

**Summary of Technical Assistance Committee Meeting  
June 14, 2010**

1. Roll Call

Betsy Kent called the meeting to order on June 14, 2010, at 2:00 PM EST. Attendance is recorded in Attachment 1. In addition to those listed, Jerry Parr also joined the call.

2. Review and Approve Minutes

Minutes from the May 10, 2010, meeting were reviewed and approved for posting on the TNI website.

3. TNI Summer Meeting in Washington, DC

3.1 Mentor Session – Monday 9:00 am – 12:00 pm

Part I “An introduction and Review of the ISO Changes Incorporated in the TNI Standard” Betsy Kent  
Part II “LOQ Reporting for PT Samples as Required by the TNI Standard” Maurice Downer. Gary Dechant and Barbara Escobar will assist with preparation and review of presentations.  
Jerry Parr suggested the TAC consider DoC and method validation in lieu of LOQ reporting. All agreed. Maurice will have a draft of the presentation by the next meeting.

3.2 Quality Manual Session – Monday 9:00 am – 12:00 pm

David Caldwell Lead with TNI support from Ilona Taunton. Brooke Connor and additional speakers as determined. David reported that each member of the QM working group has been assigned a specific section to work on. They will meet face to face in July.

3.3 Mentor Session – Monday 1:30 pm – 5:00 pm

Methods Panel – Jack Farrell Lead  
Greg, Lem and Kim talking about WW, DW and SW-846  
Jack reported that he was not getting responses from the invited EPA speakers. Jerry will follow up. Jerry also suggested that representatives of ASTM and Standard methods be invited. Bill Telliard and Andy Eaton were suggested.

3.4 Assessment Forum – Tuesday 9:00 am – 5:00 pm

EPA New Regulations; The Consistency Improvement Task Force (CITF) will present recommendations and work products - Jack Farrell plus additional speakers. Jack has a conference call scheduled for tomorrow to

work on this session. He proposed that Tom McAninch could speak on the LOQ PT reporting issue, and Jim Todaro could speak on uncertainty.

- 3.5 Accreditation Body Training Volume 2- Thursday morning 1.5 hours  
TAC will facilitate this session. Jerry will prepare the training materials. TAC needs to find a speaker from the AB Committee to do this training.
  - 3.6 Assessor Training – Enforcement Thursday 1:30 pm – 5:00 pm  
Jack Farrell will coordinate this. It is a closed session for AB's on working with attorneys on accreditation issues. Jack reported that the agenda is almost final.
  - 3.7 Accreditation Workshop (The TNI Standard) – Friday  
Jerry will find speakers for this training. It was noted that the upcoming workshop in PA is not listed on the TNI website. Jerry will add it on.
- 4.0 Upcoming Regional workshops on the new standards:
- June 17: Dallas, TX [www.weat.org](http://www.weat.org)
  - July 9: Riverside, CA
  - August 13: Washington, DC
  - September 1: Topeka, KS
  - September 23: Seattle, WA (in conjunction with DOE meeting)
  - February 3, 2011: Savannah, GA
  
  - **Tentative Workshops**
  - Fall 2010, St. Paul, MN
  - Fall 2010, Las Vegas, NV
  - Sept. 16, 2010 San Antonio, TX
  - Sept. 15, 2010 Houston, TX
  - Fall 2010, Baton Rouge, LA
  - Fall 2010, Miami, FL
  - Fall 2010, Northern California
  - Fall 2010, Nashville, TN
  - Fall 2010, Cincinnati, OH
  - December 2010, Chicago
- 5.0 Educational delivery system – Development of a SOP

Jerry Parr presented an outline of elements that he proposed should be included in an educational delivery SOP. Comments on this draft outline included:

- The title should be “Technical Assistance Delivery”
- Learning objectives may be different depending on the type of training event

- Workshop: A one-half day to two day structured event with specific learning objectives given by subject matter experts on a specific topic or topics.
- Webinar: An interactive training course, workshop or seminar provided at a specific time with a moderator and attendees viewing materials on-line.
- Certificate of Attendance: A certificate provided by TNI that demonstrates participation by recorded attendance in a training course, workshop, seminar or webinar.
- Is TNI going to approve training? We do approval now through the RFP process. Do we want to review course content? That is a business decision for TNI because it will require resources. Also gets into ownership of materials issues.
- Some training may need to be vetted more thoroughly. Some is just guidance. Detailed review and approval may not be possible due to resource constraints.

Betsy will ask Gary Dechant to draft these ideas into an SOP. Jerry will provide the format to Betsy to give to Gary. Send any additional comments to Jerry.

- 6.0 TNI for Dummies will be discussed on the next call.
- 7.0 TAC Current Program Evaluation Worksheet - The worksheet prepared by Barbara Escobar prior to the last strategic planning meeting in 2007 needs to be updated. Members were asked to review and send comments to Betsy.
8. New Items
  - 8.1 New Members – Tandra Thomas replacing Jarrett Thomas
  - 8.2 Next TAC Meeting July 12, 2010 at 2:00 Pm EDT.  
Keith Chapman will provide an update on SLAG activities. Also SLAG will review TNI for Dummies and provide feedback.

### TAC Member Information Table: Attachment 1

Name	Affiliation	Phone/email	Present
Maurice Downer	Tracmac, Inc.	904-476-1854 <a href="mailto:tracmac5@gmail.com">tracmac5@gmail.com</a>	X
Brooke Connor	USGS	303-236-1877 <a href="mailto:bfconnor@usgs.gov">bfconnor@usgs.gov</a>	X
David Caldwell	Oklahoma Associate/Affiliate state	405-702-1039 <a href="mailto:david.caldwell@deq.state.ok.us">david.caldwell@deq.state.ok.us</a>	X
Leslie Wentland	St. George RWRf Laboratory NELAP Lab	435-634-5849 <a href="mailto:lwentland@sgcity.org">lwentland@sgcity.org</a>	Absent
Betsy Kent	Reedy Improvement District NELAP Lab	407-824-1293 <a href="mailto:betsy.kent@rcid.dst.fl.us">betsy.kent@rcid.dst.fl.us</a> <a href="mailto:betsy17@earthlink.net">betsy17@earthlink.net</a>	X
William Lipps	OI Analytical Other	979-690-1711 <a href="mailto:wlipps@oico.com">wlipps@oico.com</a>	X
Carol Schrenkel	Lionville Laboratory NELAP Lab	610-280-3013 <a href="mailto:schrenkc@lionvillelab.com">schrenkc@lionvillelab.com</a>	Absent
Bill Hall	New Hampshire DES NELAP AAB	603-271-2998 <a href="mailto:whall@des.state.nh.us">whall@des.state.nh.us</a>	Absent
Jack Farrell	Analytical Excellence, Inc. Consultant	407.331.5040 <a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	X
Carol Batterton	TNI	<a href="mailto:carbat@beecreek.net">carbat@beecreek.net</a>	X
Susan Wyatt	Minnesota Dept of Health Associate/Affiliate state	651-201-5323 <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	Absent
Gale Warren	State of New York	518-485-5570 <a href="mailto:ggw01@health.state.ny.us">ggw01@health.state.ny.us</a>	Absent
Ronald Houck	Pennsylvania-DEP	717-346-8210 <a href="mailto:rhouck@state.pa.us">rhouck@state.pa.us</a>	Absent
Tambra Thomas	Suburban Labs, Inc. NELAP Lab	708-544-3260 <a href="mailto:jarrett@suburbanlabs.com">jarrett@suburbanlabs.com</a>	Absent
Gary Dechant	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>	Absent
Charles Morrow	GeoLabs, Inc.	781 848 7844 / C – 971-570-0620 <a href="mailto:cmorrow@geolabs.com">cmorrow@geolabs.com</a>	X
Keith Chapman	City of Salem, OR	503-588-6380 <a href="mailto:kchapman@cityofsalem.net">kchapman@cityofsalem.net</a>	X