

TNI Board of Directors Meeting Summary

November 13, 2024

ROLL CALL

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

AGENDA

1.0 Review of Agenda and Consent Agenda

Consent Agenda – Approved

Board Meeting Agenda – Approved

2.0 Board Composition

Caitlin Brice has resigned from Pace Laboratories and the TNI Board of Directors and indicated she plans to leave the industry. Valerie Slaven has indicated an interest in coming back as a director. Sharon Mertens has recommended the Board appoint Valerie to the Board, consistent with Article V, Section 7, which states:

In the event of a vacancy of a Director, the Board of Directors, by a vote of the majority of the remaining Directors, may appoint a new Director to fill such vacancy until the next election cycle. To the degree possible, the Director filling the vacancy shall represent the same constituency as the Director who created the vacancy.

Note: Valerie's original term was due to expire in February 2025.

Will Valerie be reinstated to her original expiration? Or does the position expiration default back to Caitlin's? Bylaws don't address this question. It makes sense to keep the original expiration and put Valerie on the ballot for 2025

Motion to reinstate Valerie to the Board with her original term, and to place her up for reelection on the next ballot: Aaron Alger

Second: Kristen Brown

Approved: Unanimous

3.0 Documents for Board Endorsement

3.1 POL 1-127, Personal Data Protection

This Policy describes how TNI collects and uses personal data. The Policy Committee initiated a review of this document as part of the 5-year process. In doing so, the committee has included new language regarding TNI memberships. The Members page on the TNI website, accessible only by active members, allows an individual to look up contact information about other individuals. This page also allows PAs to verify the membership status of committee members. The application TNI uses to manage this process, aMember, has the capability to allow someone to “opt out” of having their contact information available. After extensive discussion, the Policy committee decided the merits of having this information available outweighed the ability of an individual to opt out. Other professional associations such as ACS, ASTM, and Standard Methods do not have an opt out function.

Motion to Endorse POL 1-127: William Lipps

Second: Judy Morgan

Approved: Unanimous

3.2 POL 1-128, Non-Discrimination and Non-Harassment in TNI Programs and Activities

This was a 5-year review, and the only revision was to change “shall” to “must.”

Can we make a global decision to not need to endorse documents where the only change has been “shall” to “must”?

Is the Board required to endorse a document for a 5-year review? (Policy reviews first.) If changes need to be made, then the policy will need BOD endorsement; otherwise, no BOD endorsement is required.

Jerry will look to see how many documents that need to make the change from “shall” to “must” remain and make this a non-issue.

3.3 SOP 1-123, Personal Data Collection and Use

This SOP implements POL 1-128. Policy also performed a 5-year review. There were numerous changes for clarity intent, but no changes to content were made, including:

- Revised Section 2 for clarity.
- Revised Section 7.0 to clarify the opt out function only applies to exhibitors.
- Minor edit for clarity in Section 6.

Jerry wants to take this document back to committee and modify the sections that discuss informational items that are *a must to collect* vs. those items that *are optional*.

CONSENT AGENDA – Approved 11/13/2024

Approval of Agenda: Approved

1. Approval of October Minutes

2. Interactive Map of Accredited Laboratories

William Daystrom has linked LAMS into Google maps and created a beautiful interactive map. the URL is <https://lams.nelac-institute.org/map>. In order to make this publicly available, William needs to add a disclaimer or at least a “date updated” note on that page. Unlike the rest of LAMS, the map does not pull from the live database; William will have to update it periodically to prevent labs complaining that they just got accredited and aren’t on the map!

3. [Reserved]

4. [Reserved]

5.0 CONSENSUS STANDARDS DEVELOPMENT PROGRAM

5.1 Consensus Standard Development Program Executive Committee

| 2024 Objectives | Status |
|--|--|
| Continue to develop policies and procedures that guide standards development to ensure full compliance with all relevant TNI requirements for Expert Committee operations and standards development. | <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> <p>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.</p> <p>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.</p> <p>6/12: SOP 2-104 to be revised by PAs to address mechanisms for resolution of complaints of expert committees.</p> |

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

7/10: Draft of SOP 2-104 will be presented for executive committee approval during 7/11 meeting. Anticipate approval of SOP 2-101 following acceptance of SOP 2-104.

9/11: SOP 2-104 and SOP 2-101 finalized and approved by Executive committee and sent to Policy for final approval. The Glossary, now a policy committee responsibility, reported to be completed soon and will be provided to Expert Committees. Decision made to reference ISO citation with the date of the latest revision, wherever possible, as opposed to stating "most recent revision" in Standard Volumes and Modules. Executive committee agreement for QMS approach/criteria regarding the issue of Technical Specialist.

10/9: SOP 2-103 undergone PA review; scheduled for discussion and potential ballot by CSDP EC on 10/10.

11/13: October meeting failed to attain a quorum, but discussion of SOP 2-103 continued and will be balloted during November meeting.

Ensure consistency and uniformity between Volumes and Modules of the Standard

Ensure technical assistance, guidance documents, checklists, and other tools are developed to facilitate the implantation of all Standards.

Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comments.

Submit one of the revised Modules (including the entire Development Process) to ANSI to finalize TNI's re-accreditation.

Continue the Standards revision process, including assuring a 'big picture' review prior to any Module becoming final

Facilitate the discussions in the Analytical Discipline workgroup regarding internal audits and technical specialists.

2/14: Those members of the Workgroup who were available met in Columbus, OH. The workgroup is looking at previous groupings of technologies in hopes of coming up with divisions that could be used for determining Internal Audit requirements and Technical Specialist requirements without disrupting existing Technologies that relate to PTs and Accreditation. The group arrived at the following list of Analytical Disciplines:
Organics: MS, ECD, FID, PID
Inorganics: UV-Vis, Titrations, Gravimetric, ISE, not otherwise specified, Metals (include all as one? ICP, CVAA, AA)

Micro: Enzyme substrate, Microscopy, Colony counting, Tube MPN

Toxicity

Radiochemistry

Asbestos

The workgroup will be reviewing this list and meeting to see if this can also apply to the Technical Specialist.

Feedback from Toxicity, Radiochemistry and Asbestos is needed.

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

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.

10/9: Established an internal work group to address the issue of Analytical Disciplines prior to the TNI Winter meeting.

11/13: Work group established for inputs to Analytical Discipline issue; met and is continuing to work on addressing the issue. Next meeting scheduled for 11/14 following the regularly scheduled CSDP EC meeting.

Administrative Activities

5.2 Asbestos Testing Expert Committee

| 2024 Objectives | Status |
|---|--|
| Continue to develop and maintain consensus standards for asbestos testing (AT) that are practical, implementable, and meet the needs of the environmental testing community while providing data of known and documented quality. | |
| Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP. | |
| Serve as a technical resource regarding AT to TNI members and other interested parties. | |
| Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard. | 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. |

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| Participate on the Analytical Discipline workgroup. | 9/11: Completed questions for credentialing effort. |
| 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. 7/10: Leadership changes are anticipated. New members are being solicited to address potential balance and participation concerns. 9/11: Two new members elected and approved for voting membership; a third member awaits confirmation of TNI membership. Roster issues will be finalized in next quarterly meeting (October 2024). |

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. 7/10 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. 9/11: Continuing to develop the DS; proposed changes presented at Summer meeting where numerous suggestions and comments were received for consideration. 10/9: Committee is currently working through a section-by-section review of the proposed DS and finds itself continuing to resolve issues with Calibration. |
| 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. 9/11: Comments/suggested edits of previously submitted credentialing question were approved. |

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.

10/9: Status of unresolved SIRs remains unchanged. A new SIR (499) on preservatives in method blanks has been received. A response is being drafted for committee approval.

11/13: Response to SIR 499 prepared and submitted to LASEC.

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. Associate participation being confirmed.

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

10/9: Three (3) new associates have joined the committee. The committee has one full member vacancy that can be filled by any interest group. Five (5) candidates have sought the position and balloting in closed session will occur in November.

11/13: The committee had one full member vacancy that has now been filled. The committee remains balanced. Also, two additional Associate members were added.

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> |

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.

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.

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.

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

9/11: The August 6 LAB session at conference presented the changes agreed upon within the committee thus far and then discussed the substantive issues remaining to be decided. The August 20 LAB meeting had poor attendance because the meeting reminder was sent out at the last minute, and no meaningful business was conducted. Committee members have been asked to review the draft module, looking for items that may not have received comments but might be problematic for governmental ABs.

10/9: Committee members began discussing requirements in the ISO/IEC 17011 text that might need to be modified for clarification, omitted entirely as being unnecessary, or removed due to conflicts with current NELAP practices. The entire draft module will be reviewed for these issues.

11/13: Discussion of ISO language that might need clarification or omission continues. The Chair met with the NELAP AC to request their input on clauses that may have implementation issues.

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

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

Work with the NELAP AC to revise the evaluation process.

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

Work with the NELAP AC to revise the evaluation process.

Administrative Activities

7/10: An additional thirteen comments were ruled as being either persuasive or not.

11/13: Attaining a quorum at meetings continues to hamper progress on the persuasive/non-persuasive rulings.

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.

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

9/11: Discussions of process revision and evaluation timeline monitoring expanded to include NELAP evaluators during their July and August calls.

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.

7/12: Amy Steuerwald, NY ELAP, has joined the committee as a voting member.

9/11: Millie Rose, IL EPA, has joined the committee as a voting member.

10/9: Amy Steuerwald was elected Vice Chair at the September 17 meeting.

5.5 Microbiology Committee

| 2024 Objectives | Status |
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| Complete Volume 1 Module 5 Draft Standard. | <p>2/14: The Committee is working on final language for a revised DRAFT Standard.</p> <p>5/8: Working on an update to Section 1.7.3.7.b.ii.a – Autoclaves.</p> <p>6/12: 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.</p> <p>6/12: 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 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>7/10: The Committee began reviewing the Technical Specialist language to see if anything needs to be added to Module 5. The Committee needs to figure out where this additional language should be placed. Cody also raised this at the CSDP EC meeting so all the expert committees could be consistent. The suggestion would be to place it at the start of Section 4 or before. The Committee hopes to vote on the revised DRAFT Standard 7/9 and then post it for comment.</p> <p>9/11: The Committee met on 7/9 and 7/12/24 to continue discussing language changes to Section 7.3 (Quality Control). The Committee met in Garden Grove and continued work on language. This week during their monthly meeting they will complete a review of the notes from Garden Grove, discuss non-valid SIRs and do a review of the revised DRAFT language.</p> <p>11/13: The Committee is continuing its review of Draft Module 5.</p> |
| Continue to respond to Standard Interpretation Requests | <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> |

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| | <p>7/10: SIR 423 was returned on June 11, 2024 for re-consideration. The Committee has started work on this via e-mail.</p> <p>9/11: The Committee completed a response and started an email vote on 9/6 that is being completed this week.</p> <p>11/13: The Committee met on 10/21/24 and approved a requested revision to SIR 425 (the Standard does not address the question submitted).</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>11/13: A suggestion had been made that the division would be 'Simple' and 'Complex'. It is clear that there is no good differentiation between those two items, as much as it seemingly makes sense to do so (i.e., many laboratories ONLY do Presence/Absence, but adding a counting procedure to that doesn't make things 'more complex').</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> |

5.6 Proficiency Testing Committee

| 2024 Objectives | Status |
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| <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</p> |

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.

9/11: Continued with and completed review of PTPEC comments on EL V3 and anticipated completion of modifications to EL V4 by close of the October 2024 meeting. Both Volumes will be posted prior to the Winter meeting with a BSR-8 presented to ANSI for each.

10/9: The PTEC addressed concerns of the PTPEC and had begun to move on to a section-by-section review of EL V4. Additional comments were subsequently received from the PTPEC which were addressed and resolved in the last committee meeting. In return to the overall review, Committee concerns over §6.3 (Responsibilities for On-Going Monitoring) were seen to be in potential conflict and inconsistent with current practices. The absence in the standard of any form of Corrective Action was also noted. A work group was established to hopefully resolve these concerns in November and move V4 for committee approval. EL V3 will follow.

11/13: While PTPEC comments have now been addressed, the committee returned to a detailed and comprehensive review of the preliminary draft standard. Discussion by the group regarding §6.3 has led to further debate and concern over consistency with EL V1M2 and EL V3. The committee is now leaning toward a 17011 approach to the DS and another work group is proposing materials prior to the December meeting. This might jeopardize a V4 DS by the Winter meeting.

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

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

Support the Credentialing effort.

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.

Continue to respond to Standard
Interpretation Requests

Administrative Activities

7/10 During the June meeting of the PTEC (6/14), discussion of the questions regarding credentialing continued in the absence of a quorum. It is anticipated that the committee's set of questions for credentialing efforts will be completed at the July meeting scheduled for 7/12.

9/11: Committee finalized and submitted questions for the credentialing effort.

9/11: SIR # 475 has been resolved and approved by the LASEC/AC

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

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

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.

10/9: Two positions for full voting members are open. The Vice Chair has retired from Pace, will remain as VC, and another member has opted to move to Associate status based on a job change with the same organization. Subsequently two open positions are available and can be supported from any interest category. Applicants are being sought with balloting for candidates in December.

11/13: Two positions remain open. Candidates have applied and positions should be filled at the December meeting. Balance will be maintained. One new Associate has also joined the PTEC while another has resigned.

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</p> |

specific requirements. Debbie will be meeting with the NELAP AC on May 6, 2024 to discuss a simplified plan to move forward.

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.

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 looking at meeting twice a month in June and July to be further along at the August face-to-face meeting.

7/10: The Committee is continuing to meet twice a month to complete more of the DRAFT Standard before the summer conference meeting. The Committee will be considering some of the language FAC is finishing up for their posting of FSMO Field Standard. There is some crossover on definitions and how to organize the calibration checks within the new ISO/IEC 17025:2017 format.

9/11: The Committee is continuing to meet twice a month to review previously revised language proposed by workgroups and to continue to revise language as the Standard is being reviewed. The Committee hopes to finish the DRAFT in January and begin a final review before posting the DRAFT for comment in February 2025.

11/13: The Committee is continuing to meet twice a month to review revised language. It is just about finished with its first review of the language changes. The Committee is still on track to prepare a DRAFT for comment in February.

- Finalize Technical Specialist language.

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.

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.

6/12: The Committee will wait to complete their review of Definitions until they finish their review of the rest of the DRAFT Standard.

7/10: The Committee will also review the definitions Paul Junio and FAC worked on.

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| | <p>9/11: The Committee is working on final DRAFT language for Technical Specialist this month so it can be distributed to the Expert Committees so they can develop any additional language needed regarding Technical Specialist in their modules.</p> <p>11/13: The current DRAFT language was distributed to the Expert Committees for use in determining whether additional language is needed in the Expert Modules. The goal is that Module 2 include the minimum requirements, and any additional requirements should be in the expert modules as needed.</p> |
| <ul style="list-style-type: none"> – Resolve any remaining controversial topics: | <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"> – Work on language from Sections 4.2 and 4.3.1 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2. <p>Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implementation of the new Standard.</p> <p>Continue to respond to Standard Interpretation Requests</p> <p>Administrative Activities</p> | <p>9/11: The Committee is continuing to review non-valid SIRs to determine whether any updates are needed to the DRAFT Standard.</p> <p>11/13: The SIR review has been completed.</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 |
|---|---|
| Develop technical assistance, guidance documents, checklists, training, and other tools as needed to facilitate the implantation of the new Standard. | |
| Resolve reporting uncertainty with PT results. | |
| Develop and present a training class geared towards people that are not experts in the field. | <p>2/14: The class was presented at the Columbus, OH meeting and received great feedback. There were about 30 people in attendance. The first 9 slides are being re-recorded and then it will be determined if it is appropriate to post as a webcast or if the Committee will re-record it.</p> <p>3/13: Scheduled to re-record this week and will then review for possible posting.</p> <p>3/13: Committee is starting work on another training they would like to do by Webinar. They are looking at</p> |

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| | <p>sending a survey to gather what people would like to see included. It will build on the class taught in Columbus, OH.</p> <p>4/10: Needed to reschedule – working on a date.</p> <p>6/12: Workgroup is reviewing previous presentations by Committee members and deciding on content for next course.</p> <p>7/10: Work is continuing on development of the training. The group was not able to meet in June.</p> <p>11/13: Work on the training is continuing.</p> |
| Participate on the Analytical Discipline workgroup. | <p>11/13: Amanda (Chair) and Ilona (PA) are part of the CSDP Committee that is looking at Analytical Disciplines. There is feedback coming into CSDP that people would like to have shorter experience requirements for Technical Directors, and this is impacting the Analytical Disciplines discussion. The question about a need for designated Technical Specialists keeps coming up. Perhaps the language in ISO/IEC 17025:2017 is sufficient and things could look more like how technical expertise was handled before the technical director/specialist role?</p> |
| Continue to respond to any SIR. | |
| Respond to requests from QMS Expert Committee to assist in standard development. | <p>3/13: The Committee commented on the proposed language request from QMS Expert Committee for “Test Item”.</p> <p>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.</p> <p>7/10: The information was reviewed, but more time is needed to study the language and propose possible additions to the Standard. This is on the agenda for July.</p> <p>9/11: The Committee is waiting to work on the addition of Technical Specialist language to the Module after it receives the final DRAFT language being included in Module 2. There was a short discussion during the 8/28 meeting and people thought a test could be helpful. The work the Credentialing Committee is doing was reviewed with the group.</p> |
| Development of Non-Potable Water PTs | <p>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.</p> <p>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.</p> |

9/11: Bob reported that Lem does not think he can help with this since each permit has its own criteria. Bob suggested that the Committee could look at allowing labs to establish the requirements they need to be evaluated against. It would require collaboration with PT Providers since different concentrations and limits would be involved. Amanda will share this thought with the PTPEC to get feedback to bring back to the Committee.

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.
9/11: The Committee would like a short meeting in Jacksonville since they will likely be working on standard language regarding Technical Specialist.

5.9 Whole Effluent Toxicity Committee

| 2024 Objectives | Status |
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| 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> <p>5/8: The committee reviewed additional subsections of the draft revised V1M7.</p> <p>9/11: All committee comments and suggested revisions to the draft module have been considered and addressed. Participants were provided with a “clean” draft and asked to review it in detail. The language for the newly added Section 4 remains to be reviewed (Technical Specialist qualifications) along with a few minor issues identified by the PA.</p> <p>10/9: All remaining questions/comments throughout the draft module were addressed at the September meeting. The content of the newly required §4 remains to be settled, and the committee will coordinate with the PTPEC WET FoPT Subcommittee about whether a new section addressing achievement of comparable data for PT reporting can be helpful.</p> <p>11/13: Committee members have provided additional comments on specific sections, to be reviewed at the November meeting. The draft §4 was settled, pending final decisions from CSDEC about Technical Specialist qualifications. The PTPEC WET FoPT Subcommittee</p> |

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| | Chair is working to provide the subcommittee's analysis of PT results for committee consideration. |
| 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. 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. 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 |
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| 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: Renewal applications and checklists have been sent to all NGABs.</p> <p>7/10: One partial application has been received for NEFAP. Ilona will reach out to the NGABs to see if additional information is needed to complete their applications.</p> <p>9/11: One application has been received.</p> <p>11/13: One applicant has an assessment planned in January that will be taken into account in planning initial evaluations. Applications will be followed up on this month to begin timetables for evaluations.</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"> – Internal Auditing for Field Sampling and Measurement Organizations <p>7/10: This course is being developed within the NEFAP EC. Ilona, Silky and Katie will review the work done to date and offer suggestions on how the course could be split up if needed.</p> <ul style="list-style-type: none"> – Maintenance and Calibration of Field Equipment <p>7/10: Silky will be teaching this class in September.</p> <p>9/11: The class is scheduled for 9/13.</p> <p>11/13: Progress is being made on the preparation for this class. The plan is to select a training date during the November meeting.</p> |
| 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> <p>9/11: The Committee is looking at re-developing a presentation template that people can use to develop presentations when asked to speak.</p> <p>11/13: Anand Mudambi is a new member of the NEFAP Executive Committee, and he is providing information and</p> |

presentations to EPA on the Field Standard and the work being done by NEFAP. The hope is that this will lead to NEFAP being a consideration in contract work. There are also multiple presentations being made regarding NEFAP at other conferences and webinars in November - Pacific Northwest Pre-Treatment Workshop, Water Environment Association of Texas (WEAT), etc. An update will be provided regarding these next month.

- Hold a Workshop on PFAS in Field Blanks

2/14 The Workshop was held on 2/7/24. There were 99 individual registrations and 14 group registrations of 5-10 people, so 200+ people participated in this workshop. Feedback has been very positive.

- Hold the second annual virtual Sampling Conclave

2/14: Work has started on putting a preliminary program together for this Conclave.

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 21st 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.

7/10: Looking at the results of the two Conclaves and PFAS workshop, the Committee is now looking at doing mainly 1-day workshops. This is more cost effective and easier for field people to attend. The June workshop will still be called the Annual Conclave. Topics for the next year are being considered. Looking at end of February and June.

9/11: The Committee agreed that there would be 2-3 one day workshops each year. The next Workshop will be November 19, 2024 and will focus on Developing a Sampling and Analysis Plan.

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| Update policies and procedures to reflect any changes in NEFAP. | <p>11/13: The workshop date will be changed to January 14th or January 23rd. Final speakers are being selected.</p> <p>3/13: SOP 5-106 (SIR Process) is being reviewed.</p> <p>4/10: The SOP was completed and was made available to the Policy Committee for review.</p> <p>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.</p> <p>9/11: The SOP review will be on September or October's agenda.</p> <p>11/13: Ilona is working on this update and a DRAFT will be provided for review at the November meeting.</p> |
| Generate more awareness of the program and drive growth and interest in participation. | <p>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.</p> |
| Administrative Activities | <p>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.</p> <p>3/13: New NEFAP EC membership has been identified and will be finalized by 2nd qtr. 2024.</p> <p>4/10: These actions items could not be completed in March and will be addressed in April.</p> <p>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.</p> <p>7/10: A Vice-Chair still needs to be identified.</p> |

6.2 Field Activities Expert Committee (FAC)

| 2024 Objectives | Status |
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| 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</p> |

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.

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.

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.

7/10: The Committee is scheduled to vote on the final DRAFT Standard on Friday, June 12.

9/11: The Volume 1 DRAFT Standard was posted for comment on 7/30. The Committee is now working on completing the review of Volume 2.

11/13: The 90-day comment period has closed and the Committee has one comment to review regarding a definition. This will be reviewed this month along with the start of the Volume 2 review. Ilona is working on an update of Volume 2 based on changes to the NELAP AB Standard for consideration by the Committee. She is working on this with Marlene's review assistance.

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. | <p>2/14: Met with Paul Junio on 2/5/24 to discuss the best way(s) to “clean up” the method and analyte code lists, so that inactive, duplicate, and incorrect codes are eliminated without disrupting the accreditation process for labs that may be using those codes either for accredited methods/analytes or their PTs.</p> <p>7/10: Jerry Parr joined the Council for its July 1 meeting to discuss the proposed updated vision for NELAP that has been in development with the Advocacy Committee over the past several months. A few fine details were clarified.</p> <p>9/11: The Council did not have a session at conference and did not meet in August. For the September meeting, Paul Junio joined to discuss a method code issue (now resolved) and the NV and WV representatives briefly explained how and why their states are considering either using the TNI Standard (NV) or becoming a NELAP AB (WV). Council members will happily provide information and advice to these two states, as opportunities become available.</p> |
| Review and comment on V2M1 Draft Standard Revision 3. | <p>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 has been determined yet.</p> <p>4/10: At its April meeting, discussed the certificate issue (from 3/13, above) and two other issues with LAB Expert Committee leadership.</p> <p>11/13: The LAB Chair met with the Council to discuss the ISO definition of assessor, as it is not consistent with several NELAP AB operations, and also asked that Council members review the ISO language for potential implementation issues that can be clarified prior to finalizing the V2M1 Draft Standard Revision 2.</p> |
| 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. | <p>2/14: Discussed the new Drinking Water FoPT table, and the Chair will consult with PTPEC about the best way(s) to address what EPA expects to be a conflict 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</p> |

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 the possible creation of a monthly assessor training forum.

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

11/13: Council members were informed of a new issue that arose during the LASEC review of draft revisions to POL 3-102, Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process. This 5-year review revision included a change to the evaluation timing, so that each renewal evaluation will begin three years (36 months) after the previous evaluation report was delivered to the AB by the Evaluation Team. LASEC is requesting that, for the annual issuance of Certificates of Recognition, each AB be required to self-certify that it remains in conformance with the Standard and all NELAP Policies and SOPs. Discussions about this issue are underway. Kristin Brown (Council Chair) will contact Maria Friedman (LASEC Chair) for details about Maria's specific concerns, and discussions will get underway once both Chairs understand the concern and why existing oversight mechanisms are not satisfactory.

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.

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.

9/11: Discussions about revising the evaluation process and doing better tracking of evaluation activities resumed with the NELAP Evaluators call. LASEC and the Council itself will be brought into the wider discussion again, as LAB manages those evolutions of the peer review process.

10/9: The final evaluation from the previous cycle is now complete and voting on the renewal recommendation was initiated at the October 7 meeting.

11/13: All evaluations from previous cycle are complete, and all ABs have renewed recognition. For the current cycle, four evaluations are complete and renewals approved; three additional evaluations are underway.

Continue to provide information sharing venue.

6/12: Began discussion of potential assessor training or discussion forum. This discussion will continue after conference.

11/13: Pilot for a discussion forum among assessors is being set up, with small groups (2-3 ABs together, rotating participation) meeting quarterly.

Administrative Activities

Implementation Status for 2016 TNI EL Standard

| State | Process for Implementing the New Standard | Anticipated Implementation Date |
|-------|---|---------------------------------|
| FL | Adopted by regulation on September 26, 2018. | April 1, 2019 |
| IL | Full implementation on January 31, 2020. | January 31, 2020 |
| KS | Implemented on October 25, 2024 | October 25, 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. | <p>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.</p> <p>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.</p> <p>9/11: Approved posting on one SIR to the NELAP AC SIR voting site; this was done, and SIR voters were notified so that they can vote.</p> |
| 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. | <p>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.</p> <p>7/10: Approved the 5-year revision of the NELAP Provisional Recognition SOP 3-108. This SOP has been forwarded to the NELAP AC for consideration.</p> <p>9/11: Began a discussion of possible modifications to the NELAP evaluation process, specifically more detailed tracking of activity timelines for improved accountability. This effort is part of a broader revision of the entire evaluation process.</p> <p>11/13: Review of a draft revision of POL 3-102 (Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process) raised a request that each NELAP AB self-certify its conformance with the Standard and all NELAP Policies and SOPs prior to receiving its annual new certificate. The issue will be raised with the NELAP AC and the evaluators, but no decisions have been agreed upon yet.</p> |
| 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 | <p>3/13: Approved revised Charter, removing the Mentor Session and Assessment Forum from LASEC. These activities are being transferred to the</p> |

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 |
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| Establish and maintain a national PT program to support a national environmental accreditation program. | |
| <ul style="list-style-type: none">Working with WET develop recommendations to resolve problems with variability of testing conditions.Develop resolution for reporting uncertainty with Radiochemistry PT results.Finalize FoPT table for Perfluoroalkyl substances in drinking water. | <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> <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</p> |

- 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).
 - 7/10: The Drinking Water table has been updated with the new PFAS limits and will be effective January 1, 2025.
 - 9/11 Announced the updated Drinking Water FoPT Table posting during the PTPEC Meeting at EMS.
- 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.
 - 7/10: Data has not been received and the request will need to be escalated. Ilona will work with Jerry Parr on this.
 - 9/11: Data received and 10-year review initiated.

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| | <p>10/9: Chemistry will review the determination of the PTRL for Mercury in non-potable water and Solid and Chemical Materials on the FoPT Tables. Gathering information on CAS# and nomenclature for Chlordane to potentially improve consistency across methods and FoPT tables. All Drinking Water PT data has been received and Chemistry FoPT Subcommittee has begun 10-year review.</p> <p>11/13: Voted to approve change to NPW FoPT Table updating the PTRL for Mercury to 2.1 ug/L after determining the PTRL of 0.9 ug/L was a calculation error. The SCM FoPT and DW tables were not impacted. Continued gathering information to resolve CAS# and nomenclature issues with Chlordane on FoPT Tables to ensure correctness and consistency with EPA methods where possible. Chemistry FoPT Subcommittee continues working on 10-year DW FoPT review.</p> |
| Ensure the effectiveness of the PT Provider accreditation and oversight program. | 9/11: PTPAs gave annual reports confirming the PT Program remains stable. |
| 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 | |
| Participate on the Analytical Discipline workgroup representing PTPEC. | 7/10: PTPEC will continue to use the term "technology" and work will not be affected by this workgroup. |
| 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. 9/11: Developed language for Volume 3 and 4 to add PTPA role in ensuring PT Providers respond to data requests within PTPEC specified timeframes. 9/24: Sent suggested language to PTEC for consideration. |
| Administrative Activities | 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.

9/11: Amy DeMarco elected Vice-Chair. Held a special meeting with Committee leadership for succession planning.

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. | 9/11: The previously approved Outreach Plan will be the foundation of Advocacy's long-term activities to implement the vision for an updated NELAP as was presented at conference in California. |
| 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. | 9/11: Began discussions with EPA drinking water program about how TNI can support the Certification Officer training activity, perhaps by tracking training dates and refresher courses, to begin with. |
| 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. | 9/11: Began discussions with EPA drinking water program about how TNI can support the Certification Officer training activity, perhaps by tracking training dates and refresher courses, to begin with. 10/9: Discussed draft comments to be submitted by TNI to EPA's Office of Pollution Prevention concerning a Notice that would require all labs subject to federal purchasing requirements to have a "green certification" from one non-profit that offers |

a self-assessment “certification” process, as an expansion of EPA’s Recommendations of Specifications, Standards and Ecolabels for Federal Purchasing (November 2022). See agenda item 2.

Sustain

- organizing newsletter publication
- providing assistance to conference planning

10/9: Articles for fall newsletter sent to Jan for publication in October.

10/9: Discussed potential locations for the January 2026 conference. Options were narrowed to three (all viable choices with no obvious “best of the three”), and Jerry will request additional information from those three before making final decision.

- 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)
- August 2024: EMS – NEFAP Standard Update (TBD)
- ~~October 2024: Analytix 24 – Faulty Data (Jerry Parr)~~

9/11: Additional presentations:

- September 10, Virginia Water Environment Association Water JAM – Stacie Crandall – Case Studies of Faulty Laboratory Results Due to a Lack of a Strong Quality Management System
- September 20, Water Environment Association of Texas Lab Practices – Stacie Crandall - Case Studies of Faulty Laboratory Results Due to a Lack of a Strong Quality Management System
- September 19, IAS ELAP Session – Jerry Parr – Changes to the TNI Laboratory Accreditation Standards
- September 24, Oregon Environmental Laboratory Association – Paul Junio - - Changes to the TNI Laboratory Accreditation Standards
- November 7, Florida Society of Environmental Analysts – Cody

Danielson (or Paul) - Micro Technical Specialist requirements.

- November 7, Florida Society of Environmental Analysts – Michelle Wade - Chemistry Module updates.
- April 6, 2025, A2LA Annual Conference – Jerry Parr – Changes to the TNI Laboratory Accreditation Standards.

11/13: Committee discussed how to respond to C&EN article about cannabis "lab shopping". Two guests from NELAP states accrediting cannabis labs contributed their perspectives. Response to article is being drafted. (Article not publicly available, access requires sign-up at ACS C&EN website or membership in the American Chemical Society; will share committee copy upon request.)

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.

7/10: At the rescheduled June 27 meeting, Advocacy completed discussion and revision of update to the NELAP vision, which Jerry Parr presented to the NELAP AC on July 1.

9/11: Updated NELAP Vision presented in General Session at conference in California; well-received with no negative comments.

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

9.2 Credentials Committee

| 2024 Objectivities | Status |
|---|---|
| Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional. | |
| <ul style="list-style-type: none"> Review current exam questions for accuracy and understanding. | <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> <p>7/10: Software for managing digital badge applications, exams and awards is nearly completed.</p> <p>9/11: Beta testing of software is underway by 5-6 volunteers.</p> <p>10/9: Discussed a workshop to be offered on Thursday in Jacksonville, on how to apply for and complete the credentialing process.</p> |
| 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.

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 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.

7/10: Review of TS KSA document continued.

9/11: Expert Committees requested to create KSAs for their respective analytical disciplines for the Technical Specialist credentialing. Timing of various submissions will require coordination with standards development, but individual disciplines can be reviewed independently as they are completed.

10/9: Additional discussion on clarifying analytical disciplines and a planned conference session related to the topic took place. Expert committee development of KSAs is on hold until the definition and identification of specific analytical disciplines is settled.

11/13: Review of KSA framework for Technical Specialist (Chemistry) continues.

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

10/9 Recommendation to dissolve committee.

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 1-116 | 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 9/11: Provided for Board review. |
| SOP 3-113 | LASEC Conflicts of Interest | 4/19: Returned to committee with suggested edits. 7/10: Provided for Board review. |
| SOP 4-101 | Developing PT Acceptance Limit | 5/3: Returned to committee with suggested edits. |
| SOP 3-105 | LASEC SIR Management | 5/10: Approved suggested changes from the Board. |
| SOP 1-108 | Nominations to the TNI Board of Directors | 7/10: Provided for Board review. |
| POL 1-100 | Creating or Revising Policies | 7/10: Provided for Board endorsement. |
| POL 1-112 | Travel | 7/10: Provided for Board review. |
| SOP 1-119 | Travel | 7/10: Provided for Board review. |
| SOP 1-130 | Maintenance of the TNI Glossary | 9/11: Provided for Board endorsement. |
| SOP 2-104 | CSDP Complaint Procedures | 9/11: Provided for Board review. |
| SOP 2-101 | Expert Committee Operations | 9/11: Provided for Board review. |
| SOP 5-106 | NEFAP Standard Interpretations | 9/11: Provided for Board review. |
| SOP 1-132 | Formation of TNI Committees and Task Forces | 9/11: Provided for Board endorsement. 10/9: Revised SOP provided for Board endorsement. |
| SOP 3-113 | Nominations to the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) | 9/11: Provided for Board endorsement. |
| POL 1-128 | Personal Data Protection | 11/13: Provided for Board endorsement |
| POL 1-128, | Non-Discrimination and Non-Harassment in TNI Programs and Activities | 11/13: Provided for Board endorsement |
| SOP 1-128 | Personal Data Collection and Use | 11/13: Provided for Board endorsement |

Begin Maintaining Glossary.

9/11: Policy has taken over maintaining Glossary according to SOP 1-130.

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.

9/11: Decided to table the review of the Quality Management Plan until after strategic planning in February.

9/11: Jerry will review SOP 1-124 and reach out to PAs on outcomes of 2023 audits.

10/9: On September 19, as part of a workshop held by International Accreditation Service, Mei Beth Shepherd gave a presentation on "Making Assessments Enchanting: Strategies for Fun and Overcoming Obstacles." In the Q&A that followed, an attendee asked Mei Beth Shepherd about the difference between an internal audit and a management review. That answer prompted Jerry (also present) to think about changing the TNI internal audit process to a management review.

In the discussion that followed in the Policy committee meeting on September 20, the committee agreed:

- The 2023 internal audits provided little value relative to the effort expended.
- TNI does not have to comply with ISO 17011 or 17025.
- ISO 9000 or 9001 does not seem applicable to a non-profit organization.
- ANSI's Essential Requirements contain no requirements on this topic.

After discussing further, the committee agreed this new approach might be feasible and decided to spend the next three months continuing to flesh out the concept with a goal of having a report to share with the Board on January 8 as a lead into the strategic planning scheduled for February 1.

As a starting point, Jerry shared language from two archived documents, a Board Self-assessment Survey and Principles for Good Governance. The committee agreed these documents could be a good place to start. Jerry committed to reviewing his list of similar documents, identify those most relevant, and share them with the committee. Jerry also indicated he would take a first cut at drafting what the management review should include.

Conduct other activities delegated to the Policy Committee

3/13: Approved development of a guidance document for Consumables.

7/10: Reviewed and approved revised LASEC Charter.

9/11: Reviewed and approved revised Training Charter.

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. 9/11: SOP 1-129 was unanimously approved. |
| 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 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. 7/10: A workgroup has been formed and will begin work next week on questions. The Committee also worked on questions for a survey for the Assessor Forum and Mentor Session. |

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*).

7/10: Training dates for the *Get to Know ISO/IEC 17025:2017* have been set for every other Tuesday for 4 sessions starting July 31. The *Maintenance and Calibration of Field Instrumentation and Equipment* will be the second week of September and the *Traceability of Sampling and Field Measurements to Ensure Reliability* will be mid-October so there will be more information from the DRAFT Field Standard.

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. 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.

7/10: One additional factor that needs to be considered is how to handle classes that are a series of courses where attendance in all the classes needs to be considered when awarding a certificate.

9/11: William rolled out a demo at the summer meeting in Garden Grove. It is now being tested prior to implementation.

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 4th - Back to Basics for Analysts: Lab Skills and Techniques

and May 8th - 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.

9/11: New courses: Field related courses being taught by Silky Labie:

- 9/13: The Care and Feeding of Field Equipment
- 10/21: Field Sampling and Measurement Records – Are they Traceable?

11/13:

- The 9/13 class had 10 class participants.
- The 10/21 class had 12 individual class participants and 1 group.

Develop new Course Survey

5/5: Ilona presented a recommended option to do surveys for classes. Webex no longer has this feature. It uses Microsoft Forms.

6/9: Reaching out to people that had great suggestions in Columbus 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.

7/8: A workgroup has been formed and will begin work next week on questions. The Committee also worked on questions for a survey for the Assessor Forum and Mentor Session.

9/1: A QR Code and link was developed for the Mentor Session and Assessment Forum. The results will be reviewed at the September meeting.

Mentor Session and Assessment Forum

11/13: A survey was given at the end of each of these sessions. The survey was reviewed by the Committee and good insights were found that will be used to continue to develop quality sessions with relevant topics. Topics suggested include Method Validation and Verification , Digital Records (AI), and looking at methods that have the most findings during assessments.

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.

7/10: Calista would like more Committee input and will finish discussion in July with vote.

9/11: The Training Charter was approved and sent to the Policy Committee for review.

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.

9/11: Preliminary plans well underway. Slight increase in registration fees. Exhibit registration to open on September 16; Attendee registration on October 1. Preliminary schedule below:

2025 Winter Forum – Conference at a Glance*

| Time | Monday: 2/3 | Tuesday: 2/4 | Wednesday: 2/5 | Thursday: 2/6 |
|---------|---|---|---|-------------------------------------|
| 8-12 | General Session 8:00 Welcome new Attendees 9:00 Annual Meeting 10:30-12:00 Analytical Discipline | – Assessment Forum – Rad Chem/NGAB – PTEC/PTPEC | – QMS – LAB – Training/Credentials | Credential Prep Training Courses |
| 12-1 | Lunch on Own (1200-1:30) | Lunch Provided | Lunch Provided | |
| 1-5 PM | – Mentor Session – Microbiology – WET | – FAC/NEFAP – Chemistry – NELAP/LASEC | – QMS – FSEA – Advocacy 4:15 Committee Reports | Training Courses TNI Staff mtg |
| Evening | Reception | | Board reception | |

Exhibit program runs from 12:00 noon on Monday to 3:30 pm on Tuesday.

**Does not include invitation only meeting for strategic planning on February 2.*

10/9: Agenda set for workshop on Friday, Getting Ready to Be a Certified Environmental Laboratory Quality Management Systems Professional. Training Courses on Thursday will be Ensuring Reliable Data and Improving Internal Auditing Skills. Registration should open by October 10. Plans underway to revise plenary session. See Consent Agenda item 3.

11/13: Registration is now open.

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.
- 6/12: Currently at ~180 attendees, not counting exhibitors. Room block is at 67%.
- 7/10: Currently at 497 attendees counting exhibitors. Room block is at 100.5% (1528 room nights) with no rooms available Wednesday, Thursday, or Friday.
- 9/11: Ended up at 624 attendees, a new record. Planning for 2025 meeting well underway.
- 10/9: Houston selected as location for 2026 meeting. Exhibitor registration to open late October.
- 11/13: NEMC Call for Abstracts is now launched.

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. | <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>9/11: CTF discussions have led to Chair and PA preparing a draft Guidance Document for task force consideration.</p> <p>10/9: A draft guidance document is being prepared for review and approval by the Task Force. The Task Force is targeting completion of the draft and presentation at the TNI Winter meeting.</p> <p>11/13: The draft guidance document is continuing to be developed and prepared for review and approval.</p> |
| Administrative Activities | 5/8: Attendance and quorum status remains a concern however participation has improved. |

10.2 Feedback Task Force

| 2024 Objectives | Status |
|--------------------------|--|
| Conduct the survey. | <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>7/10: Final actions underway for distributing survey.</p> <p>9/11: Technical issues still need to be resolved for sending out the survey.</p> |
| Develop recommendations. | |
| Dissolve the Task Force | |

10.3 NGAB Evaluations

| 2024 Objectives | Status |
|--------------------------------------|--|
| Complete NGAB re-evaluation process. | <p>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.</p> |

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.

10/9: EMC became aware of an FR notice related to certification of laboratories for green chemistry.

11. MEMBERSHIP

- 1167 active members

11.1 Committee Applications – Voting/Associate

| First | Last | Organization | Interest | Committee |
|--------|-------|--------------------------------|-----------|-------------------------------|
| Skyler | Brown | Environmental Resource Analyst | Associate | Whole Effluent Toxicity (WET) |
| Lisa | Beach | Bureau Veritas | Voting | Asbestos |

| | | | | |
|--------|----------|------------------------------------|-----------|---------------------------------------|
| Matt | Sowards | ACZ Laboratories, Inc. | Voting | Laboratory Accreditation System |
| Blake | Brown | Central Contra costa Sanitary | Associate | Microbiology |
| Kristy | Fournier | Dublin San Ramon Services District | Associate | Microbiology |
| Manely | Rashedan | Los Angeles DWP | Voting | Microbiology |
| Amy | Lovelace | NYS DOH | Associate | Laboratory Quality Management Systems |
| John | Randall | SVL Analytical | Associate | Chemistry |

11.2 New and Renewed Members:

- 68 New and Renewed memberships in October, 2024

11.3 Expired Memberships

- Of the 33 expired memberships from September, 8 renewed after contact (1 email was undeliverable, and 1 replied indicating that she had retired). Emails were sent to October expired members on November 1, 2024.
- 26 Memberships Expired in September