

**Training Committee
Meeting Summary
December 1, 2023**

1. Roll Call:

Elizabeth Turner, Vice-Chair, called the meeting to order at 1:30pm Eastern on December 1, 2023, by teleconference. The meeting was attended by 6 Voting Committee members and 1 Associate Member (see Attachment A).

The October meeting minutes were reviewed. A motion was made by Jack to approve the October 27, 2023, minutes and it was seconded by Salima. There was no further discussion, and the motion was unanimously approved.

The December meeting was planned for December 19, 2023, at 11:30am Eastern due to the holiday.

2. Credentials

The Committee is working on the Handbook. They have a special meeting in December to finish it. They expanded their meeting to half day in Columbus. Perhaps there will be some roll out items and they may give an example test. (Meeting time: 8-12 on Wednesday. Quality Management and FAC are meeting at the same time.).

3. New Catalog Format for the Website

Jerry shared the template prepared for the SOP and it was totally unusable for someone in the IT world. He took the information from the Word document and exported it into a spreadsheet. All courses are included. He added an Other field to include some of the miscellaneous items that are not relevant to all classes. Examples include exams and agendas. It is looking good.

4. SOPs 128 (x) and SOP 129 (x)

Jerry worked on both of these SOPs in response to an integrity issue that related to test taking.

SOP 1-128

Jerry suggested adding Section 5.5, but after further review it was determined no update was needed to this SOP. The header does need to be corrected – it should not be SOP 1-110.

SOP 1-129

A new section and appendix/attachment were added.

A new Attendee Statement of Understanding was added and this text was added to 5.2.5:

TNI reserves the right to cancel examination results when, in the sole opinion of TNI, an individual violates the Attendee Statement of Understanding.

It was asked whether the exam need to have another statement, but this will be left up to instructor.

There will be a box to agree at the time of registration or they won't be able to finish registration. Jerry noted that there are examples of using this type of feature in other TNI activities.

Joe suggested that the person needs to enter initials instead of check mark. Jerry will check with William to see if he can do this.

Formatting needs to be updated. It should be Attachment A or Appendix A to be consistent.

A motion was made by Jack to approve the updates to SOP 1-129 as described above. The motion was seconced by Salima and unanimously approved.

Calista joined the meeting.

The SOP will get a new revision number and date. The changes were significant.

4. Training Opportunities Workgroup

The Workgroup will be meeting right after this meeting. Wording is being developed for the RFP that should go out right before the Winter Forum.

5. Meeting Time

The Committee needs to think about a different monthly meeting time. Friday has turned into a difficult day for people to attend. This will be further discussed at the next meeting. Monday and Fridays are difficult.

6. Mentor Session and Assessor Forum

The Mentor Session and Assessor Forum will begin reporting to the Training Committee instead of the LASEC. This change will occur after the Winter Forum. This will be discussed during the January meeting.

7. Action Items

See Attachment B.

8. New Business

None.

9 Next Meeting and Close

The next teleconference meeting will be December 19, 2023 at 11:30 am Eastern.

Elizabeth adjourned the meeting at 2:30 pm Eastern (motion Jack, second Salima – unanimously approved).

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Absent	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
Jack Farrell Present	Other	Analytical Excellence, Inc.	aex@ix.netcom.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 Present	Other	ANAB	mross@anab.org
Veronika Kerdok Absent	Lab	NYC Environmental Protection	veronikaz@dep.nyc.gov
Wanda Harney Present	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			ashley.larssen@kcmo.org

Voting Members	Represent	Affiliation	Contact Information
		City of Derby, KS	
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore	X		
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: 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
16	Develop FAQ for potential Trainers.		Jerry		4/9/21		Complete.	Jerry and Ilona worked on this and Jerry has sent to William for posting.
20	Update EDS site to eliminate GLP category once SOP 1-110 complete.		Ilona/Jerry		10/27/23			10/27/23: Jerry is working on this with William.
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.

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								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.
22	Prepare SOP for developing tests.	SOP 1-129	Ilona/Jerry	Marlene Mark Jerry	2/2023			Added 10/14/22. 2/17/23: Marlene and Mark will start work on this to present at March meeting. 8/3/23: Marlene, Mark and Jerry's work on this SOP was presented. Incorporate comments and begin working on final SOP. Jerry will represent Credentialing Committee input. 9/28/23: Jerry presented a DRAFT of the SOP. Updates are being made and a final DRAFT will be submitted to the Committee for vote in October. 10/27/23: Reviewed and being sent by email for final vote. Finalized. See update below.
24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128		Calista Ilona Elizabeth			Complete	Added 11/22/22. See item 21 above.
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023.
26	Follow-up on LASEC proposal to have mentor			Calista Ilona Jerry	TBD			On hold. LASEC is not sure they want to do this anymore.

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	and assessor forums be managed by the Training Committee.							12/1/23: Will begin managing it after the Winter Forum.
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.
28	Pick a new meeting schedule.			Calista	12/1/23			