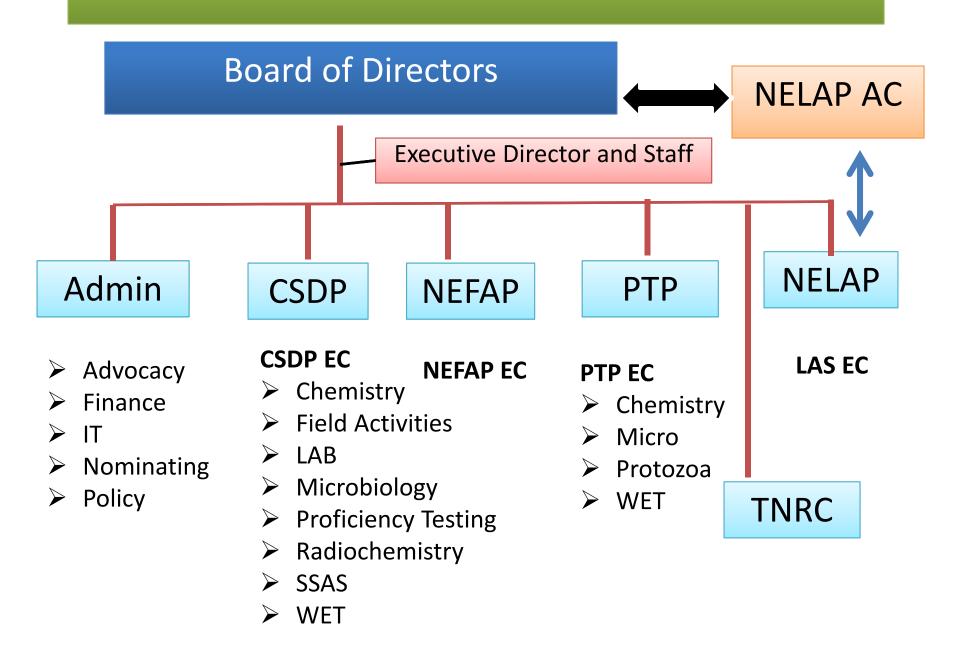


Update on the Activities of The NELAC Institute (TNI)

January 25, 2016

The NELAC Institute





Reports on TNI Programs

- Consensus Standards Development Program (CSDP)
 - Bob Wyeth CSD EC Chair
- National Environmental Field Activities Program (NEFAP)
 - Kim Watson (NEFAP EC Chair)
- National Environmental Laboratory Accreditation Program (NELAP)
 - Judy Morgan LASEC Chair
- Proficiency Testing Program (PTP)
 - Maria Friedman PTP EC Chair
- General and Administrative
 - Jerry Parr TNI Executive Director
 - Steve Arms Advocacy and Nominating Committee Chair











CONSENSUS STANDARDS DEVELOPMENT PROGRAM (CSDP)

The purpose is to develop standards. The Consensus Standards Development Executive Committee (CSDEC) is responsible for managing this program. The CSDEC consists of the Chair of each Expert Committee plus additional at-large members representing other stakeholder interests. This core program has a support role in assisting the LASEC Committee in developing the laboratory accreditation system.



CSDP Membership

- The CSDEC consists of the chair of every Expert Committee
 - Chemistry
 - Field Activities
 - Laboratory Accreditation Body
 - Laboratory Quality Systems
 - Microbiology
 - Laboratory Proficiency Testing
 - Radiochemistry
 - Stationary Source Audit Sample
 - Whole Effluent Toxicity (New in 2015)
- The CSDEC also has 3 members-at -large





Current Members

- Bob Wyeth (EC Chair; Member-at-large/Other)
- Jessica Evans (Member-at-large/Other)
- JoAnn Boyd (Member-at-large/Lab)
- Paul Junio (Vice-Chair; Quality Systems Committee Chair/Lab)
- Carl Kircher (Accreditation Body Committee Chair/AB)
- Tom Widera (SSAS Committee Chair/Other)
- Shawn Kassner (Proficiency Testing Committee Chair/Other)
- Richard Burrows (Chemistry Committee Chair/Lab)
- Robin Cook (Microbiology Chair/Lab)
- Kevin Holbrook (Field Activities Committee Chair/Other)
- Bob Shannon (Radiochemistry Chair/Other)
- Rami Naddy (Whole Effluent Toxicity Committee Chair)
- Program Administrator: Ken Jackson



Content of the Annual Report

Each Expert and Executive Committee operates under a Charter posted on the TNI website (www.nelac-institute.org) which details the committees' Mission Statement, objectives and measures of success.

This annual report will present activities, accomplishments, and plans for 2016 of the CSDEC and each of the Expert Committees.



CSDEC Accomplishments

- Standards Development Process revised, approved by ANSI, and incorporated into SOP 2-100
- Audit by ANSI completed with just 2 minor findings
- Procedures for Expert Committee Operations (SOP 2-101) revised
- Draft of a guidance document for development and maintenance of standards forwarded to Policy Committee
- Implementation plan prepared for the revised Environmental Sector standard
- Whole Effluent Toxicity Expert Committee formed
- 2015 Charters prepared for all Expert Committees



CSDEC 2016 Plans

- Finalize the new Environmental Sector Standards
- Finalize Guidance Document for Development and Maintenance of Standards
- Prepare a Glossary of Terms used in TNI standards
- Investigate formation of an Asbestos EC
- Approve and post all 2016 Expert Committee and CSDEC Charters
- Working with LASEC and NELAP AC implement the new TNI Standard



Quality Systems Expert Committee

Accomplishments

- Clarify requirements for verification of support equipment
- Finalize changes made to Module 2

Plans

Complete re-write of the Small Lab Handbook to remove inconsistencies, address above changes, and provide a single 'voice' to the document.

> Tuesday, 8:00 – 12:00



Proficiency Testing Expert Committee

Accomplishments

- Hosted Webinar on proposed standards changes
- V1M1 and V2M2 Interim Standards; addressing on comments
- Completed V3 and V4 VDS, finishing comments

Plans

- > Set to move V3 and V4 to Interim Standards
- Final standards completed end of May

Monday, 1:30 – 5:00





Laboratory Accreditation Body Expert Committee

Accomplishments

- Worked on a generic application form for laboratory accreditation
- Monitor and report on proposed changes to ISO/IEC 17011 and 17025

Plans

Start work to combining Modules 1 and 3 of Volume 2 into one module

Implement the generic application

Tuesday, 8:00 – 10:30



SSAS Expert Committee

Accomplishments

- Added Mercury on filter as a required analyte on the list of SSAS audits
- Received EPA approval for V1M1 and V1M3.

Plans

- Actively investigating the higher than normal failure rate for the Method 8 Audit samples
- Investigation into providing gaseous audit samples for EPA method 25.



Chemistry Expert Committee

Accomplishments

- Interim standard for Calibration (V1M4) passed.
- Modified the EPA MDL procedure (App. B to Part 136); published by EPA in the Federal Register
- Interim standard for Detection and Quantitation passed (V1M4)

Plans

- Develop training PowerPoints for new Standard language
- Evaluate areas of the Standard that may warrant updates in the next revision
 Tuesday,

8:00 - 5:00



Microbiology Expert Committee

Accomplishments

- MWDS presented and webinar hosted to receive additional comments
- VDS and IS presented and comments received

Plans

- Finalize standard
- Develop implementation tools
- Work with QS Committee some comments would be a good fit for the Small Lab Handbook

Tuesday, 1:00 – 3:00



Radiochemistry Expert Committee

Accomplishments

- Module 6 processed from MWDS to final Standard; passed without negative or substantive comment.
- Presented webinar on changes contained in finalized Module 6
- Chair made presentations at 2015 DOE
 Consolidated Audit Program Workshop and 61st Radiobioassay and Radiochemical Measurement Conference

Wednesday, 1:00 – 4:00



Radiochemistry Expert Committee

Plans

- Subcommittees formed to aid implementation; checklist preparation and training (training sessions planned in Tulsa and San Diego)
- Work with QS EC in revision of the Small Lab Handbook.





Field Activities Expert Committee

Accomplishments

- Developed tools for implementation of revised Standard
- Continued discussion on mobile lab issues
- Completed FSMO tools
 - Priority Elements of Standard for FSMOs
 - Overview of accreditation process for FSMOs

□ Plans

- Continue to develop tools to aide FSMOs
- Continue submittal process to ANSI for approval as an American National Standard
- Guidance clarifying FSMO scopes of accreditation

Wednesday, 8:00 – 10:00



Whole Effluent Toxicity Committee

Accomplishments

- Committee formed in April 2015
- Developed white paper on purpose of WET DMR-QA / PT studies

Plans

- Continued development of goals and priorities
- Deliver a WET presentation at the Assessment Forum (Orange County meeting)
- Work on WET-specific issues (e.g. regarding DOC, IDOC, and analytical support measurements)

Tuesday, 1:00 -3:00,



The New Laboratory Standard

- Changes to PT, Quality Systems, Chemistry,
 Microbiology and Radiochemistry
- Also changes to Volumes 2, 3, and 4
- Expected to be adopted by CSDP in early 2016.
- Will need review by LASEC for suitability
- Will need adoption by NELAP for implementation

NELAP implementation will be for a specific date, likely 2017 or 2018



Implementation of the New Standard

- 2-3 year process
- Extensive training will be provided to labs and lab assessors
- New checklists will be developed
- Quality Manual template will likely be revised















NATIONAL ENVIRONMENTAL FIELD ACTIVITIES PROGRAM (NEFAP)

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.





NEFAP EC MISSION

The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will

- assure continual improvement of FSMO accreditation processes and
- incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements.

NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.



NEFAP EC Membership

- 8 FSMOs
- □ 3 ABs
- 4 Other
- 3 Associate Members
- 2016 4 members will be up for membership renewals





NEFAP Accomplishments

- Established a NEFAP Strategy Subcommittee
- Offering a number of training courses
- Offering of tools such as checklists and Accreditation Summaries, (2007 vs 2014 Standard Comparison).
- LELAP recognize third party accreditation for stack testing based on NEFAP.



NEFAP Accomplishments

- 2015 DEMOGRAPHICS
 - ABs Recognized 3
 - Potential New ABs 1
 - FSMOs Accredited 12
 - Potential In-Hand Applications 3
 - Recognition of Air Testing and other Industries



NEFAP STRATEGIC PLAN

Committee Goals:

- Develop focused approach to marketing NEFAP by identifying target audience.
- Determine method for educating environmental professionals about NEFAP.
- Develop mechanism for implementation of strategies including identifying resources, responsibilities for implementation and monitoring the process.



NEFAP STRATEGIC PLAN

- Educational Strategies:
- Defining what is the meaning of Accreditation
 - For the public ... Accreditation ...
 - For the data user ... Accreditation provides
 - For the industry ... Accreditation advances
 - For governmental agencies ...
 Accreditation serves ...



NEFAP MARKETS

- Marketing Focus: List of Target Audiences
 - FSMO
 - FSMO Trade Groups
 - Data Users End Users
 - LABS
 - Industry equipment manufacturers
 - Municipalities
 - Engineering Firms: Design, implement, review Environmental Projects



NEFAP MARKETS (con't)

- Marketing Focus: List of Target Audiences
 - EPA-National and Regional Offices
 - State Agencies (Environmental, Public Health, Others)
 - DoD
 - USGS
 - Other Federal Agencies





NEFAP SHOUT OUT

Mediums – Mechanisms for Distribution

- TNI NEFAP website needs to have a page added just for marketing of NEFAP related activities.
- Vehicles to communicate include: YouTube, newsletters, presentations at conferences, brochures, and interviews.
- Determine publications or websites where information should be presented.
- Post short videos and webcasts on YouTube specific topics new FSMOs or people interested in requiring NEFAP can access.



NEFAP SHOUT OUT

Mediums – Mechanisms for Distribution

- Workshop developed with presentations from ABs, FSMOs, State and Data users.
- Develop mailing list for NEFAP that TNI can use to target specific updates related to FSMOs.
- Look for relevant conferences where a NEFAP booth makes sense. Attendees to the conference can man the booth on breaks.





NEFAP SHOUT OUT

Mediums – Mechanisms for Distribution

- Target specific conferences to give NEFAP presentations. The success rate for getting abstracts accepted is high, but more people are needed to do the presentations.
- Provide feedback from people that are currently accredited. Why is the accreditation important? How has it helped the organization? Record these statements on video and post on website or ask for short written statements that can be posted. Dedicate a website page to: Why NEFAP?



NEFAP SHOUT OUT

Mediums – Mechanisms for Distribution

- Develop a list of potential FSMOs for application. Contact them with updates and information about the program.
- Get NEFAP brochures into the hands of vendors so they can make it available at conferences they participate in.
- Put together example emails that FSMOs or labs can send to their clients with links to information on the TNI website.
- Put tools into the hands of FSMOs so they can encourage clients to require NEFAP.



NEFAP PLAN – 2016

- Implementation:
- ... Preliminary thoughts...
 - TNI FAC maintains the list of presentations and opportunities in their meeting minutes. Determine if this listing can be more public on the TNI website under NEFAP.
 - Establish group to coordinate, plan events and review/develop materials for marketing. The group coordinates with the NEFAP EC, FAC and TNI staff for resources and implementation.



NEFAP PLAN - 2016

Implementation:

- The NEFAP EC evaluates the work of the group to determine the effectiveness of the marketing on an annual basis.
- Collect contact information about FSMOs, ABs, and Environmental engineering firms that attend TNI-FAC meetings and/or training.
- Collect contact information about firms that use sampling services.



NEFAP PLAN - 2016

Implementation:

- Collect contact information about Manufacturers and distributors of Field Sampling and Measurement equipment. Especially those that exhibit and/or give papers at NEMC and other meetings about Field Sampling and Measurements.
- Determine if State or EPA programs have developed or are in the process of developing field activities requirements or guidance. Summarize listing as a resource for FSMOs and encourage use of one set of requirements via TNI standards development process.



NEFAP - HELP

- WE NEED YOUR HELP Shout Out
- FEM Policy update in December 2014 to up hold standards in FSM. Recognition of NEFAP to meet US EPA policy for FSMO.
- Mobile laboratory accreditation across State Borders.
- State ABs recognition of third party accreditations.



Find out more.....

- Field Activities Expert Committee (FAC)
 - Wednesday Morning

- NEFAP Executive Committee (EC)
 - Wednesday Morning
 - Looking for nomination of committee members











NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM (NELAP)

- 14 active Accreditation Bodies in 13 states
- Accredits approximately 1700 laboratories:
 - US states and territories
 - Canadian provinces
 - US military lab in South Korea
 - Bottled water labs in Fiji and France



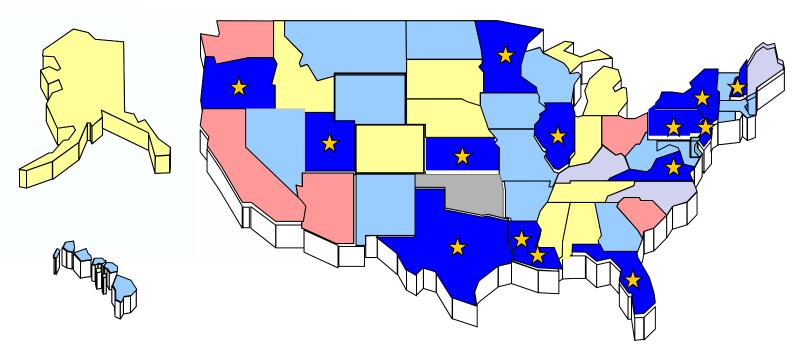


NELAP ABs

- California ELAP was reorganized to its new home in the CA Water Resources Control Board in summer 2014
- NELAP and TNI have held several teleconference meetings to support CA ELAP and look forward to welcoming its return to NELAP in the future
- Looking forward to receiving Oklahoma's application to be a NELAP AB, later this year
- NELAP AC has reached out to Kentucky to welcome their participation



The National Program Today





NELAP Accreditation Body

Working on Application

Accept NELAP

Incorporate NELAP elements

State program with significant differences

Drinking water only





NELAP AC Accomplishments - 2015

- Evaluation cycle underway
 - > 9 AB evaluations complete and recognition extended
 - > 5 AB evaluations in-process, will be completed in 2016
- Quarterly NELAP Assessor Calls
 - Mobile Laboratories
 - Remote Analysis
 - Standard and Reagent traceability
- Approved and Adopted New Policy
 - Mutual Recognition Policy adopted by NELAP AC and reviewed and approved by Policy Committee



NELAP AC Plans – 2016

- Review and Evaluation of TNI Standard
 - Calibration Standard recommendation was received from LAS EC
 - Expect recommendations for Radiochemistry and Asbestos soon
- Other Policies in Discussion to be developed with LASEC
 - Minimum Requirements for Test Method Selection for Assessments
 - Secondary Recognition of Mobile Laboratories
 - Accreditation of Preparation Methods
 - Interim Accreditation
 - NELAP Assessor Training
 - National Database
- Review and Update NELAP AB Evaluation Process
 - Evaluation of effectiveness, necessity, and cost/benefit analysis
 - NGAB evaluation process will also be considered



LAS EC Accomplishments - 2015

- □ Continued the dedication timely completion of 13 SIRs
 - 255 of 281 SIRs now closed out
- Actively engaged in reviewing standards documents at all revision stages – both LASEC and AC
 - Updated SOPs for review and acceptance of standards
 - Calibration Standard reviewed and recommendation submitted to NELAP AC for review
- Continued training
 - Assessment Forum, Mentor Sessions, Assessor Calls
- Policy Development
 - Prep Methods Assessment





LAS EC Plans - 2016

- Sustain SIR progress
 - Supplement SIRs with Implementation Guidance for non-SIR questions
- Continue to review standards as revisions are completed.
- □ Develop policies and procedures for use in the program, e.g.
 - > LAMS
 - Mobile Laboratories
 - Assessor Training





NELAP Meetings

Accreditation Council

Wednesday, 8:00 - 10:00

Assessment Forum

Monday. 1:30 – 5:00

Tuesday, 8:00 - 12:00

LASEC

Wednesday, 10:30 - 12:00

Mentor Session

Tuesday, 1:00 - 5:00





2016 Assessment Forum

- Monday: Preparing to be TNI Compliant
 - Oklahoma TNI Laboratory Accreditation Status and Regulatory Update
 - How to Comply
 - Pitfalls in Accreditation
- Tuesday: Preparing for TNI Assessments
 - How to Perform Effective Internal Audits
 - Mock Assessment Interviews
 - Common Assessment Findings for Initial and Seasoned Labs





2016 Mentor Session

- Corrective Action and Root Cause Analysis
 - How to Initiate Effective Corrective Action Reports
 - Root Cause Analysis of Common Findings











Mission

Establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities





PT Program Key Elements

- Organizations are approved by TNI as PT Provider Accreditors
- Accredited PT Providers for environmental labs posted on TNI website
- Fields of Proficiency Testing (FoPT) Tables
 - Analytes, Matrices, Concentrations, and Acceptance Limits appropriate for the scope of monitoring performed
 - Used by NELAP and NEFAP
 - Used by other states and DMR-QA



PT Provider Accreditors and Accredited PT Providers

American Association for Laboratory Accreditation (A2LA)

- Advanced Analytical Solutions
- > ERA
- New York State DOH
- > Phenova

ANSI-ASQ National Accreditation Board (ANAB)

- Absolute Standards
- > NSI Solutions
- ➤ Sigma-Aldrich RTC





Fields of Proficiency Testing Tables

NELAP FoPT Tables

- Drinking Water
 - Chemistry and Microbiology
 - Radiochemistry
- Non-Potable Water
 - Chemistry and Microbiology
 - Whole Effluent Toxicity
- Solid and Chemical Materials (SCM)





Fields of Proficiency Testing Tables

- Other FoPT Tables
 - Lead Field Testing
 - Protozoa for Drinking Water





2015 PTPEC Accomplishments

- Approved update to Non-Potable Water FoPT (effective 4-1-2016)
- Approved update to Whole Effluent Toxicity Testing FoPT (effective 7-31-2016)
- Continued data review for update of the SCM FoPT Table





2015 PTPEC Accomplishments

- Corrected nomenclature change for 2,2'-Oxybis(1-chloropropane)
- Reconstituted Microbiology subcommittee
- Identified a new Chair for the SOP subcommittee
- Addressed complaints
- Outreach to DMR-QA State Coordinators



2015 PTPEC Accomplishments

- Met with PTPAs and PT Providers to work on way to obtain PT summary data for FoPT review
- Reviewed several petitions to add to or update FoPT Tables
 - PCBs in oil
 - > DBCP, EDB, 1,2,3-Trichloropropane
 - MPN multiple tube and MPN multiple well
 - Cis- and trans-1,3-Dichloropropene





PTPEC Plans - 2016

- Continue development and update of FoPT Tables
- Continue development and update of FoPT Table Format:
 - Add CAS numbers to all FoPT tables
- Develop better procedures to obtain PT data for PTPEC review of FoPT acceptance limits and other investigations





PTPEC Plans - 2016

- Continue to update committee SOPs
- Update PTPA Evaluation Checklist
- Periodically evaluate the effectiveness of the PT Provider oversight program and the FoPTs
- Develop a long-term plan for self-sufficiency





PTPEC Meetings

- Conference calls the third Thursday of the month from 1:00-2:30 Eastern Time
- Face-to-Face with attendee participation at conferences
- Public meeting
 - Subcommittee updates
 - PTPA Reports
 - Attendee comments and input

Tuesday, 1:00 – 3:00





PTPEC Membership

- New Chairs in SOP and Microbiology Subcommittees
- Membership composition
 - > PT Providers
 - PT Provider Accreditors
 - NELAP and Non-NELAP Accreditation Bodies
 - Laboratories and FSMO
 - > Others







Administration and Support

- Board of Directors
 - Advocacy
 - > Finance
 - Information Technology
 - Nominating
 - Policy





TNI Board of Directors

- Monitor activities of all programs and committees
- Review and approve policies and SOPs
- Organizational and fiduciary leadership
- Form ad-hoc groups for special topics
 - Ways and Means Task Force
 - NGAB Working Group





2016 Significant Board Actions

- Revised Board election process
- Approved a New Strategic Plan
- Sent letter to EPA's FEM
- Provided comments on the EPA Method
 Update Rule
- Updated Membership and Member Benefits



NGAB Working Group

Implement a program to be used by TNI to approve Non-Governmental Accreditation Bodies to grant environmental laboratory accreditations in conformance with the TNI standards, and to assure that the NGAB is capable of managing an accreditation program in a consistent, uniform manner.





NGAB Working Group

- Will evaluate three NGAB application in February and March
 - > A2LA
 - > ANAB
 - Perry Johnson Accreditation
- Program should be implemented this year.

Monday, 1:30 - 3:00





Organizational Memberships

Several levels

- Partner
- Sponsor
- Patron
- Corporate (NEW)
- Consulting

Organizations CANNOT vote but individual memberships are part of each organizational package.

For more information, see website.



New Member Benefits

- Access the TNI Methods Compendium, an on-line portal to copies of over 3000 environmental testing methods.
- No charge to use the TNI Generic Laboratory Application.
- Access the <u>Stationary Source Audit</u>
 <u>Sample Statistics</u> for no charge.
- Free webcasts and webinars (Sponsor and Patron)



2016 Board Election

- Vote online until February 15
- Vote here in Tulsa
 - Computer kiosk
 - Paper ballot
- Meet the Slate of Candidates
- Free lunch to anyone that votes
 - Tuesday and Wednesday only





2016 Board Nominees

- Steve Arms
 - Florida DOH
- Daniel Lashbrook
 - Energy Laboratories
- Judy Morgan
 - Pace Analytical
- Scott Siders
 - PDC Lanboratories
- Alfredo Sotomayor
 - Milwaukee Metropolitan

Ex-Officio

- Jordan Adelson (DOD)
- George Detsis (DOE)
- Lara Phelps (EPA)





Advocacy Activities

Recent Accomplishments

- Future of National Accreditation
- Presentations at regional and national meetings
- Published 3 newsletters
- TNI Ambassadors

Future Plans

- Develop more Position Statements
- Lab Handbook
- Support conference planning
- Continue newsletters
- Implement recommendations from Futures effort
- Webinar on TNI Standard

Wednesday, 1:00 - 4:00



Advocacy Committee Agenda

- \Box 10:30 12:00
 - Conference planning
- \Box 1:00 4:00
 - Highlights from the Tulsa Forum
 - Draft presentation on TNI Standard for California laboratories
 - Outreach to regional groups
 - Newsletter
 - Laboratory Handbook





CONFERENCE PLANNING

- Put on two conferences for TNI each year
- Winter Conference
 - Forum on Environmental Accreditation
- Summer Conference
 - Environmental Measurement Symposium

Wednesday, 10:30 – 12:00





Future Meetings

Summer Meeting

- Orange County, CA
 - August 2016
- Washington, DC
 - August 2017

Winter Meeting

???







Summer Meeting

- In conjunction with National Environmental Monitoring Conference
- August 4-8

Abstracts Due!

- Orange County, CA
- www.nemc.us







INFORMATION TECHNOLOGY

- Develop and maintain the TNI website
- Develop and maintain TNI databases
 - + Analyte codes, Method codes, etc.
- Develop and maintain the TNI Laboratory Accreditation Management System (LAMS)





IT ACTIVITIES

Accomplishments

- Major redesign of Website
 - Come see and critique!
- Methods compendium
- Standards activity page

Tuesday, 3:30 – 5:00

Future Plans

- Continue to implement LAMS
- Continue to improve website
- Generic application
- Complete methods compendium



Educational Delivery System

- EDS page on TNI website
 - Educational opportunities
 - Application to provide training
- Training developed by TNI and others
 - "Live" training courses
 - Webinars
 - Webcasts





Downloadable Webcasts

- Corrective Action Process and Root Cause Analysis
- Theoretical and Practical Consideration for Establishing Sensitivity of Measurements
- Internal Audits and Management Review
- Ethics Training for the Environmental Professional
- Establishing a Data Integrity Plan
- Defining Organizational Responsibilities
- Method Selection and Validation
- □ Etc…





New Webcasts in 2015

- The 2015 Proposed Method Update Rule
- Working with the New MDL
- Testing Requirements in EPA Regulations
- Sample Preparation for Ion Chromatography in Environmental Analysis
- Hyphenated Techniques in Ion Chromatography for Environmental Analysis
- Basics of Ion Chromatography in Environmental Analysis

Over 650 attendees to webinars



Webinars Planned for 2016

- The TNI Radiochemistry Standard
- TNI Standard
- How to Select Instrumentation
- □ ????
 - Send us your suggestions for training
 - Send us a proposal to provide training





Contact TNI

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