Training Committee
Meeting Summary
July 24, 2026

1. Call to Order

Calista, Chair, called the meeting to order at 1:30pm Eastern on July 24, 2026, by teleconference. The meeting was attended by 3 Voting Committee Members (no quorum) and no Associate Members (see Attachment A). Jerry Parr (TNI Executive Director) was also in attendance.

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

The April and May minutes were reviewed. A motion was made by Elizabeth to approve the April 24, 2026, minutes as written. The motion was seconded by Joe and unanimously approved.

A motion was made by Joe to approve the May 22, 2026, minutes as written. The motion was seconded by Elizabeth and unanimously approved.

2. Training Course Pricing Update

Jerry provided an overview of the proposed changes to pricing for the recorded webcasts. TNI currently has approximately 100 recordings, with prices varying significantly depending on course length and content. Jerry and Ilona reviewed the need to increase training revenue while maintaining reasonable pricing for participants and ensuring that trainers continue to be appropriately compensated.

Under the proposed changes, the minimum price for a recorded course would increase to $55. Many were about $35.

The Committee discussed the distinction between live webinars and recorded webcasts. Going forward, the intent is to establish a more consistent revenue structure in which trainers receive a larger share for live instruction, reflecting the work required to develop and deliver the course, while TNI retains then receives an increased share of revenue from subsequent webcasts because TNI assumes responsibility for hosting, maintaining, and administering the recorded material.

The Committee noted that pricing adjustments are being made based on judgment and the overall goal of improving net training income rather than applying a single percentage increase to every course.

Jerry will be presenting the proposal to the Finance Committee for consideration.

3. Credentials Committee Update - Jerry

The Credentials Committee met this week. The committee has progressed into sample preparation for organics, including purge and trap and solid-phase extraction,

and is moving into liquid-liquid extraction and subsequently liquid-solid extraction. Work will then progress into analytical techniques such as GC and GC/MS.

The current expectation is that the Chemistry portion of the KSA document could be completed within approximately three to six months, followed by development of examination questions. The committee is using artificial intelligence as a tool to assist with initial KSA development. It was emphasized that AI-generated material must be reviewed carefully because it can contain errors. Draft KSA work for asbestos, microbiology, and radiochemistry is anticipated to begin later.

The overall goal is to have the credentialing materials prepared in time to support implementation of the new laboratory standard.

4. Professional Development Program (PDP) EC – Joe Manzella

The committee's primary focus has been the scholarship program. Two scholarship recipients have received their award letters and are working with Suzanne to begin their coursework. Both recipients are expected to attend the upcoming conference, and a scholarship award presentation is planned before the plenary session on Wednesday.

The committee is also developing an Emerging Leaders course. Jerry's existing three-hour course on the history and development of the environmental testing industry is being condensed into a 20-to-30-minute course intended for individuals who are new to the industry or are interested in learning more about its development and future direction. The committee will continue reviewing the material.

The committee will be meeting in Houston but will not have a teleconference in August.

5. RFP for Technical Training Courses

The Committee reviewed Ilona's Draft RFP for technical training courses. The RFP identifies 12 overarching areas that should be addressed in technical training courses, including

- theoretical and operating principles,
- instrumentation and software,
- critical processes,
- sources of error and controls,
- inappropriate procedures,
- documentation requirements,
- data assessment,
- detection of improper practices,
- traceability,
- regulatory requirements,
- implementation of the technique, and
- interpretation of data packages and raw data.

The Committee agreed that these overarching requirements should be incorporated into the scope of work section rather than simply appearing as general background information. More detailed technique-specific requirements from the Draft KSA document are included in Attachment 1

Given that some of the KSA material remains in Draft form, the RFP is structured so that vendors have sufficient information to understand the expected level of technical detail needed without unnecessarily distributing material that has not yet been finalized by the Credentials Committee.

The Committee also discussed TNI's review of vendor training. The intent is not for TNI to assume responsibility for the technical accuracy of a trainer's course. However, TNI should ensure that training that is requested to be represented as complying with TNI requirements does not conflict with the TNI Standard. This would be the case when a trainer requests to use the TNI logo on their material. In those cases, TNI may conduct a more detailed review of the course materials. The possibility of charging an additional fee for this level of review was also discussed.

The Committee also discussed methods for identifying potential trainers. Ilona commented that possible sources include current and former conference attendees, technical directors who have retired, existing membership and mailing lists, and individuals who may have previously expressed an interest in training.

6. Houston Meeting Presentation

The Committee reviewed the Draft presentation planned for the upcoming meeting in Houston. Several updates were identified:

- Member affiliations and organizational information will be corrected and updated.
- The Committee's meeting schedule will be clarified to state that meetings occur in odd-numbered months.
- The Assessment Forum description will be revised to more clearly emphasize assessment-related issues and distinguish the forum from the mentor sessions.
- The Mentor Session description was substantially improved to emphasize information sharing, training, discussion of effective implementation and continuing compliance with TNI standards, and networking among participants.
- Slides concerning older technical training material will be removed and replaced with current information related to the technical training RFP.
- Current and recently completed training courses will be added to the presentation.
- Potential future courses will be updated based on current Committee activities and the technical training RFP.
- The new training survey will be discussed, including feedback received from participants.
- Open discussion will provide an opportunity for participants to suggest topics for future assessment forums, mentor sessions, and training courses.

The Committee also discussed presenter notes and the technical setup for presentations at the conference. Ilona contacted Paul regarding whether presenter notes could be made available during the Mentor Session, particularly because the presenters expect to rely on those notes.

7. Training Opportunities

Ilona provided an update on current and planned training opportunities:

- A discipline-specific technical training course is being developed with Matt Sica, with microbiology identified as the first topic. A contract is being finalized, and the course is expected to begin in November.
- A recorded course related to FSMO/field activities and the importance of accreditation is also being prepared for inclusion in a future training flyer.
- The Radiochemistry training is being considered for recording during the Houston meeting. Because live recording has historically presented logistical challenges, Ilona is providing recording equipment so that the course can potentially be captured without relying on hotel equipment.
- Internal audit and nonconformance training have been completed and are moving oward availability as recorded courses.
- Mary Johnson has also completed training and has submitted a proposal for a potential course focused on using AI to support smaller laboratories with data collection, calculations, and related tasks. The proposal is still under review.
- Additional free support training in development includes a condensed environmental testing industry history course, a new-member orientation, and accreditation overview.
- Software validation training is being discussed with Jeanne. This discussion may also lead to additional training offerings being advertised through the TNI training site.
- The minimum detection limit (MDL) training has undergone technical review and is being finalized. The committee agreed that the course should be offered live rather than only as a recorded update because participants are likely to benefit from being able to ask questions.
- A "Scared Straight" field training course is also expected to be developed for the fall.

8. New Business

None.

9. Action Items

See Attachment B.

10. Next Meeting and Close

The next teleconference meeting will be September 25, 2026, at 1:30 pm Eastern. These meeting are scheduled for 90 minutes. *(Addition: The meeting was rescheduled to October 2, 2026. There were not enough people present on 9/25/26.)*

The meeting was adjourned at 2:52 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
Salima Haniff **Absent**	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella **Present**	Lab	Orange County Sanitation District	Jmanzella@OCSD.COM
Elizabeth Turner **Present**	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross **Absent**	Other	ANAB	mross@anab.org
Veronika Kerdok **Present by Phone**	Other		kerdokv@gmail.com
Wanda Harney **Absent**	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Mei Beth Shepherd **Present**	Other	Shepherd Technical Services, LLC	mbshep@sheptechserv.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
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
Marlene Moore		Advanced Systems	mmoore@advancedsys.com

Attachment B: Training Committee Action Item Summary 2025/2026

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	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	Doc Number	TNI Contact	Committee Contact	Action Item Added	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. Dec 24 – Ilona will prepare a presentation for the winter forum. Feb 2025 – Presentation done in Jacksonville. Will be redone when website is operational to accommodate any new procedures.
14	Reach out to vendors for possible training opportunities.		Jerry			3/12/21			Discussed: 3/12/21 Placed on Hold – 5/21/21 4/10/25: Discussion Started.
21	Develop Training Catalog			Elizabeth Turner			Feb 2025	COMPLETE	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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									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 implemention is being worked on. Feb 2025 – New website presented in Jacksonville. COMPLETE
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	Complete		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	7/8/24		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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									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					COMPLETE	4/11/24 – Ilona presented the Microsoft Forms Survey program. 5/22/26: New survey is now being used for classes. COMPLETE
30	Update Charter to include Mentor Session and Assessor Forum.					4/11/24	7/8/24		4/11/24: Started editing Charter. No quorum. 6/13/24: No quorum. Worked on survey for Assessor Forum and Mentor Session. 7/8/24: Completed and sent to Policy Committee.
31	Prepare Survey for Mentor Session and Assessment Forum		Ilona			6/13/24	11/21/24		7/8/24: Survey questions completed and Ilona will prepare for Garden Grove meeting. 11/21/24: Complete – see October minutes.
32	Complete Strategic Planning Pakcage		Ilona	Calista		11/21/24	2/2/25	COMPLETE	Due early January. Complete at January Committee meeting. 2/2/25: Plan submitted and discussed at TNI 5 year strategic planning meeting.
33	Work with Vendors to provide technical training courses.		Ilona/Jerry		12/12/24				On hold NEMC 2025 meeting. 5/22/26: Looking at providing vendors with information in Houston and preparing an RFP focused on technical training classes.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
34	Help Develop Credentialing Exam Preparation Course		Jerry		4/10/25	4/10/25		COMPLETE	
36	Look into PDH related to States advertising our classes.				6/12/25				Discussed in June and July meetings. 5/22/26: To be discussed in July.
37	Re-do 2017 MDL training class.		Jerry		9/11/25	5/22/26			5/22/26 – Jerry is looking for review to be done of training he is developing.
38	Provide QR Codes in conference Programs		Ilona		4/24/26				