

Training Committee Meeting Summary

May 13, 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 8 Associate Members (see Attachment A).

There was one change made to the Agenda – add: Discuss agenda for summer meeting.

A motion was made by Jack to approve the February 11, 2022 minutes as written. The motion was seconded by Joe and unanimously approved.

A motion was made by Catherine to approve the April 8, 2022 minutes with a few spelling corrections in the table. The motion was seconded by Jerry Thao and there was no further discussion. Vote: For – 7, Against – 0, Abstain – 1 (Jack – no chance to review them.) The motion was unanimously approved.

Calista noted that registration for the summer meeting (August 1-5, 2022) is open. The Training Committee will meet on Thursday, August 4, 2022. Jerry reminded people that there is an early bird fee.

2. Update from Competency Task Force

Looking at the spreadsheet shared last month, Jerry tried to simplify the process a little in the documents Calista forwarded to the committee:

- Environmental Laboratory Professional – Quality Management System Expert (KSA document)
- QMS Expert Training Courses Spreadsheet Rev 2.0:
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Specialist	Number TNI Courses Needed	TNI Courses	Number of Specialist Assigned Course
3.1 Proficiency Testing (PT) Specialist	5	<i>Accommodation and Environmental Conditions Relative to Analytical Activities</i>	0
		<i>Auditing the Management System in Environmental Analytical Laboratories</i>	1
3.2 Data Integrity Specialist	5		

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

There may be different types of Customer service Specialists – Commercial Lab, Captured Lab, etc.

Maybe a certain number of courses should be required and then choose a certain number of electives.

Jerry shared some examples of badges on Webex. The example brochure (ETI) shows an example of the badge – title and then a list of courses needed.

For Customer Service Specialist, Jack commented that you really have to look at whether the classes are the only ones needed. He thinks Ethics, Records and Reporting Results should be included too. Maybe a class specific to the position needs to be developed.

People can attain a specialist badge and people can be credentialed by getting badges and testing out.

The need to have badges or be credentialed is not intended to be a requirement.

The language of the Standard recommendation is that credentialed technical experts should be able to be a Technical Expert.

Perhaps there should be some courses that are required for all badges and then you get into the details. Pre-requisites.

Iлона commented that expert committee conversations about Technical Experts (Specialist?) is a combination of education, experience, and courses. Jerry reminded people about the original document with the umbrella. These three items are under the credentialing umbrella.

Wanda commented that she has an issue with that. City government will not make this a requirement for hiring, especially in states where wastewater certification is not a requirement. I think this should be offered but just an incentive. You are adding cost that may not be possible for everyone. The training budget is one of the first things that gets reduced when finances are tight.

It was emphasized again by Jerry that this is a voluntary program. Not required.

Classes that don't currently have a quiz will need to be updated to include a quiz.

3. Agenda for Summer Meeting

Iлона commented that some of the details of how KSA's feeds into training needs to be discussed. How do the KSA's get reviewed verse existing and needed classes?

15-30 min summarizing activities

30 min future classes needed.

1 hour on credentialing.

No need for a combined meeting between Competency and Training.

4. Workgroup Reports

Training Opportunities Workgroup

Contracts are being finalized with training dates. A flyer will go out as soon as details are worked through.

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

This group will start meeting right after each training meeting. Members of this workgroup include: Dee, Salima, Derek, Joe , Robin, and David. Elizabeth has volunteered to join this group.

5. Action Items

See Attachment B.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be on June 10, 2022 at 1pm Eastern. (*Addition: Meeting changed to June 24, 2022*).

The meeting was adjourned at 2:13 pm Eastern. (Motion- Jack. Second – Catherine. Unanimously approved.)

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
Mark Alessandrone Absent	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Absent	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Present	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Jack Farrell Present	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Absent	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Present	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Present	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdokv@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
Tami Minigh Absent	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Present	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
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

Voting Members	Represent	Affiliation	Contact Information
Associate Members:	Present		
Robin Cook	X	City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney	X	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Mike Michaud	X	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			
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross		ANAB	
Natalia Larrimer		ANAB	nlarrimer@anab.org
Jennifer Best	X	EPA	
Michella Karapondo	X	EPA	
Jessica Jensen	X	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
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 st 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 th 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

