.

**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.	4/10: Report sent to non-NELAP state contacts plus four trade associations (WEF, AWWA, ACIL and APHL) on April 3.
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.  4/10: A potential new Ambassador for Alabama is being recruited.  5/8: Two new Ambassadors were appointed in April – one for Ohio and a replacement for Missouri (as Aurora Shields has now retired).

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.

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)
- May 2024: FSEA Spring Meeting – 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.

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.

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

5/8: Reviewed and discussed a draft update to TNI's Vision for NELAP, in the form of a PowerPoint presentation. After Advocacy review is completed and prior to presentation at conference in August, Jerry will preview several new concepts at a special meeting of the Accreditation Council.

6/12: Resumed review of update to the NELAP Vision.

Develop a new White Paper on acceptance of NELAP accreditations by non-NELAP states.

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

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9.2 Credentials Committee

2024 Objectivities	Status
Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional.	
<p>Review current exam questions for accuracy and understanding.</p>	<p>2/14: Seeking additional volunteers (will not be applying for the QM credential or badges) to review and rewrite (if needed) the existing questions.</p> <p>3/13: Reviewers requested to complete question reviews by April 1.</p> <p>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.</p> <p>6/12: Comprehensive review completed by 4 individuals with many questions deleted or revised. Final exam provided to the IT Administrator.</p>
Select next roles for potential credentialing.	<p>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.</p>
Develop KSA for next role.	<p>3/13: First draft KSA document for TS credential will be inorganic non-metals chemistry.</p> <p>4/10: Initiated review of first draft KSA document for TS credential -- inorganic non-metals chemistry.</p> <p>5/8: Continued review of first draft KSA document for TS credential – inorganic non-metals chemistry. The draft was expanded to include additional information beyond what was in the initial</p>

version based on a training course provided by Dorothy Love in April.

6/12: The draft KSA document for Chemistry Technical Specialist credential was revised and reorganized to correspond in structure with the QMS credential KSA document. Review continued.

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.	5/8: TNI's LAMS administrator (Paul Junio) is working to add all the new methods approved by EPA in April within 60 days of their approval.
Transfer the current Education Delivery System into the new software created for the credential effort.	5/8: Suzanne Rachmaninoff has created a master list of all individuals who previously took training courses to support this effort.
Launch the credential initiative.	5/8: Waiting for completion of the exam questions.
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 1-116	TNI Training Courses	1/10: Policy provided for Board review.
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.
SOP 1-106	Complaint Resolution Process	5/8: Provided for Board endorsement.
SOP 1-125	Committee Membership Applications and Tracking	5/8: Revision 2.0 Provided for Board endorsement.
SOP 1-129	Developing Exams and Quizzes	3/15: Returned to committee with suggested edits.
SOP 3-113	LASEC Conflicts of Interest	4/19: Returned to committee with suggested edits.
SOP 4-101	Developing PT Acceptance Limit	5/3: Returned to committee with suggested edits.
SOP 3-105	LASEC SIR Management	6/10: Initiated review

Begin Maintaining Glossary.

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

6/10: Completed a thorough review of the TNI Bylaws and provided recommended changes to the Board.

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.	5/5: SOP 129 (Development of Tests and Examinations) was re-drafted with minor edits and removal of process language. Definitions are being reviewed. The Committee is also considering whether more than one person needs to review the tests for TNI classes. This SOP will be completed this Friday.
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.	5/5: Ilona presented a recommended option to do surveys for classes as Webex no longer has this feature. The new survey uses Microsoft Forms
	6/12: Reaching out to people that had great suggestions in Columbus, OH in order to put a workgroup together to update the survey and then Ilona will input the information and build the QR code and links to add to courses.
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.

5/8: Meetings have been scheduled with potential trainers to discuss proposals for consideration.

6/12: A training date for the "Get to Know ISO/IEC 17025:2017" training is still being set. The other two courses are being scheduled for late July and late August ("Maintenance and Calibration of Field Instrumentation and Equipment" – Silky and "Traceability of Sampling and Field Measurements to Ensure Reliability" – Silky).

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.

5/5: Test and answers have been collected for all of TNI's courses and placed into one folder. Suzanne has also completed an effort to create a database of all webcast and webinar attendees since 2012.

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

Review training to ensure it is not obsolete.

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

Continue to offer and market new training courses.

Continue to develop ideas and issue RFPs for training courses.

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

5/8: Information was reviewed, and the workgroup will meet before the May Training meeting to discuss.

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.

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.

5/8: Two new classes are scheduled:

- Sampling and Analytical Considerations for National Primary Drinking Water Regulations for PFAS – May 7, 2024 – Jerry Parr
- Methods Update Rule for the Analysis of Effluent – May 29, 2024 – Jerry Parr, William Lipps

6/12: The following courses were offered in May:

- PFAS (5/7): 19 individuals.
- Back to Basics – Documentation (5/8): 31 individuals and 7 groups of 5-10 individuals.

- MUR (5/29): 49 individuals and 12 groups of 5-10 individuals.
- Safety in the Environmental Laboratory (5/21): 19 individual attendees and 2 groups of 5-10 individuals.

Administrative Activities

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.

5/5: Charter is being reviewed and voted on in May.

**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 opened April 1.

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

4/10: Registration is now open.

6/10: Currently at ~180 attendees, not counting exhibitors. Room block is at 67%.

**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.

<p>Develop implementation tools for laboratories. Prepare guidance document.</p>	<p>Stakeholder inputs from the vendor community also being actively sought.</p> <p>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.</p> <p>4/10: Work groups developing various sections of the document.</p> <p>5/8: The CTF is currently developing the specific language for presentation in the Guidance Document.</p> <p>5/8: CTF's application to Policy Committee for development of the guidance document has been approved.</p>
<p>Administrative Activities</p>	<p>5/8: Attendance and quorum status remains a concern however participation has improved.</p>

**10.2 Feedback Task Force**

2024 Objectives	Status
<p>Conduct the survey.</p>	<p>2/14: Survey questions nearly final; survey mechanism/software investigation continues.</p> <p>4/10: Survey instrument chosen and ready for beta-testing; Task Force meets on April 12 to address this.</p> <p>5/8: Task Force participants asked to complete the survey as a beta test, no later than April 29. The results will be discussed at the next Task Force meeting, May 10.</p> <p>6/12: Alfredo plans to present the survey to the Board for its approval and then to distribute it to planned recipients (accredited labs and TNI membership, possibly additional stakeholders)</p>
<p>Develop recommendations. Dissolve the Task Force</p>	

### 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

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

- 1145 active members

### 11.1 Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Peter	Corral	Los Angeles County Sanitation Districts	Associate	Chemistry
Lisa	Beach	Bureau Veritas	Voting	Asbestos
Sheela	Agrawal	Northeast Ohio Regional Sewer District (NEORS)	Associate	Advocacy

### 11.2 New and Renewed Members:

- 75 New and Renewed memberships in May, 2024

### 11.3 Expired Memberships

- Of the 43 expired memberships from April, 11 renewed after contact (5 emails were undeliverable). Emails were sent to May expired members on June 2, 2024.
- 34 Memberships Expired in May

### 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 May. 1 member will be expiring in June. Notices are sent with the expiring member emails.

First Name	Last Name	Organization	Outcome
Farid	Ramezanzadeh	City of Hayward	Expired May
Rachel	Rees	Sonoma County Public Health Lab	Expiring in June