Training Committee
Information Meeting Summary

January 20, 2022

1. Roll Call:

   The Committee had an informational meeting in San Antonio, Texas that was led by
   Calista Daigle, Chair, on January 20, 2022 at 1pm Central. There were no other
   Committee members present, but Ilona Taunton (Training Program Administrator and
   TNI Training Coordinator) and Jerry Parr (TNI Executive Director) provided input at the
   podium with Calista.

   *(Addition: The Training Committee did not have enough members present to have a
   meeting on December 10, 2021, but Jerry Parr did share the PowerPoint he was working
   on for the Special meeting in San Antonio with Committee members willing to stay and
   give feedback. Jerry Parr also noted that the TNI Board of Directors reviewed the Social
   Media proposal and approved Jerry Thao to be brought on to implement a Linked In
   page and keep it updated.*

   *The Committee approved the November minutes by email. A motion was made by Tami
   by email to accept the November 19, 2021 minutes as written. The motion was made on
   December 30, 2021. The motion was seconded by Catherine on December 30, 2021.
   Vote:*
   Salima – For 12/30/21
   Mark A – For 12/30/21
   Joseph – For 12/30/21
   Catherine – For 12/30/21
   Calista – For 12/30/21
   Mitzi – For 12/30/21
   Derek – For 12/30/21
   Jerry Thao – For 12/30/21
   Dee – For 12/30/21

   The motion passed.)

2. TNI Accreditation Forum (San Antonio, TX)

   Jerry provided a presentation (Attachment A) and looked at the duties of a Quality
   Manager and courses that TNI currently offers that relate to these duties. In some cases
   he also pointed out that an RFP is just about done for a few other course offerings.

Questions were asked about how the RFP process works and Ilona provides a verbal summary of the steps from development of the RFP through awarding contracts to providing the Webinar. It was commented that the RFP distribution is too limited. TNI will send the next RFP to all TNI members.

In looking at the courses under some of the duties, it was clear that not all courses listed needed to be included. Perhaps the final version of this information may list required courses and optional courses. Maybe only one optional course may be required.

Ilona reviewed the courses planned for the RFP that will be going out early February. There were a few comments made for additional things to consider in the course descriptions and these were added to the RFP table for the Training Opportunities Workgroup to consider.

During the review of the information above, ideas were noted about future classes that should be considered by the Training Opportunities Workgroup when developing the Fall/Winter RFP:
- o Business communications class
- o Documenting customer complaints
- o Customer feedback process
- o In depth corrective action and non-conformances class. Deep dive into root cause analysis. Look at complaints, PT, external audits, etc … Definitely at least a full day class or two half days.
- o Control Charting course if this wasn't covered in enough depth in Tony's statistics class.
- o Conducting a Data Integrity Investigation
- o Laboratory Information Management Systems
- o People would like to see more technical classes – especially for assessors.
- o How to Review Data Packages – would need to be a series. Not just one class.
- o Beyond the Checklist (for assessors and perhaps internal auditors). Could include how to find patterns and areas for improvement. How do you get people to talk?

Open Discussion:

- o People asked about ways to reduce the cost of TNI course certificates. This process needs to be more automated to do this. Ilona will follow-up with IT to check on progress.
- o Could the assessor classes have open book tests? Jerry and Ilona will check-in with Marlene Moore.
- o Jerry will work on a free "Why TNI?" presentation. Why get accredited?

3. Next Meeting and Close

    The next meeting will be on February 11, 2022 at 1pm Eastern via conference call/Webex.

The meeting was adjourned at 3 pm Central.

Training Courses for a Quality Expert

1. Quality Management System Expert
2. Proficiency Testing (PT) Specialist
3. Data Integrity Specialist
4. Document Control Specialist
5. Customer Service Specialist
6. Measurement Traceability Specialist
7. Corrective Action Specialist
8. Records Specialist
9. Internal Audit Specialist
10. Accommodation and Environmental Conditions Specialist
11. Method Validation Specialist
12. Calibration of Support Equipment Specialist
13. Sample Handling Specialist
14. Quality Control Specialist
15. Data Handling and Management Specialist

1

Quality Management System Expert

Defining Organizational Responsibilities
Developing the Quality Manual as a Useful Management Tool
Small Lab Implementation Series (10 classes)
Implementing the 2016 TNI Standard
Convert Silky's Jack of all Trades to Webinar
Need to review existing courses and add many more for sections 2.3.

2

Proficiency Testing (PT) Specialist

Changes to the TNI Standard – Module 1
Managing Your Proficiency Testing Program (RFP in development)

3

Data Integrity Specialist

❑ Ensuring Ethics in Your Testing
❑ Ethics Training for the Environmental Professional
❑ Establishing a Data Integrity Plan
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Developing a Laboratory Specific Ethics and Data Integrity Training Program (In development)

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Document Control Specialist

❑ Documents and Document Control
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Technical Writing for Environmental Laboratory Method SOPs

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Customer Service Specialist

❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Testing Requirements in EPA Regulations
❑ How to Implement New Regulations and Changes in Your Organization
❑ Contracts and Tenders: Requirements and Implementation Ideas
❑ Choosing the Right Analytical Protocol (In development)

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Measurement Traceability Specialist

❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Keeping the Chain of Measurement Traceability Intact to Ensure Reliable Data (RFP in development)

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Corrective Action Specialist

❑ Corrective Action and Root Cause Analysis
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard

8

Records Specialist

❑ Records and Record Keeping
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Electronic Records Management

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Internal Audit Specialist

❑ Internal Audits and Management Reviews
❑ Auditing the Management System in Environmental Analytical Laboratories
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard

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Accommodation and Environmental Conditions Specialist

❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard
❑ Accommodation and Environmental Conditions Relative to Analytical Activities (RFP in development)

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Method Validation Specialist

❑ Method Selection, Validation, and Demonstration of Capability
❑ Small Lab Implementation Series (10 classes)
❑ Implementing the 2016 TNI Standard

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Calibration of Support Equipment Specialist

- Good Laboratory Series: Glassware
- Small Lab Implementation Series (10 classes)
- Implementing the 2016 TNI Standard
- Managing Laboratory Support Equipment – Calibration, Verification, and Maintenance (RFP in development)

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Sample Handling Specialist

- Small Lab Implementation Series (10 classes)
- Implementing the 2016 TNI Standard
- Need a Basic Course

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Quality Control Specialist

- What Does QC Data Tell Me… and Why Should I Care?
- Small Lab Implementation Series (10 classes)
- Implementing the 2016 TNI Standard
- Understanding Data and Data Management for Chemical Testing
- Basic Statistics for Laboratories
- Choosing the Right Analytical Protocol (In development)

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Data Handling and Management Specialist

- Small Lab Implementation Series (10 classes)
- Implementing the 2016 TNI Standard
- Understanding Data and Data Management for Chemical Testing
- Basic Statistics for Laboratories
- Choosing the Right Analytical Protocol (In development)

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