Training Committee
Meeting Summary
September 11, 2025

1. Roll Call:

   Elizabeth, Vice-Chair, called the meeting to order at 1:30pm Eastern on September 11, 2025, by teleconference. The meeting was attended by 4 Voting Committee members and no Associate Members (see Attachment A). Jerry Parr was also in attendance.

   There was not a quorum at the meeting, but the Committee decided to meet to review information, but no business was conducted.

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

   Minutes for June and July were reviewed but could not be voted on.

2. Credentials Committee Update

   Jerry attended the NELAP AC meeting earlier this week and shared a presentation that provided information about the credentialing program and the work that is being done to develop the Technical Specialist credential. It included examples. He shared this presentation today with the Committee.

   Jerry provided information on the results of the credentialing exam given in St. Louis. 10 out of 150 questions were discarded in St. Louis. Of the 150+ questions in the exam, the average score was 88% and the range was 76-94%. These individuals have an average of 21 years of experience in environmental analyses and quality assurance. Fifteen of the 16 had college degrees in science, but one individual with only a high school degree scored very well.

   Jerry also shared a rough draft of the training courses needed for Technical Specialists. It is very incomplete as the Credentials committee still needs to tackle metals and organics. The training committee needs to look at how to address the review of current training classes and the development of new training classes to address the KSAs. Need to look at the content of current training classes and look for gaps.

   Artificial Intelligence (AI) will be used to help develop KSAs. The Expert Committees will no longer be developing them from scratch. The Credentialing Committee will develop the first DRAFT for each Expert Committee using AI and then have the Expert Committee review them to make deletions, corrections and additions. The Credentialing Committee will work on this starting this month. This process may take 1-2 years. Each Expert Committee's priority is to complete their Standard and then work will begin on the KSAs.

3. Registration on Educational Delivery System (EDS) Page

It was mentioned in St. Louis that not everyone wants to use the registration process on the EDS page. Paul Junio also mentioned that many agencies/companies still want him to manually sign them up for classes.

Paul and Ilona spent some time trying to use the system. The passcode is different than someone's TNI passcode. It took 15-30 min to get a verification to sign-up. This needs to be checked into. The expectation was that this was instantaneous so that someone could continue to register on EDS and then sign-up for a class.

Discussion on this topic had the following suggestions:

- Have Paul ask people why they are not using the online process? Was there a problem?
- When people sign-up, can the password be the TNI password? Do we set limitations on this?
- Maybe write a newsletter article? Concern expressed is that not enough people read the newsletter.
- There is not a user manual. Maybe some instructions would help? Possibly a link to get to more information or a short webcast on how it works?
- Change the website page so that the text on the bottom of the page is moved to the top of the page. Jerry will work on this change.
- Paul and Ilona should test the system to see how long it takes to register and how long it takes for someone who is registered to get a help logging in if they forgot their password.

4. Mentor Session/Assessment Forum

The Committee reviewed the Survey from St. Louis. Elizabeth asked that people send ideas for topics to Calista. The survey included some ideas:

Assessment Forum:

Having labs look at writing findings to see through the assessors eyes When you disagree with assessor, and you KNOW you are right. Now what?
The field sampling discussion.
How to handle difficult assessors. How to respond to finding you do not feel are valid. maybe a "is this a good finding" where we can talk about how findings are cited and what they mean.
In-depth data monitoring
Training employees

Examples or approaches that are widely used to address issues found in the assessment process.
more risk assessment training

Mentor Session:

DOC requirements
Annual data integrity and ethics training: how to make these interesting every year
Integrating Risk Management into your laboratory.
TNI section overviews
Root cause analysis! Some root causes are easy to uncover, but many are difficult. I would benefit from a presentation of examples of successful RCA accompanied by moderator discussion and questions from attendees.

5. Training Materials Review Workgroup

   The reviews are just about complete.

   A question was raised about the MDL training. Jerry will have William remove this training and he will plan to update it. There are several different options discussed in the current training, but now there is essentially one approach that is being used. We will ask the Chemistry Expert Committee to review Jerry's update.

6. Professional Development Program Executive Committee Update

   The Committee had their first meeting in August. Joe Manzella will Chair the Committee and Sharon Mertens is Vice President. The Committee plans to spend about 60% of their time working on the Jack Farrell Scholarship and 40% on other charter items.

7. Membership

   A new application was submitted for membership. The Committee cannot vote today, so it will be addressed at the next meeting or by email.

8. Continue Discussion related to Professional Development Hours

   There was no quorum, so this topic will be discussed next month.

9. New Business

   None

10. Action Items

See Attachment B.

11. Next Meeting and Close

The next teleconference meeting will be October 9, 2025, at 1:30 pm Eastern. *(Addition: The October meeting was canceled and the November meeting was rescheduled for Wednesday, November 5, 2025, at 1:30pm Eastern. The Training Materials Review Workgroup will meet for 30 minutes after the meeting.)*

Elizabeth adjourned the meeting at 3:03 pm Eastern.

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
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		kerdokv@gmail.com
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
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		City of Derby, KS	
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore			
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Training Committee Action Item Summary 2024/2025

	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						4/11/24 – Ilona presented the Microsoft Forms Survey program.
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.
34	Help Develop Credentialing Exam Preparation Course		Jerry		4/10/25	4/10/25		COMPLETE	

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
35	Newsletter article about instructors for Technical training classes.		Ilona		4/10/25	TBD			
36	Look into PDH related to States advertising our classes.				6/12/25				Discussed in June and July meetings.
37	Re-do 2017 MDL training class.		Jerry		9/11/25	TBD			