

**Training Committee
Meeting Summary
August 25, 2023**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Central on August 25, 2023, by teleconference. The meeting was attended by 5 Voting Committee members and 4 Associate Members (see Attachment A).

There were not enough voting members present to do business, but the Committee did meet to review information. Minutes will be reviewed at the next meeting.

Elizabeth has volunteered to be Vice Chair for the Committee and this will be voted on at the next meeting.

2. SOP on Examination Questions (SOP 1-129)

Jerry shared a DRAFT SOP he worked on based on what the credentialing group has done and what Marlene and Mark prepared to begin work on this SOP. Ilona provided the notes from the 8/3/23 meeting where exams and questions were discussed.

Jerry reviewed and updated the SOP based on comments today:

- All training classes need a quiz.
- Notice new definitions:
Questions are rated as low and high. A high level requires some reasoning.
- Learning Objectives – this is new to the glossary.

The 8/3/23 notes were then reviewed:

- Waiting period.
- Partial credit
- Some questions worth more. Jerry didn't like because it is subjective.
- New questions added to tests to develop questions, but not scored first time through. Section 5.4.3?
- Information on re-testing is in Credentialing Handbook.
- Credentialed people can help with questions.

Jerry and Marlene will continue to work on this SOP and present it to the Committee for final review in an upcoming meeting.

3. Training Course Catalog

Elizabeth presented the DRAFT Training Course Catalog in Minneapolis. She summarized general reactions:

- Mixed reactions on whether it should be downloadable.
- Want consistent format for classes.
- Want to be able to see what badges course applies to.
- Need a search feature on the table - that is most important. Talk to William about a searchable feature.
- Jerry will talk to William about expanding capability of training classes.
- Conclusion: More focus on online capability with some ability to print what is needed.

4. Credentialing Committee Update

Need questions on quality control and internal audits.

For quality control you need to specify discipline or module.

Generic questions and then pick additional specific modules: Microbiology, Chemistry, etc.

The you can add other disciplines by just answering the other questions specific to the discipline.

Iona will send Jerry questions from WET and Radiochemistry.

5. Training Opportunities Workgroup

The group will begin working on a new RFP for distribution in November or December.

6. Action Items

See Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next teleconference meeting will be on September 21, 2023 at 1:30pm Eastern.
(Addition: The meeting was delayed to the last Friday of the month – September 29, 2023.)

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	aex@ix.netcom.com
Jack Farrell Absent	Other	Analytical Excellence, Inc.	dfricker@a2la.org
David Fricker Present	AB	A2LA	salima.haniff@bureauveritas.com
Salima Haniff Present	Lab	Bureau Veritas Laboratories	JManzella@OCSD.COM
Joe Manzella Present (left at 1:28pm)	Lab	Orange County Sanitation District	mitzmi@comcast.net
Mitzi Miller Absent	Other		ddbergere@gmail.com
Dee Shepperd Absent	Other	ddms, Inc.	Jerry.Thao@pacelabs.com
Jerry Thao Absent	Lab	Pace Analytical Services, LLC.	elizabeth.turner@et.eurofinsus.com
Elizabeth Turner Present	Lab	Eurofins	Calista.Daigle@Pacelabs.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

Voting Members	Represent	Affiliation	Contact Information
Associate Members:	Present		
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			mross@anab.org
Melanie Ross		ANAB	
Jennifer Best		EPA	
David Feist	X	ANAB	
Michella Karapondo	X	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.
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			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		TBD			
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
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.
24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128		Calista Ilona Elizabeth				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.