

## Training Committee Meeting Summary

April 8, 2022

### 1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on April 8, 2022 by teleconference. The meeting was attended by 8 Voting Committee members and 3 Associate Members (see Attachment A).

There were no changes made to the agenda.

The Committee did not meet in March.

Previous minutes were reviewed. The January meeting minutes from the January 20, 2022 meeting in San Antonio were reviewed. A motion was made by Jack to approve the January 20, 2022 minutes as written. The motion was seconded by Catherine and unanimously approved.

*(Addition: Note file did not save so February minutes will be voted on during May 13, 2022 meeting.)*

Calista noted that registration for the summer meeting (August 1-5, 2022) is open. The Training Committee will meet on Thursday, August 4, 1-5pm Eastern.

### 2. Update from Competency Task Force

The following documents were provided by email:

- Environmental Lab Professional

This document defines the knowledge, skills and abilities (KSAs), also called “competencies,” for a Quality Management System Expert (Quality Manager, Quality Director) in an environmental laboratory. The objective of this document is to enable training organizations to develop training courses for such individuals and to allow TNI to develop a digital badge program. TNI envisions that the formal credentialing program will be governed by a separate document that addresses the total credential (which may be obtained by passing a comprehensive test or by accumulating the following digital badges) and the ongoing professional development requirements to maintain that credential.

- 2022\_3011 QMS Expert spread sheet

Specialist	Number TNI Courses Needed	TNI Courses	Number of Specialist Assigned Course
<b>3.1 Proficiency Testing (PT) Specialist</b>	<b>5</b>	<i>Accommodation and Environmental Conditions Relative to Analytical Actives</i>	<b>0</b>
<b>3.2 Data Integrity Specialist</b>	<b>5</b>	<i>Auditing the Management System in Environmental Analytical Laboratories</i>	<b>1</b>
<b>3.3 Document Control Specialist</b>	<b>4</b>	<i>Basic Statistics for Laboratories</i>	<b>3</b>
<b>3.4 Customer Service Specialist</b>	<b>11</b>	<i>Changes To TNI Standard</i>	<b>1</b>
<b>3.5 Measurement Traceability Specialist</b>	<b>3</b>	<i>Choosing the Right Analytical Protocol</i>	<b>1</b>
<b>3.6 Corrective Action Specialist</b>	<b>3</b>	<i>Contracts and Tenders: Requirements and Implementation Ideas</i>	<b>1</b>
<b>3.7 Records Specialist</b>	<b>4</b>	<i>Corrective Action and Root Cause Analysis</i>	<b>3</b>
<b>3.8 Internal Audit Specialist</b>	<b>4</b>	<i>Documents and Document Control</i>	<b>1</b>
<b>3.10 Method Validation Specialist</b>	<b>3</b>	<i>Electronic Records Management</i>	<b>1</b>
<b>3.11 Calibration of Support Equipment Specialist</b>	<b>4</b>	<i>Ensuring Ethics in Your Testing</i>	<b>1</b>
<b>3.12 Sampling Handling Specialist</b>	<b>3</b>	<i>Establishing a Data Integrity Plan</i>	<b>1</b>
<b>3.13 Quality Control Specialist</b>	<b>5</b>	<i>Ethics Training For the Environmental Professional</i>	<b>1</b>
<b>3.14 Data Handling and Management Specialist</b>	<b>4</b>	<i>Good Laboratory Series: Glassware</i>	<b>1</b>
		<i>Handling Samples and Sample Integrity</i>	<b>2</b>
		<i>How To Implement New Regulation and Changes in Your Organization</i>	<b>1</b>
<b>Average</b>	<b>4</b>	<b>Implementing 2016 TNI Standard</b>	<b>13</b>
		<i>Internal Audits and Management Reviews</i>	<b>1</b>
		<i>Keeping the Chain of Measurement Traceability Intact to Ensure Reliable Data</i>	<b>1</b>
		<i>Managing Laboratory Support Equipment</i>	<b>1</b>
		<i>Managing Your Proficiency Testing Program</i>	<b>1</b>
		<i>Method Selection, Validation, and Demonstration of Capability</i>	<b>1</b>
		<i>Records and Record Keeping</i>	<b>1</b>
		<b>Small Lab Implementation Series</b>	<b>13</b>
		<i>Technical Writing for Environmental Laboratory Method SOPs</i>	<b>1</b>
		<i>Testing Requirements in EPA Regulations</i>	<b>1</b>
		<i>Understanding Data and Data Management for Chemical Testing</i>	<b>3</b>
		<i>What Does QC Data Tell Me...</i>	<b>2</b>

The Task Force is reviewing these two documents and trying to line-up how KSAs relate to courses TNI already offers. We will also need to look at what classes are still needed. The Training Opportunities Workgroup will likely use this information to develop course descriptions for RFPs. Ilona noted that not all needed classes have to be Webinars. Classes can also start-out as pre-recorded webcasts that trainers can do at their convenience and trainees can take on demand. This may allow TNI to build its training library more quickly as needed.

### 3. Course Catalog

Calista asked for volunteers to work on the course catalog. William will be able to help produce this but needs direction. This volunteer group will develop a template for the catalogue, including required information for each class. For example: Course Description, Trainer(s), Prerequisites, Knowledge Level: overview, intro, intermediate, advanced, etc.

The Committee expects that the catalog could have some links, but it also needs to be a stand-alone document that can be printed. Need to decide how to organize the document. Should each class be listed with all information, or should there be a list of classes and then the next section would describe each class?

Elizabeth Turner volunteered to lead this effort. More volunteers are needed.

### 4. Workgroup Reports

#### Training Opportunities Workgroup

Four trainers have stepped forward to teach 7 classes. The Microbiology Expert Committee is also working on a “Understanding Microbiology” series. NEFAP is working on training presentation for the Field Internal Audit course.

#### Social Media Workgroup

Jerry Thao is continuing to work with TNI Committees to provide assistance in getting information posted on LinkedIn. NEFAP has been taking advantage of this.

#### Training Materials Review Workgroup

The Committee will look at the list of volunteers for this workgroup, solicit more volunteers and establish a meeting schedule during the May meeting. People are asked to consider joining this effort.

5. Action Items

See Attachment B.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be on May 13, 2022 at 1pm Eastern.

The meeting was adjourned at 1:51 pm Eastern.

Attachment A

**Participants  
TNI Training Committee**

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
Calista Daigle Chair <b>Present</b>	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
Mark Alessandrone <b>Absent</b>	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger <b>Absent</b>	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen <b>Present</b>	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Jack Farrell <b>Present</b>	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker <b>Present</b>	AB	A2LA	dfricker@a2la.org
Salima Haniff <b>Present</b>	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis <b>Present</b>	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok <b>Absent</b>	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdokv@gmail.com
Joe Manzella <b>Present</b>	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller <b>Absent</b>	Other		mitzmi@comcast.net
Tami Minigh <b>Absent</b>	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd <b>Absent</b>	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao <b>Present</b>	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
Jerry Parr (ex-officio) <b>Present</b>	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton <b>Present</b>	Program Administrator	TNI	ilona.taunton@nelac-institute.org

Voting Members	Represent	Affiliation	Contact Information
<b>Associate Members:</b>	<b>Present</b>		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney		City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
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	X	Gulf Coast Authority	cstory@gcatx.org
Marlene Moore			
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com <a href="mailto:mross@anab.org">mross@anab.org</a>
Melanie Ross		ANAB	
Natalia Larrimer		ANAB	nlarrimer@anab.org
Jennifer Best		EPA	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Training Committee Action Item Summary

	<b>Task Description</b>	<b>Document Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
1	Complete Charter			Calista	5/12/20	10/23/20		7/10: Sent to Policy Committee Policy Committee sent recommended changes for review in September. 9/18: Agreed with updates. Calista will correct tenses by October meeting. 10/23: Charter was approved by Committee and will be sent to the Policy Committee.
2	Gather previous training course statistics.		Jerry	Jerry	7/10/20	9/18/20		Document reviewed with committee. Available when Workgroup begins looking at additional courses.
3	Reach out to TNI states and ask about training weaknesses.			Mitzi	7/10/20	10/23/20		9/18: Initial information reviewed. Will continue to discuss at next meeting when Mitzi there.
4	Check on IT possibilities for Training.		William - IT	Ilona	7/10/20	8/16/21		9/18: Still waiting on response about options on catalog. 2/12: Ilona will continue to work on this. 4/6/21 – Checked to see what William needs to get started. 8/16/21: William responded. Catalog is possible.
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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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.
6	Develop talking points on TNI training program and send that to the NELAP ABs		Jerry	Jerry	2/12/21			1/15/21: Combined with #9. 2/12/21: Jerry is working on a tri-fold brochure. Combine with #9.
7	When webcast is complete, send William instructions to post Website training Jerry just did in multiple places on TNI website.		Ilona	Ilona		1/15/21		Complete. Link became available.
8	Potential for subscription pricing training courses for ABs. Maybe just the TNI owned courses?		Jerry	Jerry	TBD	2/12/21		Not viable option due to lack of interest and complexity.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a		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.



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	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.							3/12/21: Combine with #6 – are talking points for ABs needed?
10	Credentialing Workgroup		Jerry		10/23/20	10/8/21		1/15/21: Recommended adding Competency Task Force members. Planning 1 <sup>st</sup> meeting. 4/9/21: Group is developed and ready to start meeting. 5/21/21: Group has started meeting. Removed “Develop Digital Badges /” from action item. 10/8/21: Workgroup disbanded and work will be incorporated into Committee meetings.
11	Develop Training Materials Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/11/21. 3/12/21: Group has started work.
12	Develop Training Opportunities Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/12/21.

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								3/12/21: Group has DRAFT courses for RFP. 4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 <sup>th</sup> of month?
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			PowerPoint completed. Need to record and post.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
15	Make update to training email sent 4/22/20 and send out this April.		Jerry		3/12/21	7/9/21		Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead. 7/9/21: Flyer went out and new classes are available.
16	Develop FAQ for potential Trainers.		Jerry		4/9/21			Jerry and Ilona worked on this and Jerry has sent to William for posting.
17	Look into meeting with NELAP AC to discuss training opportunities.		Jerry					4/9/21: Discussed.
18	Increase Social Media presence.			Jerry Thao	6/11/21	2/11/22		6/11/21: Look into LinkedIn – Group Page or Organization Page? 7/9/21: Ilona look at adding slide to trainings. Jerry looking

