TNI Board of Directors Meeting Summary
January 8, 2025

ROLL CALL

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

AGENDA

1.0 Review of Agenda and Consent Agenda

- Agenda approved 1/8/25
- Consent agenda approved 1/8/25

2.0 Analytical Disciplines / Technical Specialists (Attachment 1)

After the extensive Board discussion on this topic in December, the CSDP EC has continued the discussion and has created a draft opinion that is likely to be controversial. The CSDP" will continue to discuss this issue at their January 9 meeting and this topic will be the focus of a special session on February 3 in Jacksonville.

Attachment 1 provides the current draft statement from the CSDP EC. Note this is a working draft, but thoughts from the Board may be useful.

The statement has been presented here so everyone has a chance to review it and know where this issue stands before the session at the winter meeting.

It would be good if all the Abs could be made aware that this will be on the agenda at the meeting.

3.0 Letter to Chemical and Engineering News (Attachment 2)

The September 9 issue of Chemical and Engineering News had an editorial and article about data quality problems in the cannabis industry. The Advocacy Committee has drafted a response shown in Attachment 2. According to SOP 1-122, this document is considered “correspondence” and thus does not require approval by the Board, but given the nature of the topic, such approval may be merited. The C&EN editorial and article are being provided separately.

The Advocacy committee requests the Board to approve the concepts presented in this letter and not dig into the detail.

We should speak up, better late than never. By sending the letter voicing TNI's opinion, we are just joining this on-going discussion advocating that TNI could be what they have been lacking and waiting for, without committing to anything. If we can get any response of any sort, a lot more discussion and negotiation has to happen before anything can materialize.

4.0 SOP 1-123 on Personal Data Collection and Use

This SOP describes how TNI collects and uses personal data. The Policy Committee completed a 5-year review of this SOP and made these changes:

- Changed committee from IT to Policy due to dissolution of IT committee.
- Revised section 2 for clarity.
- Minor edit for clarity in section 6.
- Revised Table 1 to indicate some fields are not required.
- Revised section 7.0 to clarify the TNI members may not opt out of the TNI member database.

This SOP was approved by the Board but no record of who made the motion and second was captured.

Attachment 1
Analytical Disciplines
Consensus Standards Development Program Executive Committee

DRAFT

The Consensus Standards Development Program Executive Committee (CSDP EC) formed an Analytical Discipline Task Force to address how Technical Specialists might be determined to meet a set of requirements for that role. A listing of Analytical Disciplines was developed. This listing was recommended to be a smaller list, although it was originally much larger, lest it be unwieldy and too convoluted for use by anyone involved. As the Task Force continued, issues arose on the concept of a Technical Specialist as a whole, given the direction found in the current draft of Module 2, and the concurrent requirements that may need to be added by any of the Expert Modules 3 through 7.

The title Technical Specialist was revised from Technical Manager to not imply supervision or management. As the Analytical Discipline Task Force discussed the requirements found in the draft of Module 2, it became clear that a certain level of management expectations may be a requirement for the position (i.e., the requirements in 5.6.3 b and c involving managing nonconforming work and being responsible for all parts of data generation). The Task Force suggested that language in 5.6.1, 5.6.2, and 5.6.3 of the M2 Draft Standard be revised to remove the term ‘responsibility’, ‘management’, ‘key authority’ and ‘key personnel’ when referring to Technical Specialist, and rather use ‘authority to provide guidance and oversight’. These terms better describe the intended role of a Technical Specialist, which is supervising activities and processes rather than resources and staff.

It was the understanding of the Task Force that TNI wished to make it easier, rather than harder, for laboratories to comply with the TNI Standard regarding Technical Specialist qualifications. Not lost on the Task Force was the fact that legacy individuals were declared to meet the Technical Specialist requirements when initially introduced into the then NELAC Standard. Prior to this, such a person was simply recognized as the “go-to” person in the laboratory based on what they did in the laboratory, not based on any existing set of requirements. Laboratories hired people who they saw as qualified to help run the laboratory.

The current DOE/DoD QSM 6.0 has stringent requirements to meet the position of Technical Manager on the DOE side. DOE believes that such a position must be filled by a person with well-established qualifications. DoD, on the other hand, feels that their program has reached a level of maturity such that the laboratory will hire the appropriate staff without any external intervention or requirement. DoD’s belief is that if the laboratory hires the wrong person for the job, the laboratory’s data will suffer, leading to the business as a whole suffering. Given that the TNI Standard has been around in some form since 1999, the same situation of maturity exists in our program.

The CSDP EC feels that TNI should follow the lead of the DoD. Qualifications for the role of laboratory employees, including a Technical Specialist, should fall on the laboratory to determine. The laboratory must determine the risk it is willing to take by hiring any position, and Technical Specialist should be no different.

Attachment 2
Content of Draft Letter to C&EN

The NELAC Institute (TNI) is a 501(c)3 non-profit organization whose mission is to foster the generation of reliable laboratory testing data of known and documented quality. Among other activities, TNI manages the National Environmental Laboratory Accreditation Program (NELAP). There are 14 states recognized by TNI as NELAP Accreditation Bodies (ABs). These ABs accredit over 1400 laboratories across the US and internationally. The ABs use the TNI Quality Management System (QMS) standard, which is based on ISO/IEC 17025, but contains additional specificity to address many of the issues you brought up, especially related to ethics and data integrity.

TNI also manages the National Environmental Field Activities Program (NEFAP) which extends the requirements for a robust QMS and data integrity to organizations that perform sampling.

Your editorial on page 2 in the September 9, 2024 issue of Chemical and Engineering News on cannabis testing and the related article caught our attention as this topic has been an area of focus of our organization for the last five years. Data integrity and ethics requirements are included as components of the TNI laboratory and field sampling standards to prevent the problems you described, requiring a documented data integrity system that includes "1) data integrity training, 2) signed data integrity documentation for all laboratory employees, 3) periodic in-depth data monitoring, and 4) data integrity procedure documentation." Verification that these activities occur are performed by TNI-recognized Accreditation Bodies.

In 2019, we began an effort to prove that implementing the TNI standards improves data quality and field and laboratory performance. We have been successful in this effort and have published two white papers on our website:

- The first of these, "Laboratory Accreditation Makes a Difference – Data You can Trust," redefined "quality" to include not just the analytical result but also confidence in the data as well as better laboratory operations and documented that implementing the TNI Quality Management System standard helps ensure reliable data. https://nelac-institute.org/docs/comm/advocacy/White%20Papers/WP-Value_101420.pdf
- The second, "Having a Strong Quality Management Prevents Faulty Results," presented numerous actual cases studies affecting all types of laboratories and sampling organizations (commercial, municipal, state, and federal) and all types of testing (cannabis, environmental, forensic, clinical, and food). These case studies demonstrated that the largest causes of data quality problems all result from a single root cause, the lack of a strong quality management system, such as the TNI standards. https://nelac-institute.org/docs/comm/advocacy/White%20Papers/WP-Reliable-20240320.pdf

  We believe the problems you identified would be minimized by having a rigorous accreditation program for both laboratory and sampling personnel focusing on the key elements of a strong QMS, including data integrity, rather than having referee laboratories. Referee laboratories will not solve the problem of unethical practices. The solution is to have testing and field sampling organizations implement data integrity procedures that are verified by independent third parties. This process is the foundation of TNI's accreditation programs.

  While the data integrity and ethics issues described above were the main reasons for this letter, we would like to share another thought on the possibility of collaboration among those state agencies that regulate cannabis to help address these issues.

  In 1994, a group of state agencies met together to address the issues you described that were affecting environmental testing. This initial meeting led to the formation of TNI and a consensus process for developing and adopting standards for laboratories and sampling organizations conducting environmental activities. We encourage the states having cannabis regulatory programs to create some comparable

effort for information sharing and ultimately reach consensus on key issues concerning sampling and analyses for the cannabis industry. TNI is willing to share our experiences on how such an effort could be organized and managed.

We appreciate your efforts on this issue to raise awareness at the national level and agree that changes are needed. Please contact me if you have questions.

CONSENT AGENDA

1. Approval of December Minutes

2. Quarterly SIR Report

The total number of SIRs submitted is 506. SIRs that had significant development during Q4 2024 are as follows:

SIR #	Date	Subject	Status
425	1/15/22	A previous SIR dated 12/11/19 clarified the requirement for sterility checks to be performed by each location using the materials. "The laboratory location using the materials is responsible for performing the sterility check. Using the example provided, each sister laboratory is required to perform their own sterility check. A sterility check does not need to be performed until the items are received in their final location of use." Does the same apply for media checks appearing in 1.7.3.1.b.i? In other words, must EACH LABORATORY LOCATION using the same lot of media perform the performance checks defined in 1.7.3.1.b.i?	Returned as unanswerable by Micro 10/22/24; push back on the response by the AC; still in discussion
427	2/7/22	V1M4: 1.7.1.1.k.ii.a states, “Measurement of the Relative Error: This calculation shall be performed for 2 calibration levels: the standard at or near the mid-point of the initial calibration and the standard at the lowest level.” Question: What is the correct determination of what “near the mid-point of the initial calibration” means? Does this mean it is half-way between the lowest concentration and highest concentration standards? Does it mean that it is one of the middle calibration points? For example: ICAL standards of 0.5, 1, 5, 10, 25, 50, 100 ug/L. What is “near the mid-point” in this example? Do we use 50, because it’s the concentration that is half-way between the highest and lowest ICAL concentrations or can we use 5 or 10 or 25 because it’s one of the concentrations at the middle of our calibration points?	Chemistry responded 12/4/24
489	6/21/24	The Standard specifies that "These general QC principles shall apply, where applicable, to all testing laboratories. The manner in which they are implemented is dependent on the types of tests performed by the laboratory (i.e., asbestos, chemical, microbiological, radiological, toxicity) and are further described in Technical Modules. The standards for any given test type shall assure that the applicable principles are addressed: a) All laboratories shall have detailed written protocols in place to monitor the following quality controls: ii. tests to define the variability and/or repeatability of the laboratory results such as replicates." Does this requirement mandate including matrix duplicate in the sample batch/analytical run even if a published method (i.e., EPA 200.8) does not require it?	Posted to the website 11/24/24
494	8/1/24	Please clarify if the requirement to test each pre-prepared, ready-to-use lot of medium and each batch of medium prepared in the laboratory is with a mix of pure positive culture controls, which would be the equivalent to a raw sewerage sample, or if the test is with a pure positive controls conducted separately for each culture.	Posted to AC Voting site 10/27/24
499	9/12/24	Do preservatives need to be included in method blanks and associated laboratory fortified samples? For further information to consider, please note the following: The definition of Laboratory Fortified Sample (however named) in the TNI Standard is - A sample matrix, free from the analytes of interest, spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes and taken through all sample preparation and analytical steps of the procedure unless otherwise noted in a reference method. It is generally used to	Chemistry responded 11/16/24

		establish intra-laboratory or analyst specific precision and bias or to assess the performance of all or a portion of the measurement system. Analytical methods have separate sections that outline the requirements for sample preparation and analysis, and those sections are separate from those that discuss sample preservation. In terms of specific methods, EPA 524.2 requires that the LFB be preserved (see Section 7.8.2). EPA 624.1 doesn't address preservation in its preparation of a QC Check sample (see Section 8.4.1). Neither SW846-8260D, 8000C, nor 5000 address preservation of the LCS. If the LCS were required to be preserved, it would be noted as in EPA 524.2.	
504	11/19/24	This section requires that disposable or single-use volumetric equipment shall be verified once per lot, prior to or in conjunction with first use. Is it acceptable to perform this verification at one location of a network laboratory, and share that verification documentation among its laboratories, providing the required documentation of verification to any network laboratory that uses the lot in question?	QMS response due 1/30/25 - awaiting committee vote

Seven SIRs were received that were ruled to not be SIRs, and 1 is awaiting a determination if it is an SIR.

SUMMARY

SIR Category	#
Total number received (All time)	505
Total number received (Q4 2024)	9
Number unresolved	8

3. Strategic Planning

At the current time, 24 individuals are confirmed for this meeting.

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. 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.	1/8 Report of recommendations on Analytical Disciplines and approach to Tech Specialist prepared/approved by Executive Committee. See Board agenda item 2.
Administrative Activities	1/8 Approved third term for PTEC committee member. The Chairs, Paul Junio and PA plan to review membership, review open action items, and look at 2024 accomplishments and 2025 goals to plan the first 2025 Committee meeting and prepare slides for the meetings in Jacksonville.

5.2 Asbestos Testing Expert Committee

2024 Objectives	Status
Continue to develop and maintain consensus standards for asbestos testing (AT) that are practical, implementable, and meet the needs of the environmental testing community while providing data of known and documented quality.	
Seek American National Standard status from ANSI and pursue adoption of Module 3 in NELAP.	
Serve as a technical resource regarding AT to TNI members and other interested parties.	
Develop technical assistance, guidance documents, checklists, and other tools as needed to facilitate the implantation of the new Standard.	
Develop questions and training to assist the credentials efforts.	
Participate on the Analytical Discipline workgroup.	
Administrative Activities	1/8: Robert Hecker, NYSDoH elected as new Chair of committee.

5.3 Chemistry Expert Committee

2024 Objectives	Status
Finalize revision to V1M4.	
Provide technical assistance in implementation of the Standard.	
Serve as a technical resource regarding chemical testing to TNI members and other interested parties.	
Support the Credentialing effort.	
Develop technical assistance, guidance documents, checklists, training. and other tools as needed to facilitate the implantation of the new Standard.	
Participate on the Analytical Discipline workgroup.	
Address any SIR.	
Administrative Activities	

5.4 Laboratory Accreditation Body Committee

2024 Objectives	Status
Finalize Standard V2M1, Revision 2. – Discuss and rule on any comments Persuasive or Non-persuasive – If controversies identified, publish Revision 3 and receive/review comments again. – Committee vote for Final Standard.	1/8/25: The December meeting was able to discuss and rule on 5 comments, with two more tabled for discussion at conference.
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	

5.5 Microbiology Committee

2024 Objectives	Status
Complete Volume 1 Module 5 Draft Standard.	1/8: The Committee has three meetings planned for January in order to have a revised DRAFT Standard before the conference in Jacksonville. Final plans include a review of comments received from Aaron Alger related to demonstration of the quality of reagents and media and use of CoAs. The Committee will also be reviewing the current versions of DRAFT Module 2 and 4 to make sure there are no conflicts with the Micro Standard. The final activity will be a review of any remaining Committee member comments.
Continue to respond to Standard Interpretation Requests	
Prepare Implementation Guidance (IG) regarding Incubator Equilibrium checks and Temperature Distribution.	
Serve as a technical resource regarding microbiological testing to TNI members and other interested parties.	
Develop technical assistance, guidance documents, checklists, training. and other tools as needed to facilitate the implantation of the new Standard.	
Develop questions and training to assist with the credential's efforts.	
Participate on the Analytical Discipline workgroup.	
Administrative Activities	1/8: Cody Danielson and Robin Cook will continue as Chair and Vice-Chair for 2025. Nigel Allison (associate member) has been voted onto the Committee as a voting member.

5.6 Proficiency Testing Committee

2024 Objectives	Status
Complete revision to: V1M1, V2M2, V3, and V4.	1/8: A revised DS for EL V4 will be presented at 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.	
Continue to respond to Standard Interpretation Requests	
Administrative Activities	

5.7 Quality Management Systems Committee

2024 Objectives	Status
Complete Volume 1 Module 2	1/8: The Committee started reviewing definitions and concluded that doing this all during meeting time will greatly extend when the DRAFT Standard will be completed. Ilona prepared a review of all definitions that included confirmation of use in Module 2 and glossary updates. The Committee Chairs, CSDP EC Chair and Ilona met to put a recommendation to the Committee that will be reviewed by the Committee on 1/13/24. CSDP EC will also have a discussion about whether the other Expert Committees would like to see definitions that are used in multiple modules be in Module 2 though the term may not be used in Module 2.
– Finalize Technical Specialist language.	
– Resolve any remaining controversial topics:	
– Work on language from Sections 4.2 and 4.3.1 from ISO/IEC 17011:2017. Laboratory requirements are included in these sections and should be added to Module 2.	
Develop technical assistance, guidance documents, checklists, training. and other tools as needed to facilitate the implementation of the new Standard.	
Continue to respond to Standard Interpretation Requests	1/8: The Committee reviewed SIR 504 on disposable volumetric equipment at a single lab in network laboratories and proposed language that was emailed to the Committee for review and approval in January.
Administrative Activities	

5.8 Radiochemistry Committee

2024 Objectives	Status
Develop technical assistance, guidance documents, checklists, training. and other tools as needed to facilitate the implantation of the new Standard.	
Resolve reporting uncertainty with PT results.	
Develop and present a training class geared towards people that are not experts in the field.	
Participate on the Analytical Discipline workgroup.	
Continue to respond to any SIR.	
Respond to requests from QMS Expert Committee to assist in standard development.	
Development of Non-Potable Water PTs	
Seek ANS status for V1M6.	
Administrative Activities	1/8: The Committee voted in a new Vice Chair - Mary Beth Gustafson.

5.9 Whole Effluent Toxicity Committee

2024 Objectives	Status
Complete revision of V1M7 and publish a Draft Standard for comment.	1/8/2025: Comments on the “clean draft” submitted by committee members were discussed at the December meeting, with additional comments still to be addressed at the January meeting. It may (or not) be possible to have the draft module posted for comment prior to conference.
Develop technical assistance, guidance documents, checklists, training. and other tools as needed to facilitate the implantation of the new Standard.	
Complete the effort to establish a path to achieve data comparability for WET PT data.	
Support as needed the QC Specialist badge for aquatic toxicity for the credentialing initiative.	
Participate on the Analytical Discipline workgroup.	
Continue to respond to any SIR.	

Provide venue for sharing of information and best practices of WET labs.	
Review and finalize WET definitions list, publish on WET Committee page.	
Develop training and exam questions to support credential initiative as needed.	
Administrative Activities	

6. NEFAP

6.1 NEFAP Executive Committee

2024 Objectives	Status
Market the new Field Activities Standards once completed.	
Complete NEFAP AB re-evaluation process.	
Continue to develop training courses and implement strategic plan as it relates to training.	1/8: Paul Bergeron is planning a meeting to finalize the course Internal Auditing for Field Sampling and Measurement Organizations and pick a training date.
Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan. – Hold the second annual virtual Sampling Conclave	1/8: Registration was opened for the sampling and analysis plan workshop and a flyer went out on December 20, 2024. There are currently 13 individuals registered and 1 group.
Update policies and procedures to reflect any changes in NEFAP.	
Generate more awareness of the program and drive growth and interest in participation.	
Administrative Activities	1/8: The Chair and Ilona have planned a meeting for 1/10/25 to review membership, review open action items and look at 2024 accomplishments and 2025 goals to plan the first 2025 Committee meeting and prepare slides for the Field meeting in Jacksonville.

6.2 Field Activities Expert Committee (FAC)

2024 Objectives	Status
Complete revisions to Volumes 1 and 2.	1/8: The responses to commenters have been sent out and if no appeals are received, the Standard will be final at the end of the month. Work is continuing with weekly Workgroup meetings to finalize a DRAFT of Module 2 for the Committee to review.
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	1/8: The Chair and Ilona met to review membership, review open action items, and look at 2024 accomplishments and 2025 goals to plan the first 2025 Committee meeting and prepare slides for the Field meeting in Jacksonville, FL.

7. NELAP

7.1 Accreditation Council

2023 Objectives	Status
Sustain governance role for the program and promoting consistency in AB operations.	
Review and comment on V2M1 Draft Standard Revision 3.	1/8/25: The January 6 meeting planned to discuss an SIR with a complicated history, about whether Microbiology sterility checks must be performed in the laboratory of use.
Review and comment on other revised modules of the TNI ELS Standard (Volume 1) as the Expert Committees publish Draft Standards.	
Address issues of concern to NELAP ABs as they arise.	
Complete current evaluations and plan for the future.	
Continue to provide information sharing venue.	
Administrative Activities	

7.2 Laboratory Accreditation Systems Executive Committee

2024 Objectives	Status
Supplement SIR with Implementation Guidance for non-SIR questions.	
Review Draft Standards as they are developed.	
Prepare to assume role as Recognition Body for NGAB status (parallel to NEFAP and PTPEC recognitions)	
Develop Draft Policies and SOPs for NELAP as needed.	
Sustain SIR progress and supplement SIRS with Implementation Guidance for non-SIR questions.	
Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.	
Administrative Activities	

8. PROFICIENCY TESTING PROGRAM

2024 Objectives	Status
Establish and maintain a national PT program to support a national environmental accreditation program.	1/8: Continued updating the SOP 4-101 through 3 subcommittee meetings.
Ensure that fields of Proficiency Testing (FoPTs) are appropriate for their intended use.	01/08: Will present updated PTRL for Hg in NPW, and Chlordane changes at Winter Forum to assess the impact of these changes. Will move ahead with updates to affected FoPT tables.
Work with the WET FoPT Subcommittee to develop recommendations to resolve problems with variability of testing conditions.	1/8: Continued developing recommendation for setting minimum acceptance limits for LC 25 and LC 50 to ensure acceptance limits are reasonable.
Develop resolution for reporting uncertainty with Radiochemistry PT results.	
Conduct a 10-year review of all FoPTs.	1/8: Completed Review and calculations for DW Inorganics and Metals. Will continue review of all other DW FoPTs.
Ensure the effectiveness of the PT Provider accreditation and oversight program.	
Complete Proficiency Testing Provider Accreditor (PTPA) evaluations.	
Complete and gather information on PT Program metrics.	

Continue working to be inclusive of non-TNI ABs.	
Support the NELAP AC on method codes issues in LAMS for TPH/Oil and Grease/HEM, cyanides, and microbiology	
Work with PT Expert Committee to update Volumes 3 and 4 of the TNI Laboratory Standard	1/8: working with PTEC to review Volume 4 and update format and language to align with ISO.
Administrative Activities	01/08: Began outreach to current active associate members about moving to a voting member status by completing the application. Approved nomination for Michella Karapondo as a voting member. Jennifer Best resigned as a voting member and will continue on as an associate member due to a new professional role.

9 ADMINISTRATION

9.1 Advocacy Committee

2024 Objectives	Status
Implement a plan for national accreditation and systematic outreach to data users that will explain and promote the benefits of a quality management system.	
Finalize the “Introduction to TNI” to create a webinar for new members.	
Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.	
Deliver the State of National Accreditation Report to non-NELAP state contacts and trade associations.	
Look for opportunities to add TNI Ambassadors for non-NELAP states.	
Monitor EPA/federal activities for opportunities to share TNI’s activities and promote national accreditation.	
Sustain – organizing newsletter publication – providing assistance to conference planning – support for Small Laboratory Advocate role	

Provide outreach (e.g., presentations and papers) to promote The NELAC Institute and TNI's programs.	2025 Presentations confirmed: April 6, 2025, A2LA Annual Conference – Jerry Parr – Changes to the TNI Laboratory Accreditation Standards 1/8/25: Committee members approved a Letter to the Editor of C&EN concerning cannabis labs, The letter explains that including ethics and data integrity requirements in laboratory quality management systems would avoid many of the "lab shopping" issues that were the topic of a September article and editorial. This letter will be presented for Board discussion at today's meeting.
Develop a new White Paper on acceptance of NELAP accreditations by non-NELAP states.	
Conduct other activities delegated to the Advocacy Committee	
Administrative Activities	

9.2 Credentials Committee

2024 Objectivities	Status
Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional.	
Review current exam questions for accuracy and understanding.	
Select next roles for potential credentialing.	
Develop KSA for next role.	
Review existing training courses and see if additional courses are needed.	
Coordinate with TNI Training Committee in developing courses.	
Administrative Activities	

9.3 Policy Committee

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

Policy/SOP No.	Description	Status

SOP 1-123	Personal Data Collection and Use	01/08: 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.	
Review outcome of 2023 internal audits and recommend changes to the program.	
Conduct other activities delegated to the Policy Committee	
Administrative Activities	

9.4 Training Committee

2024 Objectives	Status
Continue Linked-In presence.	
Continue to work with the Credential Committee to support this effort.	
Look for opportunities to collaborate with other training providers.	
Post Webcast for how to complete training application to teach courses.	
Work with vendors to develop technical course training opportunities.	
Develop new survey for webinars.	
Continue to develop ideas for training courses and issue RFPs.	
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.	1/8: A new course is being offered on January 14, 2025: The 2025 Proposed EPA Method Update Rule. It is a 3-hour course being taught by Jerry Parr and William Lipps. Registrations confirmed to date: 58 individual registrations and 7 groups.
Continue to develop ideas and issue RFPs for training courses.	
Develop new Course Survey	
Mentor Session and Assessment Forum	
Administrative Activities	

9.6 Forum on Environmental Accreditation

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

1/8: Currently have around 150 attendees and the hotel room block is at 78%. A reminder of the deadline for early registration and to get a room by December 10 will go out Tuesday.

9.7 Environmental Measurement Symposium

The 2025 Symposium will be in St. Louis, MO from August 4-8, 2025.

10. TASK FORCES AND OTHER EFFORTS

10.1 Consumables Task Force

2025 Objectives	Status
Finalize the decision tree and certificates documents.	
Test the guidance with selected stakeholder groups.	
Develop implementation tools for laboratories.	
Prepare guidance document.	1/8: Task Force to ballot approval of draft Guidance Document in January prior to meeting in Jacksonville.
Administrative Activities	

10.2 Feedback Task Force

2024 Objectives	Status
Conduct the survey.	1/8/25: No change, awaiting resolution of technical issues.
Develop recommendations.	
Dissolve the Task Force	

10.3 NGAB Evaluations

2024 Objectives	Status
Complete NGAB re-evaluation process.	

10.4 Environmental Monitoring Coalition

11. MEMBERSHIP

- 1180 active members

11.1 Committee Applications – Voting/Associate

First	Last	Organization	Committee Interest	Committee
Kayla	Johnson	Vermont Department of Health	Associate	Quality Management Systems
Shayne	Cole	Austin Water	Associate	Proficiency Testing

11.2 New and Renewed Members:

- 56 New and Renewed memberships in December, 2024

11.3 Expired Memberships

- Of the 23 expired memberships from November, 5 renewed after contact (2 emails were undeliverable, and 1 person retired from the industry). Emails were sent to December expired members on January 2, 2025.

- 24 Memberships Expired in December