

Summary of the TNI Competency Task Force Meeting
Wednesday, August 27, 2020 1:00 pm Eastern

1. Welcome and Roll Call

The Interim Chair, Jerry Parr, welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of the July 23 meeting were approved by acclamation with one edit, to mark Alfredo as “present”.

2. Affirmation of Edits to KSA Document from July Meeting

Jerry asked if there were any comments or edits to the revised portion of the KSA document that incorporated changes discussed at the July meeting and summarized in the minutes. None were offered and Lynn noted that none were received by email. These revisions essentially re-ordered and expanded upon §1.0, Basic Training, and §1.1, TNI-Specific Competencies, of the KSA document and are considered acceptable, since no further comments were received.

3. Discussion of Generic Competencies (§1.2)

Participants proceeded through the draft and specific issues discussed are noted below.

- The term Team Leader was deemed more appropriate than Lead Assessor, and will be used moving forward. Also, the term “lab” will be used instead of CAB (conformity assessment body) for the purposes of this KSA document.
- No separate training for Team Leaders should be considered, since any trained assessor will likely be assigned that role at some point after training.
- The concept of “risk areas” and risk management is new for the 2017 version of ISO 17025 (and also ISO 17011), and should be specifically mentioned both in the planning of the assessment (looking at the assessor’s predicted high risk areas) and in assessing how effectively the lab addressed its risk assessment and management decisions.
- The section on “planning the assessment” should address functions performed by the AB itself (e.g., lab priority for scheduling, assignment of Team Leader, application review, determination of adequacy of submitted documents or requesting additional ones). This initial review is separate from the Document Review performed by the assessment team.
- A new section will be added to address the formal Assessment Plan, required by 2017 version of ISO 17011 that is part of the upcoming V2M1 revision.
- The opening meeting section should include a sign-in sheet, a tour of the lab (particularly if it’s a new lab), a conversation about safety requirements and PPE plus potentially needed evacuation routes, confirmation of the QAM and Technical Director information and notification that copies of some documents may be requested for the assessors to carry back.
- The On-site section should include the option of a remote assessment. It should also specifically mention examination of sample receiving operations and perhaps following a sample through the lab’s analysis, and needs to add some language about establishing whether QC data are actually used to make changes/improvements, or if the QC is merely performed and filed away.

A revised draft will be prepared, based on those edits, and distributed with these minutes. Once this next round of edits are found acceptable, the review will resume at the section 1.2.5.4 (formerly §1.2.4.4) under the section 1.2, Generic Assessment Competencies.

4. Next Meeting

The next teleconference meeting will be Wednesday, September 23, 2020, at 1:00 pm Eastern.
An agenda and any documents will be distributed prior to the meeting.

Attachment 1

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?	
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Tech.	No	1
Paul	Banfer	paul.banfer@eisc.net	EISC	No	2
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	3
Julia	Caprio	JKlensCaprio@Geosyntec.com	Geosyntec	No	4
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	5
Bob	Di Rienzo	Bob.DiRienzo@ALSGlobal.com	ALS Global	Yes	6
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	7
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	Yes	8
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes	9
Kitty	Kong	Kitty.Kong@chevron.com	Chevron	No	10
Kimberly	Kostzer	kkostzer@coca-cola.com	Coca-Cola	No	11
Silky	Labie	elcatllc@centurylink.net	ELCAT	Yes	12
Harold	Longbaugh	Harold.Longbaugh@houston.tx.gov	City of Houston	Yes	13
Emily	Mellot	emmellott@pa.gov	Pennsylvania DEP	Yes	14
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	No	15
Mitzi	Miller	Mitzi.Miller@nv5.com	NV5	No	16
Jerry	Parr	jerry.parr@nelac-institute.org	The NELAC Institute	Yes	17
Sharon	Robinson	Sharon.Robinson@doh.nj.gov	New Jersey DOH	No	18
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	Yes	19
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	20
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No	21
Curtis	Wood	curtis_wood@waters.com	ERA, A Waters Company	No	22
Program Administrator:					
Lynn	Bradley	The NELAC Institute	Lynn.bradley@nelac-institute.org	Yes	