

# Information Technology Committee

## 2016 Charter

### I. Mission

To support the information technology needs of TNI members and programs through a user-friendly and effective communications center and database known as the TNI website.

### II. Goals/Objectives and Success Measures

**Goal 1: Accurately and positively present TNI to the public in general, and laboratories and data users in particular, with a user-friendly, functional website.**

#### Objectives:

- 1A. Update and maintain current and accurate TNI news, standards and information on the website.
- 1B. Provide a means of communication to and among members and to labs, governmental programs, and the public.
- 1C. Support TNI events (e.g., electronic registration, posting agendas, emails).
- 1D. Implement social media functions for TNI and NEMC.
- 1E. Identify and fix broken links, and remove obsolete documents.

#### Success Measures:

- Most information on the website is updated within 48 hours of receipt of updates by the IT Administrator, and no later than the due date, if applicable.
- Number of visitors to the website consistent with or superior to historical norms.
- Maintain 99% uptime on the website.

**Goal 2: Develop, maintain, and implement web-based technologies to support members, laboratories, and data users in their work.**

#### Objectives:

- 2A. Provide web-based tools to support the Stationary Source Audit Sample (SSAS) program.
- 2B. Develop web-based tools to support the Proficiency Testing (PT) Program.
- 2C. Make downloadable TNI webcasts available to our stakeholder community.
- 2D. Make downloadable presentations from the TNI Forum on Laboratory Accreditation available to our stakeholder community.
- 2E. Develop and maintain a system for posting Standards Interpretation Requests.
- 2F. Develop and maintain a current list of member benefits and all applicable pricing.
- 2G. Develop a user-friendly Environmental Methods Repository for members.

#### Success Measures:

- Web-based tools for the SSAS program are available.
- Web-based tools for the PT Program have been developed.
- Standards Interpretation Requests are posted on the website.

- Forum on Laboratory Accreditation meeting presentations are posted on the website within two weeks of the presentations being forwarded to the IT group.
- Publish an updated list of Member Benefits.
- Webcasts are available for purchase on the website.
- Member Methods Repository operational by September 2016.
- 90% of active methods are included in the Methods Repository.

**Goal 3: Support the development, implementation, and management of web-based TNI member services.**

**Objectives:**

- 3A. Develop and maintain an easy way for people to join TNI and renew their membership.
- 3B. Have a membership directory accessible by all members.
- 3C. Provide ability to access all benefits that members are entitled to per their membership level (i.e., discounted products, ability to apply electronically to join a committee, voting, free standards, webinars, etc.).

**Success Measures:**

- Membership directory is available.
- Web-based solutions are effective as measured by website analytics.

**Goal 4: Develop, maintain, and implement improvements for LAMS to support the needs of the stakeholders.**

**Objectives:**

- 4A. Ensure the TNI Laboratory Accreditation Management System (LAMS) is functioning correctly and available with minimum downtime.
- 4B. Ensure the user tables are up to date and accurate.
- 4C. Respond to requests for creation of method and analyte codes in a timely manner.
- 4D. Work with Accreditation Bodies (ABs) to get their Laboratory Demographics and Fields of Accreditation (FOAs) uploaded into LAMS.
- 4E. Modify LAMS to include functionality for Non-Governmental Accreditation Bodies (NGABs).
- 4F. Develop, maintain, and implement improvements for LAMS.
- 4G. Provide copies of analytical methods in PDF format for each of the active methods listed in the LAMS method table or links to where they can be accessed.

**Success Measures:**

- LAMS is functioning and available 95% of the time.
- No reported errors in any of the maintained LAMS data tables.
- Method and Analyte Codes created and LAMS updated within 7 days.
- Provide a report at each Forum on Laboratory Accreditation on status of participation of ABs in LAMS.
- NGABs have the ability to upload lab demographics and FOAs into LAMS.

**Goal 5: Develop, maintain, and implement improvements for the Generic Application (GenApp) to support the needs of the stakeholders.**

**Objectives:**

- 5A. Create an application to allow users to apply across multiple ABs.
- 5B. Have testers of the new application (laboratories and ABs).
- 5C. Make application available to all laboratories and ABs.

**Success Measures:**

- Have 3 – 4 laboratories beta test system by June 2016.
- Have at least 3 ABs confirm that they can use generated applications by June 2016.
- Correct any problems found by beta testers by August 2016.
- Have at least 20 generic applications sent to ABs by Dec 2016.

**Goal 6: Develop, maintain, and implement web-based technologies to carry out TNI's business activities (e.g., voting, completing forms, etc.)**

**Objectives:**

- 6A. Develop and maintain a system for voting on standards according to SOP 2-100.
- 6B. Develop and maintain a system for voting for the Board of Directors or other groups where voting is required.
- 6C. Develop and maintain a system for voting on Standards Interpretation Requests.

**Success Measures:**

- Web-based solutions are effective.

**III. Key Milestones**

Launch of TNI website	November 2006 (CE site)
William Daystrom selected as contractor	January 2008
Migration of NELAC information	April 2008
New website implemented	June 2008
Membership system live	June 2008
e-Commerce system (online purchases of Standards & Templates) live	July 2008
Member Directory active	November 2008
New Voting System implemented	March 2009
SLAG Bulletin Board in place	May 2009
Merger of National Database and Website Committees	September 2009
Document Library live	November 2009
LAMS live	Mid-2010
Standard Interpretation Request System active	September 2010
Education Delivery System active	April 2011
Accreditation/Certification Program Profiles Database	August 2011
TNI Mobile App implemented	August 2012
Stationary Source Audit Sample Program (SSAS) Central Database	July 2013
Website Reorganization	November 2014

#### IV. Current Membership

<b>Committee Members:</b>	<b>Stakeholder Group:</b>
John Kuhn, Chair	Other
Keith Ward, Phenova (Vice-Chair)	Other
Jerry Parr	TNI Staff Support
Jan Wlodarski	TNI Staff Support
Dan Hickman	Ex-officio (database administrator)
Pam Varner, ASI	Accredited laboratory
Rip Starr, Alabama DEM	Accreditation Body
Maria Friedman	Accredited laboratory
Nick Evans, JA	Accredited laboratory
Mei Beth Shepherd, Shepherd Technical	Other
William Daystrom, TNI	Ex-officio (IT administrator)

#### V. Considerations

Committee members are volunteers; typical database issues. AB limitations in uploading data to database.

#### VI. Available Resources

Reasonable funding.

#### VII. Additional Resources Required

None

#### VIII. Anticipated Meeting Schedule

Conference call; 3<sup>rd</sup> Thursday of each month; 3pm EST

#### IX. Program Administrator:

Jerry Parr