

Summary of the TNI Credentials Committee Meeting  
Wednesday, July 24, 2024 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to this meeting. Attendance is recorded in Attachment 1. A quorum was not present. The agenda was approved by unanimous consent (see Attachment 2). The minutes from the May 22 meeting were approved unanimously after a motion by David, seconded by Elizabeth. The minutes from the June 26 meeting were approved unanimously after a motion by Theresa, seconded by Salima.

2. Update on the QMS Digital Badge Launch

Both the digital badges and the updated TNI training website are very close to completion. The training website will have a standardized format for course descriptions and also identify which courses are required (or acceptable) for which of the QMS digital badges. The digital badge questions have been vetted by five reviewers.

Jerry and Suzanne have pulled together a list of all trainees from TNI courses. The only shortcoming will be that there is no way to obtain updated email addresses, if the individuals have changed employment, as the training records contain only the email(s) used to register for training courses.

Jerry is now planning to announce the readiness for launch at the Thursday afternoon General Session of conference, with a soft launch for both the digital badges and the training website at that time. He will then follow with a press release several weeks later. For the General Session itself, that will tentatively be an update from Credentials Committee, then from Training Committee and then a presentation by William Daystrom, TNI's IT Administrator, for both the badge applications and the training website.

Jerry will also include a slide thanking all who contributed to preparing for this new TNI activity.

3. Resume Review of Technical Specialist KSA Document

Participants resumed review at §4.4.c, after going back through §4.3 which was reworked to comparing the "old" QSM document with this current draft. Several redundancies were removed after the comparison and §4.3 is now satisfactory.

A question arose about whether the Technical Specialist needs to know and ensure that the laboratory's processes are followed, or the TNI requirements. All agreed that this should be clarified, and after the meeting, Jerry crafted a new paragraph for §2 to clarify that the TS is responsible for implementing the laboratory-specific requirements. Also, an apparent conflict was identified in the 2016 V1M2 module, §5.6.4.2.b, d. & f, about whether expiration dates are required or not. QMS Expert Committee has been notified of this issue.

As review continued, participants discussed how to ensure that edits to electronic raw data records can be tracked. The current language of the standard has a bias towards paper records, and all acknowledge that crafting language to keep up with technological advances may be difficult. Suggestions were "take measures to avoid loss of changes to the records" and "take care to retain information for an audit trail" were offered, and updates were made to the requirements for TS. Additionally, an additional item was added to state that "ephemeral records"

may not be used to record raw data or original observations, but that a post-it note reminding oneself to “turn off machine at xx time” would still be acceptable as that is not part of the permanent record at all.

Review ended and will resume at the August meeting at §4.5.

4. New Business

There was no new business.

5. Next Meeting

The next regularly scheduled video/teleconference will be on **Wednesday, August 28, 2024, at 1 pm Eastern**. The agenda, a Teams meeting link, and any necessary documents will be sent in advance.

**Attachment 1**

**Credentials Committee Roster**

NAME		EMAIL	AFFILIATION	STAKE-HOLDER CATEGORY	Present?
Paul	Banfer	paul.banfer@eisc.net	EISC	Other	Yes
Kenneth	Brown	Kenneth.brown@escondido.gov	City of Escondido	Lab	Yes
Patricia	Carvajal	<a href="mailto:pmcarvajal@sariverauthority.org">pmcarvajal@sariverauthority.org</a>	San Antonio River Authority	Lab	Yes
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Other	No
Stacey	Fry	Stacey.fry@cannabis.ca.gov	CA Dept. of Cannabis Control	Other	No
Salima	Haniff	<a href="mailto:Salima.haniff@bvlabs.com">Salima.haniff@bvlabs.com</a>	Bureau Veritas Labs	Lab	Yes
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Lab	Yes
Theresa	Johnson	Theresa.Johnson@mccampbell.com	McCampbell Analytical, Inc.	Lab	Yes
Melanie	Roshu	melanie.roshu@gmail.com	Matrix Sciences International, Inc.	Lab	No
Joann	Slavin	joann.slavin@health.ny.gov	NY DOH	AB	Yes
Scott	Siders	siders6six@yahoo.com	Retired	Other	Yes
David	Smith	<a href="mailto:david.smith@antylia.com">david.smith@antylia.com</a>	Environmental Express	Other	Yes
Alfredo	Sotomayor	asotomayor@mmsd.com	Milwaukee Metropolitan Sewer District	Lab	Yes
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Lab	Yes
<b>Associate Members:</b>					
Jerry	Thao	<a href="mailto:Jerry.thao@pacelabs.com">Jerry.thao@pacelabs.com</a>	Pace Labs, Inc.	Lab	No
<b>Staff:</b>					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director		Yes
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator		Yes

## **Attachment 2**

### **Agenda, July 24, 2024**

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (May and June minutes, attached)
- Update on QMS Digital Badge Launch, if available
- Resume Review of Technical Specialist KSA Document (attached)
- New Business, if any
- Adjourn