

## TNI Board of Directors Meeting Summary March 12, 2025

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### ROLL CALL

Directors	Present	Staff	Present
Jordan Adelson	X	Lynn Bradley	X
Aaren Alger		Stacie Crandall	X
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	X	Bob Wyeth	
Susan Jackson	X		
Jessica Jensen	X		
William Lipps	X		
Harold Longbaugh			
Judy Morgan			
Prem Parmar	X		
Patsy Root			
Nick Slawson	X		
Valerie Slaven	X		
Alfredo Sotomayor	X		
Tracy Szerszen	X		
Lem Walker			
Alyssa Wingard	X		
<b>Past Chair</b>			
Sharon Mertens	X		

### AGENDA

#### 1.0 Review of Agenda and Consent Agenda

Agenda approved: 3/12/2025

Consent agenda approved: 3/12/2025

#### 2.0 Welcome new Director, Prem Parmar

#### 3.0 Election of Officers for 2025

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

. The current officers are:

- Alfredo Sotomayor, Chair
- Kristin Brown, Vice Chair
- Patsy Root, Secretary
- Justin Brown, Treasurer

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

**Motion to Approve the Current Slate of officers for the following year, as a block:**

**Motion to Approve:** William Lipps

**Second:** Maria Friedman

**Approved:** Unanimous

#### **4.0 Explore Creation of the Professional Development Program**

At the strategic planning session on February 2 those present decided to merge the credentials and training efforts into a new core program, Professional Development, but this decision was not ratified by the Board. The Board should consider forming a small group to explore this option and develop a recommendation for the Board. As with our other core programs, this effort would require creation of an Executive Committee and a revision to the Bylaws.

Proposed for group: chair of the training committee, Joe Manzella (sp) – sanitation district (CA), Ilona Taunton, Lynn Bradley, Robin Cook, Jessica Jensen, possibly Maria Friedman.

**Motion to create group and explore the possibility to form a task group:**

**Motion to Approve:** Robin Cook

**Second:** Kristin Brown

**Approved:** Unanimous

Jerry will take the lead on getting this group together.

#### **5.0 Creation of the Jack Farrell Analytical Excellence Scholarship**

As noted in Consent Agenda item 2, at the Jacksonville meeting a request was made to secure funding to support individuals from small laboratories to become credentialed. After the committee meeting was over, one individual suggested creating the Jack Farrell Analytical Excellence Scholarship and use all funds to support the credential effort. TNI has already received \$1000 for this purpose.

TNI's Executive Director has talked with both the TNI accountant and PNC bank about this activity. Ideally, a separate bank account would be set up, but this is not a firm requirement and the process for incorporating a separate entity appears to be complicated. For now, two new budget items, 4900 for income and 7900 for expenses, have been created to track these funds.

*Discussion:*

- It was decided to not have a separate bank account, but account for it within the budget/expense. We would need to start working on a way to collect money for it. Then figure out a way to monitor it, who gets it, etc.
- Jack's training – move money from any of his training to the Scholarship account?
- How much we've done in Jack's training so far this year: Last quarter 1400\$ on Jack's classes. This could have quite an impact on the credentialing program.
- Add as a line item on the registration page for conferences? An option to contribute.
- What is our goal? How much do we want to have available?

- Add this to the Personal Development program committee as something to look into. Assign to the eventual executive committee.
- Have the task force do this first.
- Robin has experience with this type of activity and could provide input and ideas for this initiative.
- Check with Patty to see if she wants to be a contributor or involved? Jerry will ask her.

**Motion to create scholarship fund and**

**Motion to ask the task group to start discussing options for how to implement:**

**Motion to Approve:** Robin Cook

**Second:** Jessica Jensen

**Approved:** Unanimous

**Abstains:** Maria Friedman

## **6.0 Extension of Committee Term for Rachel Ellis**

Rachel Ellis completed her second term as a Proficiency Testing Program Executive Committee (PTPEC) member in January. The committee chair, Susan Jackson, is requesting TNI Board of Directors' approval for her to complete a third term of service on the committee as allowed by SOP 1-100 which states:

An Elected Member, with the endorsement of the committee Chair, may petition the governing body (i.e., an executive committee or the TNI Board of Directors) to serve an additional term of three years or less (beyond the second term). Such waivers should only be granted in exceptional circumstances, such as an Elected Member taking on a new substantive role within the committee, when an ongoing activity led by the Chair needs to be completed, or when no other qualified candidates are available.

Rachel represents as an AB stakeholder and is the only member of the PTPEC currently representing this stakeholder group. The current roster of the committee is 12 members, out of the maximum 15 possible. Rachel has a wealth of knowledge on the PT Program and her continued membership on the PTPEC will allow for the committee to continue to move current initiatives ahead, as well as looking at the addition of PFAS and other FoPTs to the program so the program remains current.

Rachel is the only TNI AB on the committee.

**Motion to approve extending Rachel's term as PTEC member – 3<sup>rd</sup> term:**

**Motion to Approve:** Steve Arms

**Second:** Maria Friedman

**Approved:** Unanimous

## **7.0 Application to Join the US TAG to ISO/CASCO**

William Lipps provided an email with an invitation to join the US Technical Advisory Group to the ISO committee on Conformity Assessment. This participation was identified in strategic planning as a new objective. Paul Junio volunteered to apply in his role as CSDP EC chair, but on further review, there is a \$2,000 annual fee to participate and Pace cannot support paying the fee. If TNI wishes to participate TNI would need to cover the fee.

*Discussion:*

- Might approach ANSI and ask for a break in the cost. Or is it important enough to us that we cover the fee?
- There is a place on the application asking who would receive the invoice for the annual fee.
- Carl Kircher used to sit on this committee for us – not sure who paid for it.
- CASCO (PASCO? – not sure what this was/is) groups – mainly known for reference materials, ISO and ILAC. We could bring them in as experts.
- Would it be valuable to participate? Jordan can take a look and see if there are other things that CASCO does that would be helpful to us. Does TNI think it would be helpful to be involved in what goes into/changes to 17025 and 17011.
- Get more info from Angie?
- Jerry will do some homework and find out more about what this is and about how this works.
- Also possible to talk with Carl to see what his experience was.
- Can we split up the membership fee among those that will participate?
- Table this until Jerry learns more.

## **8.0 Review of Policy 7-100, Issuance of NGAB Certificates**

Minor changes were made as part of a 5-year review, including:

- Revised all definitions.
- Added SOPs 7-101 to Section III.
- Changed future tense to current tense.
- Move Good Standing from section IV to Section II.
- Edited section IV for clarity.
- Renamed title of section IV.
- Added section V.

This document requires requires approval by the Board.

### **Motion to approve Policy 7-100, Issuance of NGAB Certificates:**

**Motion:** Steve Arms

**Second:** Judy Morgan

**Approved:** Unanimous

## **9.0 Additional Discussion(s)**

Minor housekeeping -- Item from Consent Agenda – Minutes from January

There is an attachment called Analytical Discipline Position Statement. Do we need to go back and change the name of the paper? Yes.

What do we call it? Analytical Disciplines.

Add to minutes of this meeting that we changed the title back in January minutes:

**Move to change the title to Attachment 1 in January 8<sup>th</sup> minutes to “Analytical Disciplines”.**

**Motion:** Steve Arms

**Second:** Prem Parmar

**Approved:** Unanimous

## CONSENT AGENDA

### Approved 3/12/2025

#### 1. Approval of January Minutes

#### 2. New Training and Credentials Webpage

A new website was launched on February 6 at: <https://eds.nelac-institute.org/>. This new website has incredible functionality, allowing individuals to track their courses, apply for digital badges, download certificates, and have exams graded automatically. Furthermore, all training course descriptions now have a consistent look and there is a search engine to help individuals quickly find courses.

#### 3. Strategic Planning

A draft of the 2025-2030 Strategic Plan is being reviewed by TNI staff and a draft will be presented to the Board for the April call. The current 3 primary strategies were retained. These are:

1. Establish and maintain national programs for the accreditation of environmental laboratories, field sampling and measurement organizations, and other organizations directly involved in the generation of monitoring data.
2. Brand TNI as the premier resource for all activities related to generating reliable measurement data.
3. Maintain infrastructure to ensure TNI's future success and financial sustainability.

As in previous plans, a number of goals and objectives for each strategy are being developed and will be assigned to a specific group with a high, medium, or low priority.

#### 4. Content of Letter Sent to EPA on March 6, 2025 (Griggs, Hanley, Hautman, and Strock)

It has come to the attention of the TNI Proficiency Testing Program Executive Committee (PTPEC) of discrepancies between the TNI Fields of Proficiency Testing (FoPT) Tables and various EPA methods for the analytes alpha/cis-Chlordane, gamma/trans-Chlordane, and Chlordane, including technical Chlordane, and Chlordane (NOS).

The confusion is noted in EPA 8081B which states:

The nomenclature of the various forms of chlordane has been the subject of some confusion in both Agency methods and the open literature for some time. The CAS number for technical chlordane is properly given as 12789-03-6. The two most prevalent major components of technical chlordane are cis-chlordane, CAS number 5103-71-9 and trans-chlordane, CAS number 5103-74-2. The structure represented by trans-chlordane has on occasion been mistakenly referred to by the name gamma-chlordane, and a separate CAS number of 5566-34-7 has been assigned by CAS to that designation. For the purposes of the RCRA program, the name gamma-chlordane is not generally used, and when reporting technical chlordane, it is important to distinguish the difference between the trans and gamma isomers.

The table below summarizes the differences from different methods and regulations.

Source	alpha-Chlordane	cis-Chlordane	gamma-Chlordane	trans-Chlordane	Chlordane
8081B		x		x	
608.3	x		x		
508.1	x		x		

40 CFR 141					x
40 CFR 122					x
40 CFR 264					x
525.3		x		x	
525.2	x		x		
525.1	x		x		

The PTPEC is planning to post this proposed change on the TNI website for comment soon and then to revise the PT tables to only use the cis and trans terms. It should be noted that gamma-Chlordane 5566-34-7 is not commercially available as a Certified Reference Materials or as neat chemical. These changes are only for the purposes of reporting PT data. Laboratories will still be able to be accredited and report results for the other chlordane terms based on the method, regulation, or client-specified objectives.

## 5.0 CONSENSUS STANDARDS DEVELOPMENT PROGRAM

### 5.1 Consensus Standard Development Program Executive Committee

2025 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

2025 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.	3/12: Discussed reopening of Module 3 to address Technical Specialist requirements as § 4 of the standard.
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. 3/12: Conducted quarterly meeting. Introduced new members and finalized 2025 Roster. Elected Kathleen Bartley as Vice-Chair. Committee remains balanced with 3 AB, 4 Lab and 1 Other. One new Associate joining the ATEC.

## 5.3 Chemistry Expert Committee

2025 Objectives	Status
Finalize revision to V1M4.	1/8: CEC has not yet met since the previous Program Report. Efforts reference a revised EL V1M4 continue. 3/12: Committee continues to revise language in 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

2025 Objectives	Status
Finalize Standard V2M1, Revision 2.	3/12: Recently added revisions to the V2M1 Draft Standard Rev 1 were discussed at the public session in Jacksonville, and several still-unresolved issues were considered but no decisions made yet.
<ul style="list-style-type: none"> <li>Discuss and rule on any comments Persuasive or Non-persuasive</li> </ul>	1/8: The December meeting was able to discuss and rule on 5 comments, with two more tabled for discussion at conference.
<ul style="list-style-type: none"> <li>If controversies identified, publish Revision 3 and receive/review comments again.</li> </ul>	3/12: A quorum was present at both the January and February meetings, so more progress was made on judging the persuasiveness of comments on the V2M1 DS.
<ul style="list-style-type: none"> <li>Committee vote for Final Standard.</li> </ul>	
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.	3/12: Evaluation process revisions were raised and briefly discussed at the February meeting, and 2024 working drafts of documents were shared with committee members.
Administrative Activities	



## 5.5 Microbiology Committee

2025 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.  3/12: Sending out the Revised Microbiology Standard for comment this week. This revision does not include the possible new Section 4 related to Technical Specialists.
Continue to respond to Standard Interpretation Requests	
Prepare Implementation Guidance (IG) regarding Incubator Equilibrium checks and Temperature Distribution.	3/12: The Committee is re-starting this work this month.
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

2025 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.  3/12: presented current proposed language changes in V4 at Winter meeting and collected comments and suggestions at said meeting. EL V4 nears completion and posting for comment. Anticipate vote to approve DS in April. EL V3 will follow as comments have been addressed and any potential conflicts with EL V4 will be resolved.

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

3/12: Welcomed new members and finalized Roster in February. Kirstin Daigle, current chair, resigned membership due to change in responsibilities at her employer but will remain an Associate. Carol Gebhart elected as new chair and Vice chair being sought. One new Associate member joined the committee.

## 5.7 Quality Management Systems Committee

2025 Objectives	Status
Complete Volume 1 Module 2	<p>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 complete. 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.</p> <p>3/12: Ilona prepared a definition survey that has been sent to the other Expert Committees and Program Administrators. The survey contains definitions the QMS is looking at either deleting or just not including in Module 2 because the term is not used in Module 2. The survey asks if a definition is included in their module, whether they would be in favor of removing it in Module 2 and text box to explain why it should not be removed if they are not in favor. There is also a text question about whether definitions used in multiple modules should be housed in Module 2 regardless of whether it is a term used in Module 2. The survey is due April 1<sup>st</sup> and the feedback will allow QMS to complete the definitions section. The Committee needs to work with Bob Wyeth to understand any ANSI conflicts with referring to TNI credentialing or the NEFAP Standard in Module 2.</p>
– Finalize Technical Specialist language.	3/8: Language was discussed further in Jacksonville. The Committee needs to work with Bob Wyeth to understand

any ANSI conflicts with recommending a TNI credential in the Standard. Does this impact the NEFAP recommendation also. Worked on updating language about qualification needs for interim Technical Specialists. Need to work with states to clarify that proposed language may result in multiple technical specialists. It was commented that states don't want to see multiple specialists in the same discipline. Need to get a comprehensive list of state requirements. One state commented that their regulations state that a bachelor's degree is required for a radiochemistry technical specialist. Current proposed language does not work for them.

- 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 verification of 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.

3/12: Response to SIR 504 was completed. A request was received to correct the response. Response was evaluated and resent to LASEC.

Administrative Activities

1/8: The Chairs 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 QMS meeting in Jacksonville, FL.

3/12: Debbie Bond and Carla McCord were reinstated as Chair and Vice-Chair for 2025.

## 5.8 Radiochemistry Committee

2025 Objectives	Status
Revise Module 6 as needed.	Committee may need to re-open their final Standard to add Section 4 to deal with any additional Technical Specialist requirements.
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 and/or other PT issues

Seek ANS status for V1M6.

Administrative Activities

3/12: Work on training is continuing.

3/12: Ilona met with Stacie regarding complaints about PT results and new Radiochemistry PT limits. Stacie is following up with Amanda (Committee Chair).

1/8: The Committee voted in a new Vice Chair - Mary Beth Gustafson. The Chairs 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 Radiochemistry meeting in Jacksonville, FL.

## 5.9 Whole Effluent Toxicity Committee

2025 Objectives	Status
Complete revision of V1M7 and publish a Draft Standard for comment.	1/8: 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.  3/12: The V1M7 Draft Standard was published for comment on February 26, 2025. At the public meeting during conference in Jacksonville, changes to the standard were reviewed and discussed in a half-day session.
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.	3/12: Committee plans to update its PT white paper.
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

3/12: At the February meeting, the committee cleaned up the list of definitions used in aquatic toxicity testing. Most definitions were already reviewed due to use in the Draft Standard, but not all. Final review and approval remains to be done.

3/12: Committee awaits further clarification about “analytical discipline” so that they can create the appropriate KSAs for aquatic toxicity testing.

## 6. NEFAP

### 6.1 NEFAP Executive Committee

2025 Objectives	Status
Market the new Field Activities Standards once completed.	
Complete NEFAP AB re-evaluation process.	3/10/25: No new applications have been received.
Continue to develop training courses and implement strategic plan as it relates to training.	3/12: Paul Bergeron is planning a meeting to finalize the course and pick a training date. It is looking like the live trainer will not be available until July to do their portion of the class.
Continue to aggressively market the Program utilizing the strategies outlined in the strategic plan.	
– Hold the second annual virtual Sampling Conclave	1/8: Registration opened for the workshop on sampling and analysis plans and a flyer went out on December 20, 2024. There are currently 13 individuals registered and 1 group. 3/12: Total individual attendees for the workshop was 45 and there were 6 groups with 5-10 participants each. Work has started on the June Field Conclave. It will be a 6 hour 1 day event on June 3, 2025. Tracy is working on the abstract flyer that should go out this week.
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: Ilona sent emails to possible new Committee members encouraging them to apply. 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, FL. 3/12: Kevin Holbrooks has been added as the new Vice-Chair in 2025. Tracy will be continuing as Chair. The

Committee is working on an updated list of Metrics that will be presented to the Board.

## 6.2 Field Activities Expert Committee (FAC)

2025 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 DRAFT of Module 2 for the Committee to review.  3/12: The V1 Standard is now final. It has been sent to the CSDP EC for review and will then be sent to the NEFAP EC for approval for use and determination of an effective date. 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.	3/12: Katie is trying to set-up workgroups to begin working on implementation tools.
Administrative Activities	1/8: Ilona sent emails to possible new Committee members encouraging them to apply. 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.  3/12: Paul Bergeron is the new Committee Vice Chair for 2025. Katie will continue as Chair for 2025.

## 7. NELAP

### 7.1 Accreditation Council

2025 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: 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

3/12: The Council did not hold a meeting in February, only the conference session, where concerns about the Technical Specialist qualifications were raised. At the March meeting, Council members were asked to provide a summary of any state regulatory requirements about Technical Manager/Director that might be relevant to the Technical Specialist qualifications, and that summary will be shared with CSDEC and QMS Expert Committee when information is compiled. A vote to approve minor revisions (5-year review) to POL 3-102 (Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process) is underway, with two email votes still outstanding.

## 7.2 Laboratory Accreditation Systems Executive Committee

2025 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.	3/12: Committee approved minor revisions (5-year review) to POL 3-102 (Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process) at its January meeting.
Sustain SIR progress and supplement SIRS with Implementation Guidance for non-SIR questions.	3/12: LASEC did not meet in February but a vote to approve posting the response to SIR 504 for Accreditation Council review was requested by email and is ongoing.
Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program.	
Administrative Activities	

## 8. PROFICIENCY TESTING PROGRAM

2025 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. 3/12: Continued updating SOP 4-101. Identified potential SOP updates to be made to other SOPs to ensure SOPs match requirements in TNI Standard updates in the works with the PTEC.
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. 3/12: Approved NPW including update to Mercury PTRL and changes in Chlordane nomenclature and CAS# references. Approved SCM FoPT Table including change in Chlordane nomenclature and CAS#.
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. 3/12: The WET EC will work with this subcommittee to develop this recommendation and look at other options for WET PTs.
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. 3/12: Subcommittee will be reviewing conclusions from the review of the 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. 3/12: Discussed proposed language changes on PTEC meeting at the 2025 forum and identified potential SOP



## Administrative Activities

updates for the PTPEC to make once the draft standard is finalized and approved.

1/8: 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.

3/12: Voted in Lisa Stafford representing the laboratory stakeholder group as voting member. Asking the Board of Directors to approve a third term for Rachel Ellis, representing the Accreditation stakeholder, to ensure committee balance.

## 9 ADMINISTRATION

### 9.1 Advocacy Committee

2025 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	3/12: During the brief Advocacy session at conference and again during the March 6 meeting, newsletter articles were identified and a volunteer editor chosen.
– 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: 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

2025 Objectivities	Status
Support Executive Director in implementing the Credentialing Initiative for a QMS Certified Professional.	
Review current exam questions for accuracy and understanding.	3/12: Workshop on applying for and completing the QM digital badges and full credential presented at the end of conference in Jacksonville.
Select next roles for potential credentialing.	1/8: The Credentials Committee held its November-December meeting on December 4, and that was reported for the 12/11/24 Board meeting.
Develop KSA for next role.	3/12: Review of TS KSAs for analytical discipline “inorganic non-metals” completed at the February 26 meeting. Two additional chemistry analytical discipline KSAs still to be created and reviewed. Expert committees asked to create KSAs for other analytical disciplines.
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

2025 Objectives	Status
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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
SOP 1-133	TNI Management Review	3/13: Draft complete and forwarded to PAs for review.
SOP 2-103	Format and Style Guide for TNI Standards	3/13: Review complete and returned to CSDP EC for minor revisions.

Begin Maintaining Glossary.

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

Conduct other activities delegated to the Policy Committee

Administrative Activities

### 9.4 Training Committee

2025 Objectives	Status
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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.

3/12: Presentation given in Jacksonville, FL. Will incorporate a few updates based on new website roll-out and prepare a new recording.

Work with vendors to develop technical course training opportunities.

Develop new survey for webinars.

Continue to develop ideas for training courses and issue RFPs.

3/12: Workgroup met in February and course descriptions are in progress.

Review training to ensure it is not obsolete.

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

3/12: Rolled out in Jacksonville, FL.

Expand use of technology to administer, automatically grade tests, and provide certificates.

3/10/25: The new EDS webpage was rolled out at the meeting in Jacksonville, NC.

Continue to offer and market new training courses.

1/8: A new course is being offered on January 14, 2024: The 2024 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.

3/12: Looking at adding courses to the RFP in March: Change Management, Lessons Learned in the Field, FSMO V1 New Standard Training, How to Write Effective Non-Conformances, Management Reviews as a Strategic Planning Tool, and Integrity Training.

Continue to develop ideas and issue RFPs for training courses.

Develop new Course Survey

3/12: Surveys were given for the Assessment Forum and Mentor Session in Jacksonville and will be reviewed at March Training meeting.

Continue to hold Mentor Session and Assessment Forum at every TNI meeting

Administrative Activities

1/8: Work by the Committee is continuing on this Strategic Planning. The Chairs 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 training meeting in Jacksonville, FL.

3/12: See note about use of Survey's in Jacksonville noted above.

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## 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.

3/12: Ended up with 222 attendees. Fell just a little short of the room block due to several late cancellations due to flu. Expenses \$30 greater than budget due to higher food costs but projections are still on track for income to exceed expense by about \$20K.

2026 Forum will be in Boston from January 12-15.

## 9.7 Environmental Measurement Symposium

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

3/12: The program is getting close to being set. Due to the number of abstracts received for the NEMC portion of the meeting, we will be going to 5 concurrent sessions Monday and Tuesday am. Currently planning on 20 NEMC breakout session with ~110 presentations and 11 TNI sessions. Friday morning there will have a workshop on cybersecurity and a credentials exam. Starting to workout kinks in using Microsoft Teams to record TNI Working Session at NEMC. Looking at purchasing equipment to reduce AV costs. The preliminary schedules is shown below. Registration should open by March 17 or so.

### 2025 Environmental Measurement Symposium Conference at a Glance

Time	Mon 8/5	Tues 8/6	Wed 8/7	Thu 8/8	Fri 8/9
8:15	Carter award	Keynote	Plenary Session (5)	EPA Presentations (3)	
9:00-12:00	Organics (5)	LIMS (5)		HRMS (4)	Security Workshop and Credentials Exam
	Com Sci (5)	Microplastics (5)		Consensus - (3)	
	Drinking Water/1 (5)	Reliable Data (5)		Forensics (4)	
	<a href="#">TNI WET/LAB</a>	<a href="#">TNI FAC/NEFAP</a>		<a href="#">TNI Radiochemistry</a>	
	Assessment Forum	TNI Quality Systems			
12:00-1:00	Lunch on Own	Lunch	Lunch on own +5 Vendor Lunches	Lunch	
1:00 – 5:00	Air (6)	Best Man (4)	MeCl2 (7)	Drinking Water/2 (7)	
	Sustainable Lab (6)	Microbiology (4)	Lab ops	Sample prep (8)	
	PFAS/1 (6)	Metals (4)	NEMC 6	PFAS/2 (7)	
	<a href="#">TNI Chemistry</a>	EMC	<a href="#">TNI Micro</a>	<a href="#">TNI Plenary</a> - Credentials - Training - NELAP - LASEC	
	<a href="#">TNI PTEC</a>		<a href="#">TNI Mentor</a>		
5:30	Reception & Exhibit	Showcase 3:30 - 5:30	Exhibit close 3:30		

## 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.  3/12: Draft Guidance Document presented at Winter Meeting and comments were solicited. Comments have been addressed by the Task Force and a final draft document has been created and circulated for review by select interested parties. Anticipate any potential final changes and submitting the Guidance Document to the Policy Committee for review and approval.
Administrative Activities	

## 10.2 Feedback Task Force

2025 Objectives	Status
Conduct the survey.	1/8: No change, awaiting resolution of technical issues.
Develop recommendations.	
Dissolve the Task Force	

## 10.3 NGAB Evaluations

2025 Objectives	Status
Complete NGAB re-evaluation process.	

## 10.4 Environmental Monitoring Coalition

### 11. MEMBERSHIP

- 1203 active members

#### 11.1 Committee Applications – Voting/Associate

First	Last	Organization	Interest	Committee
Christian	Abalos	City of Midland	Associate	Expert: Microbiology
Paul	Canevaro	Republic Services	Associate	Credentials
Kathryn	Chang	Eurofins Eaton Analytical	Voting	Laboratory Accreditation Body
Rachel	Ellis	NJ DEP		Laboratory Proficiency Testing
Scott	Giatpaiboon	Irvine Ranch Water District	Voting	Laboratory Accreditation System EC
Carl	Kircher	FL Department of Health	Associate	Laboratory Accreditation System
Jasmina	Kuljanac	City of St. Petersburg	Associate	Laboratory Proficiency Testing
Jasmina	Kuljanac	City of St. Petersburg	Associate	Quality Management Systems
Jasmina	Kuljanac	City of St. Petersburg	Associate	Laboratory Accreditation Body
Morgan	Lawrence	Northeast Ohio Regional Sewer District	Associate	Microbiology
Ryan	Lerch	Oklahoma DEQ	Voting	Laboratory Accreditation Body
Lisa	Stafford	Eurofins Environment Testing	Associate	Proficiency Testing Program EC
Lien	Nguyen	KC Water	Voting	Expert: Chemistry
Lien	Nguyen	KC Water	Voting	Quality Management Systems
Elizabeth	Turner	Eurofins Environment Testing	Associate	Chemistry
Lauren	Webb	A2LA	Associate	Field Activities

#### 11.2 New and Renewed Members:

- 107 New and Renewed memberships in January, 2025
- 74 New and Renewed memberships in February, 2025

### 11.3 Expired Memberships

- Of the 24 expired memberships from December, 12 renewed after contact (1 person is no longer working in the laboratory). Due to the Forum, emails were sent to January expired members on February 10, 2025.
- 35 Memberships Expired in January
- Of the 35 expired memberships from January, 10 renewed after contact (6 emails were undeliverable, 1 person retired, and 1 had a new membership created by changing organizations). Emails were sent to February expired members on March 3, 2025.
- 16 Memberships Expired in February