

**Training Committee
Meeting Summary
September 9, 2022**

1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on September 9, 2022 by teleconference. The meeting was attended by 6 Voting Committee members and 5 Associate Members (see Attachment A).

There were not enough voting members on the call to do business, but the Committee did meet to review information.

There were no changes to the agenda.

2. Crystal City Meeting

Jerry discussed a special session being planned in San Antonio to look at Credentialing and Badges.

The big concern about expressed about the credentialing and badges is that it will become a requirement and be added the Standard. Clarification is needed that ABs can't require credentialing unless it is in the Standard. Jerry will discuss this with Lynn for discussion at a NELAP AC meeting.

Labs can make it a requirement, but they will not be required to do it.

Ilona commented that DoD is going to follow ISO 17025-2017 and modify the TNI Standard as needed, and DoE is going to follow the TNI Standard as written.

3. Training Opportunities Workgroup

The Workgroup will start meeting in September an hour before the regular meeting. Jerry will plan to share information about courses the Competency Task Force knows will be needed.

There is an RFP for training in San Antonio. Silky plans to teach an LOD/MDL course and ANAB will be teaching a cause analysis course.

Slide 8 of the presentation in Crystal City gives a list of classes for this group to be considering:

- Keeping the Chain of Measurement Traceability Intact to Ensure Reliable Data
- Accommodation and Environmental Conditions Relative to Analytical Activities
- Management System Policies Related to Quality
- Meeting Customer Requirements
- How to Implement a Quality Management System
- Managing the Accreditation Process

4. Social Media Update

The LinkedIn site is continuing to get more followers. Catherine sent a list of groups to Jerry Thao that she can use to share information to. Jerry Thao will be asking to join the groups.

5. Training Catalog

Calista shared the work Elizabeth did to prepare for the presentation in Crystal City. She will be invited to attend the Training Opportunities Workgroup to talk about consistent course descriptions.

6. Action Items

See Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next teleconference meeting will be on October 14, 2022 at 1pm Eastern.

Calista adjourned the meeting at 1:45 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
Mark Alessandrone Absent	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Absent	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Absent	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 Present	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Present	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Absent	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdov@gmail.com
Joe Manzella Absent	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

Voting Members	Represent	Affiliation	Contact Information
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	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		Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross	X	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
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
	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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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

