Training Committee
Meeting Summary
October 8, 2024

1. Roll Call:

   Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on October 8, 2024, by teleconference. The meeting was attended by 4 Voting Committee members and no Associate Members (see Attachment A). Jerry Parr was also in attendance.

   The agenda was reviewed and there were no changes made. It was approved by unanimous consent.

   The Committee did not meet in August, though Calista did do a Training Committee update at the General Session at the conference in Orange County, CA on August 8, 2024 (Attachment B). There was no meeting on September 12, 2024, because only two voting members were able to make the meeting. Jerry, Elizabeth, Wanda and Ilona did take a preliminary look at questions that William Daystrom sent about implementation of the new EDS and certificates. Responses can be found in Attachment C. The July minutes could not be voted on.

   There was not a meeting quorum, so the Committee only met today to share information and did not make any decisions.

2. Mentor Session – Assessment Forum

   Ilona shared the survey results on screen for the Mentor Session and Assessment Forum that are included in Attachment D.

   Discussion:

   - Noted that many of the suggestions include classes that already exist.

   - QR Code/link to the survey is included in the conference portal that William sets up. Maybe add QR Code to program. Jerry needs the QR code when the program is being developed. This is not a problem because the code can be shared and then the survey can continue to be developed.

   - Jerry mentioned that Diane Lawver has been getting labs to share audit findings. She has done lots of data analysis. Which methods have the most problems? BOD. She does not want to present at a meeting. Maybe she would be willing to share her data.

The data is just from CA labs. She is using it to establish a base line. For a lot of labs, this is their first assessment. What will it look like a few years from now?

- Need to be sure to take all survey results into account when putting topics together for the next sessions.

- Calista noted that it would be helpful to see the registration lists to help them find presenters from the people planning to be at a conference already.

- Jerry would like to talk about using the survey program for the general conference surveys.

Ideas for future Sessions

- Jerry mentioned that Diane Lawver has been getting labs to share audit findings. She has done lots of data analysis. Which methods have the most problems? BOD. She does not want to present at a meeting. Maybe she would be willing to share her data. The data is just from CA labs. She is using it to establish a base line. For a lot of labs, this is their first assessment. What will it look like a few years from now?

- Mentor – Beyond Checklist – Method Validation and Verification

  ISO/IEC 17025 did a better job, but there are still questions. Jerry has a good presentation and is willing to be a speaker on this topic.

- Assessment – Digital Records, AI

  Elizabeth noted that a lot of labs are developing databases and electronic logs. How do you validate this? Ilona noted that this was a class Joe recommended and she has talked to Jeanne Mensingh and she had some interest in teaching this.

3. Credentialing

  Work is continuing on this. Still working on KSA document for Technical Specialist. They get through a section each month.

  There will be a half day workshop in Jacksonville on how to prepare to get credentialed. The details will be shared.

4. Educational Delivery System (EDS) Update

  We have a few assessor courses that don't fit the model. Tests are timed and there is homework and exercises that need to be turned in. Exercises generally are turned in and graded. Working on better approach.

Need to talk to Marlene about Basic Assessor class.
Jerry expects that the updates will be complete by February. The demo was amazing in Minneapolis. More reviews of the material needs to be done.

EPA is very interested in what we are doing and EPA may be interested in doing something similar to track the training of their people. They don't have a good system for tracking who has been taking classes.

EPA will continue to do the training. It will be done once a year. It would have been a big burden on TNI if we had been asked to develop and the class. Maybe they could still use assistance in doing a webinar of the training. How would they do the mock checklist? How do you do that in an online situation? Ilona noted that breakout sessions would be one way.

Moving forward in course development, there will be lots of technical training that will be needed. How to run a pH meter, GCMS, etc … Ilona noted that we need to talk about better ways to partner with the vendors to develop some of the technical classes.

Training is planned at Jacksonville. ANAB will teach a class on reliable measurements on Thursday morning – how important traceability is? On Thursday afternoon they will teach a course on improving internal auditing skills.

5. Social Media Update

Jerry has made an impact on the number of people following TNI. Ilona noted that her work has had an impact on class registration. She sees more people signing up as non-members and when course attendance is low a boost in posts does seem to bring in more students.

6. Action Items

See Attachment E.

7. New Business:

Format of Mentor Session – Calista noted that five participants did not like the ideas of the games.

Calista's impression is that they enjoy the interactive activities – they allow participants to meet people and make network connections. This past session it was difficult to get participants to get involved. There were also less questions. Will wait to see feedback

from the next session before deciding to make a change in program format. Nature of games may need to be different if larger group and larger room.

8. Next Meeting and Close

The next teleconference meeting will be November 14, 2024, at 1:30 pm Eastern.
(Addition: The meeting was rescheduled to November 21, 2024 at 1:30pm Eastern.)

Calista adjourned the meeting at 2:30 pm Eastern.

Attachment A

Participants
TNI Training Committee

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair **Present**	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
David Fricker **Absent**	AB	A2LA	dfricker@a2la.org
Salima Haniff **Present**	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella **Present**	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd **Absent**	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner **Present**	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross **Absent**	Other	ANAB	mross@anab.org
Veronika Kerdok **Absent**	Lab	NYC Environmental Protection	veronikaz@dep.nyc.gov
Wanda Harney **Absent**	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Jerry Parr (ex-officio) **Present**	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton **Present**	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	**Present**		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching		Weck Laboratories, Inc.	alan.ching@wecklabs.com
Mike Michaud		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	ashley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org

Marlene Moore			
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Slides presented at
General Session on 8/8/24.

8/8/24

Slide 1

TNI General Session

Training Committee Report

Slide 2

Training Committee Voting Members

- Calista Daigle – Pace Analytical Services, LLC
- David Fricker – A2LA
- Salima Haniff – Bureau Veritas Laboratories
- Joe Manzella – Orange County Sanitation District
- Dee Shepperd – DDMS, Inc.
- Elizabeth Turner – Eurofins Environment Testing
- Melanie Ross – ANAB
- Veronika Kerdok – New York City Environment Protection
- Wanda Harney – City of Cincinnati Metropolitan Sewer District

STAFF:
- Jerry Parr – TNI
- Ilona Taunton – Program Administrator and TNI Training Coordinator

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Slide 3

TNI's Training Committee Report
New Courses Offered

- Courses Currently Open for Registration – Webinars
  - 7/31, 8/14, 8/28, 9/11/24: Introduction to the Key concepts of ISO/IEC 17025:2017 for Environmental Testing Laboratories
  - 9/13/24: The Care and Feeding of Field Equipment
  - 10/21/24: Field Sampling and Measurement Records – Are they Traceable?
  - Week of 9/16/24: Environmental Laboratory Assessments – Basic Assessor Training

- Provided 13 New Courses and Continued to Provide Webcasts Since the Last Environmental Measurement Symposium.

  Number of courses people signed up for:
  - Total Webinar: 276 individuals + 26 groups = Approximately 525
  - Total Webcast: 283 individuals + 18 groups = Approximately 450

Slide 4

TNI's Training Committee Report
New Courses Offered

- Training Courses Offered Since Last Environmental Monitoring Symposium
  - Understanding Microbiology Series (5 Part Series)
  - Policies and Procedures Needed for a NELAP Laboratory
  - Managing a Data Integrity Investigation
  - Managing the Accreditation Process: Laboratories
  - Sampling and Analytical Considerations for National Primary Drinking Water Regulations for PFAS PFAS Regulation course
  - Ensuring Safety in the Environmental Laboratory
  - Methods Update Rule for the Analysis of Effluent
  - The Use of Test Kits in the Field and Laboratory
  - Introduction to the Key concepts of ISO/IEC 17025:2017 for Environmental Testing Laboratories (4 Part Series)
  - Basic Assessor Courses – September, October, March, June

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Training Accomplishments - SOPs

- Developed SOP 1-128: Content of TNI Training Courses
  - This SOP provides details about the content required for training courses to provide a consistent approach.
- Developed SOP 1-129: Development of Tests and Examinations
  - This SOP is designed to provide a consistent approach for developing tests and examination questions for training courses or the TNI credentialing effort.
  - Attendee Statement of Understanding

Slide 7

SOP 1-129
Development of Tests and Examinations

ATTENDEE STATEMENT OF UNDERSTANDING

Conduct that violates principles detailed in this Statement of Understanding may result in invalidation of test results.

1. The test is confidential. The test questions are the property of TNI. Unauthorized disclosure of the test questions is prohibited under copyright laws. By signing this statement of understanding, you agree to maintain the confidentiality of the test items. You must therefore:

   a. Keep the test content confidential, even after the examination. This also includes not discussing the content with anyone who has been administered the test before you, with you, or who has not yet taken the examination.

   b. Not record or attempt to recreate test items, whether for financial gain or not.

2. Any cheating and/or breach of confidentiality/security or any attempt to subvert the process by any candidate violates the purpose and principles of the test.

Attachment B: Slides presented at
General Session on 8/8/24.

8/8/24

Slide 8

Training Accomplishments - Charter

❑ Updated Charter to include Assessment Forum and Mentor Session

➢ **Assessment Forum**: Ensure that assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum). Organize each Assessment Forum to address subjects that are current to the stakeholder community, hot topics or topics recommended by attendees.

➢ **Mentor Session**: Ensure that laboratory representatives of accredited organizations and other stakeholders have an organized session at every TNI conference to discuss common issues (Mentor Session). Ensure that these Mentor Sessions are organized to provide expanded and detailed information on issues that are key to successful implementation of the applicable TNI Standard.

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Training Accomplishments - Survey

❑ Created an Electronic Assessment Forum and Mentor Session Evaluation Survey with QR Code and Link

1. What is your primary role? Quality, Assessor, Data User, Technical Staff, Management, Other
2. How many years of experience do you have in the environmental field? < 1 year, 1 – 5 years, 6 to 10 years, > 10 years
3. How much of the Assessment Forum (or Mentor Session) did you attend? 100%, 75%, 50%, 25%, < 25%
4. The objectives of the Assessment Forum were met. (1 to 5)
5. The content was relevant to your professional needs. (1 to 5)
6. The material was covered at an appropriate pace. (1 to 5)
7. Overall, how would you rate this Assessment Forum (or Mentor Session) (1 to 5)
8. Check all activities you found to be beneficial: a. Interacting with other attendees b. Q & A with presenters/moderators c. Hands on activities d. Presentations. e. Games (only for Mentor Session)
9. Please provide suggestions for improving the Assessment Forum (or Mentor Session).
10. What other topics would you like the Assessment Forum (or Mentor Session) to cover?
11. Additional Comments. *Please provide us with any additional feedback you have that has not been directly addressed by the questions above.*

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Training Accomplishments – Survey Results

Mentor Session – Received 20 responses
➢ 70% have more than 10 years experience.
➢ 85% attended the whole session.
➢ Overall rating 4.2
➢ Comments and suggestions received.

Assessment Forum
➢ 68% have more than 10 years experience.
➢ 73% attended the whole session.
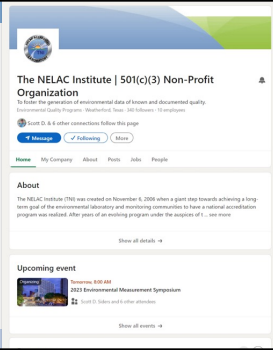➢ Overall rating 4.6
➢ Comments and suggestions received.

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Training Accomplishments – LinkedIn

❑ Continued social media presence with LinkedIn
➢ Upcoming training opportunities
✓ Course summary
✓ Trainor(s)
✓ Date(s)
✓ Cost
✓ Link to website
➢ Conferences
✓ Updates and reminders

❑ https://www.linkedin.com/company/the-nelac-institute/posts/?feedView=articles

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Slide 12

Training Accomplishments – LinkedIn

Began Social Media Campaign December 2021

LinkedIn Followers Gained Per Year				
2020	**2021**	**2022**	**2023**	**2024**
3	9	201	227	130*

* Through June 30, 2024

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Slide 13

Training Accomplishments

❑ Updating the TNI Course Survey Form
➢ Webex no longer provides the survey option.
➢ New Survey program will be linked to Trainings.

❑ Working on New Testing Format for TNI Webcast Certificates
➢ Available soon.
➢ All tests back to 2011 have been collected and entered into a database.
➢ Certificates will be generated when the electronic test is taken.

❑ Finalized Course Description Templates for Classes.
➢ Synopsis, Learning Objectives, Intended Audience, Applicable Digital Badge(s)

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Attachment B: Slides presentated at
General Session on 8/8/24.

8/8/24

Training Accomplishments – Course Web Page

❑ Completed the build of the New Course Catalogue Web Page!!

❑ Implementation Coming Soon

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Contact TNI

Calista Daigle, Training Committee Chair

➢ Calista.Daigle@pacelabs.com

Elizabeth Turner, Training Committee Vice-Chair

➢ Elizabeth.Turner@et.eurofinsus.com

Ilona Taunton
- Program Administrator
- TNI Training Coordinator

➢ Ilona.Taunton@nelac-institute.org

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Attachment C – Question from William Daystrom regarding new EDS Implementation

Reviewed by: Elizabeth, Wanda, Jerry and Ilona on 9/12/24.

These are the questions I would like to be answered for the new EDS:

1. Digital Badge exams are 30 questions and are timed (25 minutes). Webcast quizzes are usually 10-15 questions and are not timed. Do they need to be timed? If so, how long? No
Ilona noted that there are some tests that are timed, but they are generally the assessor tests.

2. If a webcast quiz taker fails the quiz (score < 70%):

   a. Can they retake the quiz? Note, the number of questions for webcasts is limited so we cannot randomize and give the quiz taker a different quiz each time; they will always receive the same quiz to take for a given webcast. No

   b. If retakes are allowed, is there a limit how many times?

   c. If retakes are allowed, are retakes free or extra cost? If not free, what cost?

3. After the quiz is scored, should quiz takers be shown the correct answers to the questions they missed, or only the missed questions, or neither? Yes. Allow missed questions with correct answers because we do not allow retakes.

4. Should webcasts have expiration dates? An "expiration date" is the date when a webcast can no longer be viewed by the purchaser. The current (legacy) EDS system issued links that were valid for 6 months from date of purchase. The new system can accommodate expiration dates or no expiration, and this can be set differently for individuals versus groups, so please take that into consideration. For example, a group purchase with no expiration date would essentially give a company access to a webcast for their training needs in perpetuity. Keep at 6 months

5. COAs in current (legacy) EDS are available for purchase. In new EDS, COAs are always free. When someone creates an account in the new EDS, the system locates prior purchase records (based on email address) so that the purchaser receives "credit" for past webcasts to be applied toward digital badges. What should I do about COAs for those (I do not have records of past COA purchases, so I am only talking about people who I assume never bought a COA before):

   a. Should past purchasers receive free COAs for past webcasts purchases? Yes

   b. Should COAs be available to past webcast purchasers for extra cost (like legacy EDS)?

   c. Should COAs not be available to past webcast purchasers at all?

My comments: The most difficult option for me is (b) since I do not have anything prepared to charge for COAs. Option (a) is not a problem for me, but may bother people who paid for COAs before, particularly if they only recently did so, and now find out they are given out to past buyers for free - we probably don't want people asking for refunds. Option (c) is the "do nothing" approach, which I usually don't like, but in this case it may be best since a) how many people who bought webcasts in the past are really going to decide that they now want COAs? I suspect that the number of people who might actually want to buy a COA for an old purchase is very small indeed. Note, a COA is NOT required to receive points credit toward a digital badge - the system relies on purchase records for that, not the existence of a COA.

6. Should there be any restrictions on email changes? Purchases are linked to people by their email address. If someone buys a Group webcast while at Company A, then they change employers and now they want to change their email to Company B, what happens to the group webcasts bought while they were at Company A? Transfer ownership to Company B? Don't allow transfer, or only transfer individual webcast purchases and not groups? Require some sort of manual verification by TNI staff? I cannot really police this sort of thing – I have to allow people to update their email address when it changes, after all, but when you start talking about group purchases it becomes a gray area to me.
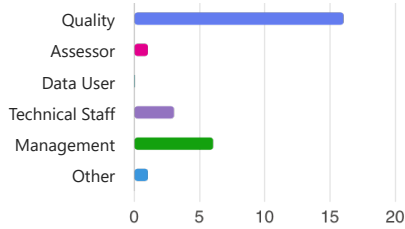No. TNI staff will handle manual verifications for group webcasts.

Attachment D - Survey Results for Mentor Session and Assessment Forum
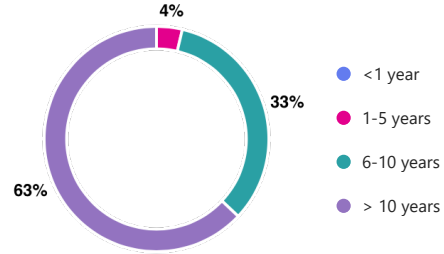
MENTOR SESSION:

Responses Overview   Closed

Responses	Average Time	Duration
27	76:33	6 Days

1. What is your primary role?

2. How many years of experience do you have in the environmental field?

- <1 year
- 1-5 years
- 6-10 years
- > 10 years

3. How much of the Mentor Session did you attend?
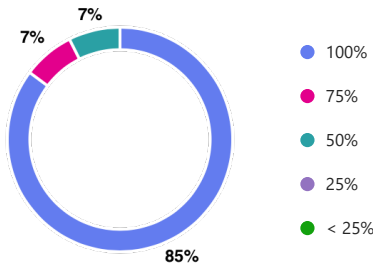
- 100%
- 75%
- 50%
- 25%
- < 25%

4. The objectives of the Mentor Session were clear.
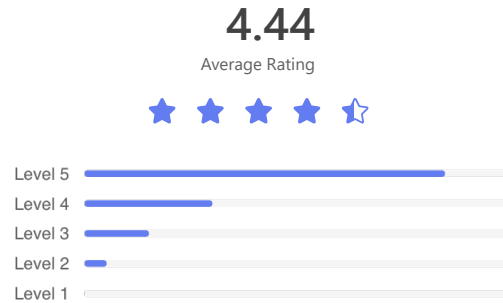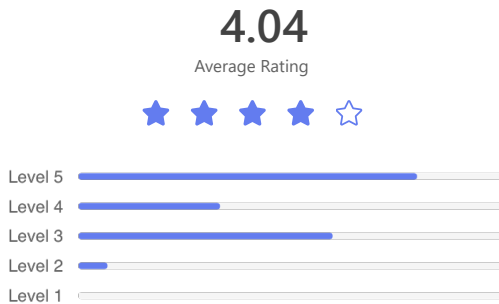
4.44
Average Rating

★★★★⯪

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

5. The objectives of the Mentor Session were met.

4.04
Average Rating

★★★★☆

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

6. The content was relevant to your professional needs.

4.56
Average Rating

★★★★⯪

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

7. The session content was relevant to your professional needs.

4.41

8. The material was covered at an appropriate pace.

4.15
Average Rating

Average Rating

⭐⭐⭐⭐☆

Level 5 ▬▬▬▬▬▬▬▬▬
Level 4 ▬▬▬▬
Level 3 ▬▬
Level 2 ▬
Level 1

Average Rating

⭐⭐⭐⭐☆

Level 5 ▬▬▬▬▬▬▬▬▬▬
Level 4 ▬▬▬
Level 3 ▬
Level 2 ▬
Level 1 ▬

9. Overall, how would you rate this Mentor Session?
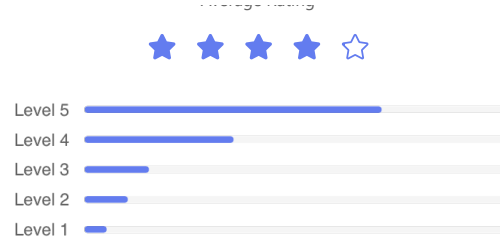
3.96
Average Rating

⭐⭐⭐⭐☆

Level 5 ▬▬▬▬▬▬▬▬
Level 4 ▬▬▬▬▬
Level 3 ▬▬▬▬▬▬
Level 2 ▬
Level 1

10. Check all activities you found to be beneficial:

- 7%
- 22%
- 31%
- 27%
- 12%

- 🔵 Interacting with other attendees
- 🔴 Q&A with presenters/moderat
- 🔵 Hands on activities
- 🟣 Presentations
- 🟢 Game(s)

11. Please provide suggestions for improving Mentor Sessions.

16 responses submitted

" The sessions were helpful and es... "
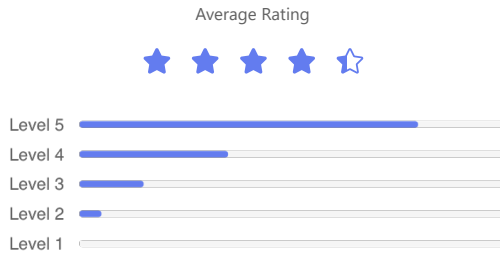
"Shorten games and include more... "

"The press your luck game was a li... "

• • •
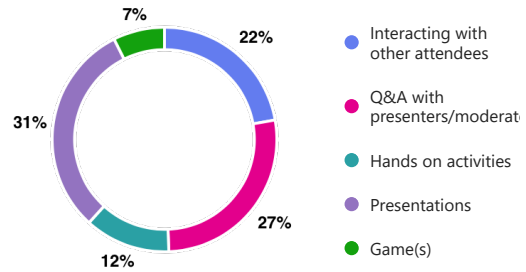
12. What other topics would you like the Mentor Session to cover?

14 responses submitted

" Effective internal audits and how ... "

"How to implement a successful m..."

• • •

13. Additional Comments. *Please provide us with any additional feedback you have that has not been directly addressed by the questions above.*

Please provide suggestions for improving Mentor Sessions.	What other topics would you like the Mentor Session to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
N/A	Competency	Mitzi is an excellent orator
	Validation	
Hands on activities only benefit people that volunteer to be in the groups. It would be better to have a hands on activity for everyone that does not take as much time as a group activity.		
None	Risk assessment	
Just one persons opinion, but I did not enjoy the games. I wish there had just been more presentations. Now I know what a mentor session is though. This was my first conference		
Minimize the activities and games	How to have more time	
More mentors, involve more people in the breakout exercises so that there are fewer people just sitting and watching. More practical examples and scenario-based exercises. More of a panel discussion.	Risk-based quality systems, beyond the checklist: demonstration of capability	Press your luck was fun, but didn't provide much education value for spectators. Presentation on "understanding the deficiency" showed several examples, but didn't really go deep enough into how to interpret deficiencies. Presentation on root cause analysis was great, would have been good to follow it with a practical exercise, or real-world examples of out-of-the-box thinking to arrive at good root causes.
More detailed examples instead of games	Example of a completed corrective action form.	Enjoyed the presentations

Please provide suggestions for improving Mentor Sessions.	What other topics would you like the Mentor Session to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
Games are a waste of our time. This should have been used as an opportunity to talk through real-life scenarios of responses that failed and how they were/should have been corrected via appropriate CARs.	Cover the topic on the agenda rather than games. A waste of two hours, sorry.	
Recruit bubbly personalities for games and Emcee	PT managment	The group exercise felt a little forced. The game should involve more of the audience.
	How to facilitate root cause and corrective actions, ways to verify effectiveness	Initial activity was not as beneficial as anticipated
	How to manage the accreditation process including involvement managing executive's expectations and realistic time frames. Method verification and validation.	Mitzi's presentation was good. Second presentation was too basic and did not meet description. Lots of down time.
Not the fault of the mentor session, but I feel that the round tables were detrimental to the learning experience. It made it difficult as attendees had to either crowd in very close to each other or they were not able to see the slides.		I feel that the general topics covered in this course were relevant. Coming from a laboratory viewpoint it was helpful to see some of the view from an auditor / assessor's vantage point.
In my opinion it would be helpful if the session was longer or similar sessions were available. More examples of unique root cause or case studies could be covered.	Case studies of unique situations.	Always my favorite session. Thanks

| Please provide suggestions for improving Mentor Sessions.	What other topics would you like the Mentor Session to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
The introduction activity took too long--- groups needed to create a corrective action plan based on a vague deficiency. We could probably do a better job of inviting all participants to sit together at tables and have everyone do the activity and just ask for 3 volunteers after the activity to share their process and results. The game at the end was also too long and asked for volunteers to join. There might be a fun game that could be applicable to the whole room or to all attendees and just keep it short. 5 questions and 5 winners. I understand it would take a lot more volunteers to watch the floor but it would make it more fun.	More practical examples of RCIs and CAPs	
The activity and games took too long and did not really involve everyone. I like the idea of activities and games, but it would be better to give everyone an activity or suggested topics to discuss while the teams worked.	I would like to see tips for labs on how to respond to an audit. The evidence I often see isn't sufficient to support the lab's corrective action they described.	

| Please provide suggestions for improving Mentor Sessions.	What other topics would you like the Mentor Session to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
The press your luck game was a little chaotic and did not involve the audience in a way to keep people in their seats until the end. I think providing examples of root causes that aren't whittled down to training/lack of information would be beneficial because as mentioned in the session all of the problems could be training/lack of information, but we would like to extend the root causes beyond those common causes. Examples of how different labs go about documenting non conforming work and the corrective action would be very useful.	How to implement a successful monitoring plan for corrective actions.	I appreciate the different approach to make this session more engaging.
Shorten games and include more attendees.		
The sessions were helpful and especially the hands on activity in the groups. The game was a little confusing and seemed to fizzle out so it was not as effective as intended.	Effective internal audits and how to use them to your advantage. Commonly misinterpreted sections of the TNI standard. Resources for individuals new to the lab i.e. TNI Standard, NIST, A2LA, etc... and when to use them.	

ASSESSOR FORUM:

Responses Overview   Closed

Responses	Average Time	Duration
22	16:40	2 Days

1. What is your primary role?
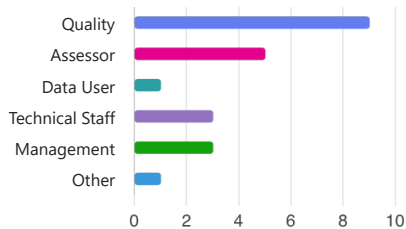
2. How many years of experience do you have in the environmental field?

- 5%
- 27%
- 68%

- ● <1 year
- ● 1-5 years
- ● 6-10 years
- ● > 10 years
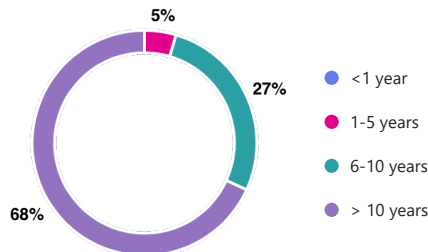
3. How much of the Assessment Forum did you attend?
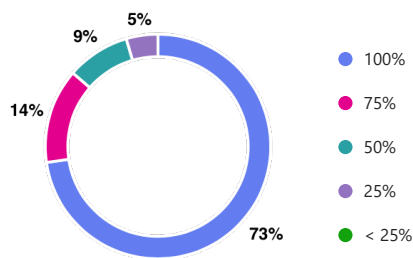
- 5%
- 9%
- 14%
- 73%

- ● 100%
- ● 75%
- ● 50%
- ● 25%
- ● < 25%

4. The objectives of the Assessment Forum were clear.
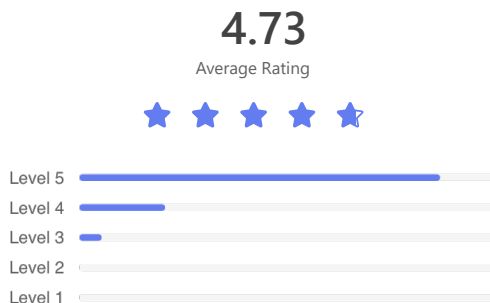
4.73
Average Rating

★★★★★

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

5. The objectives of the Assessment Forum were met.

4.50
Average Rating

★★★★☆

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

6. The content was relevant to your professional needs.

4.50
Average Rating

★★★★☆

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

7. The session content was relevant to your professional needs.

4.55

8. The material was covered at an appropriate pace.

4.36
Average Rating

Average Rating

⭐ ⭐ ⭐ ⭐ ⭐(half)

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

Average Rating

⭐ ⭐ ⭐ ⭐ ☆

Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

9. Overall, how would you rate this Assessment Forum?

4.55
Average Rating

⭐ ⭐ ⭐ ⭐ ⭐(half)

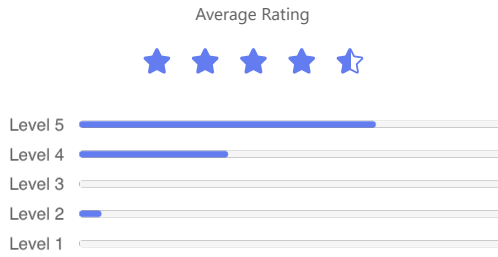|	
Level 5	
Level 4	
Level 3	
Level 2	
Level 1	

10. Check all activities you found to be beneficial:

21%
40%
40%

- Interacting with other attendees
- Q&A with presenters/moderat
- Hands on activities
- Presentations
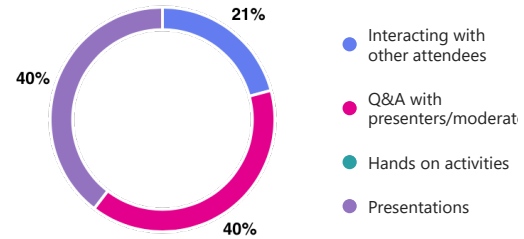
11. Please provide suggestions for improving Assessment Forums.

9 responses submitted

"The presentations were not alway..."

"Handouts? If a laboratory or asse..."

• • •

12. What other topics would you like the Assessment Forum to cover?

10 responses submitted

" Root Cause. Too many laboratori... "

• • •

13. Additional Comments. *Please provide us with any additi*

Please provide suggestions for improving Assessment Forums.	What other topics would you like the Assessment Forum to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
NA	How to use tools to properly communicate audit findings to end users.	
None	How to write effective findings to solicit the best response	Mitzi was eloquent and concise
More TNI focused and challenging scenarios	Digital Data validation New digital platforms to help move-forward toward paperless such as instruments maintenance, instrument validation, instrument verification,	
	Would love a session on evaluation of Risk and Opportunities. While a big concept for ISO 17025:2017 and DoD, it will become a bigger issue as TNI adopts ISO 17025:2017. Also a session on how to do an Annual Management Review- topics to include for evaluation, how to use results and suggestions for follow up activities.	Good session with knowledgeable presenters.
The digital record presentation and slideshow was amazing.		
	Share technology to improve efficiency from the many labs you have seen.	
Could try to cover less ground in a single session - make more granular or topic specific	Writing, understanding, and responding to to Deficiencies, supporting documentation	

Please provide suggestions for improving Assessment Forums.	What other topics would you like the Assessment Forum to cover?	Additional Comments. Please provide us with any additional feedback you have that has not been directly addressed by the questions above.
Make sure that presentations are quick paced and don't bog it down. It's too bad we couldn't finish the entire content of the forum	Electronic records, contesting findings	I love the forum, one of the best parts of the conference
	Management Reviews	
I think more hands on examples or examples would be useful.	More specifically focused forums on findings. Maybe one focused on specific technologies. GCMS - what kinds of common findings for these types of methods. Etc. so many of the topics on findings are very general and cover briefly on things. There just isn't enough time to have more details when the topic is so broad.	
Handouts? If a laboratory or assessor would be willing to share an example policy or document that meets the topic may help some of those attendees that need more familiarity.	Root Cause. Too many laboratories do a poor job with useful root cause investigations. Often, they don't go deep enough to identify a true root cause. "Analyst Error" often doesn't really describe the issue.	
The presentations were not always readable in the size of the room. I like the design options to make presentations look better, but there were several times the contrast between the font and the background wasn't strong enough to help with reading from further back in the room.		

Attachment E: Training Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
5	Develop Marketing Plan			TBD	3/12/21			The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are not aware of the classes available. 11/13/20: Committee decided not to form this Workgroup at this time. 3/12/21 – Committee started talking about marketing. 5/21/21: Work on social media presence.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a brief segment where the assessors show the lab where to find information related to training courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.		Jerry	Jerry	2/12/21			11/20/20: DRAFT to be discussed at next meeting. 1/15/21: Jerry is working on this. 2/12/21: Jerry is working on tri-fold brochure. 3/12/21: Combine with #6 – are talking points for ABs needed?

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			PowerPoint completed. Need to record and post. On Hold until updates are made to Catalog that may impact information trainees need to provide.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
21	Develop Training Catalog			Elizabeth Turner	TBD			4-8-22: Elizabeth to lead this effort. 6-24-22: Shared template. Need to work with Training Opportunities Workgroup to make course descriptions more consistent. 2/17/23: SOP 1-128 will need to be finalized. 6/23/23: Continue work on SOP. 8/3/23: Review comments from 8/3/23 meeting and incorporate into SOP as needed. Update and Committee vote needed. 9/28/23 – Calista, Elizabeth and Ilona assigned to review comments and finalize SOP for a vote in October. 10/27/23 – Reviewed and will be sent out for email vote. 12/19/23: SOP 1-128 was approved by the Board and

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								implemention is being worked on.
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023. 12/27/23: Question whether this is still needed. Survey is done at the end of the class.
26	Follow-up on LASEC proposal to have mentor and assessor forums be managed by the Training Committee.			Calista Ilona Jerry	TBD			On hold. LASEC is not sure they want to do this anymore. 12/1/23: Will begin managing it after the Winter Forum. 12/19/23: Will be part of Winter meeting agenda.
27	Update SOP 1-129 Rev 1	SOP 1-129	Jerry	Ilona	12/1/23			12/1/23: Needed to be updated with integrity related features. The Committee approved the changes, but it needs to go to Policy since it was a revision and just editing. 12/19/23: Still in progress. 4/11/24: Edits were presented. No quorum. 7/8/24: Final SOP approved.
29	Develop new course Survey process. Old system is no longer working.		Ilona					4/11/24 – Ilona presented the Microsoft Forms Survey program. 7/8/24: Goal to complete by 10/15/24.
30	Update Charter to include Mentor Session and Assessor Forum.				4/11/24			4/11/24: Started editing Charter. No quorum. 6/13/24: No quorum. Worked on survey for Assessor Forum and Mentor Session.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								7/8/24: Completed and sent to Policy Committee.
31	Prepare Survey for Mentor Session and Assessment Forum		Ilona		6/13/24			7/8/24: Survey questions completed and Ilona will prepare for Garden Grove meeting.