



Technical Assistance Committee

August 6, 2012

Betsy Kent - Reedy Creek Improvement District,

TNI Technical Assistance Committee Chair

Ilona Taunton - The NELAC Institute

Keith Chapman – TNI Small Laboratory

Advocacy Group





Topics

- Overview of TAC Activities
- Accreditation Body Task Force
Recommendation 1 – Assessor Training
- TNI Training Program Update
- TNI Education Delivery System
- Small Laboratory Advocacy Group
- Open Discussion – Training: Past, Present & Future





Technical Assistance Committee (TAC)

- Develop tools and templates to assist laboratories and accreditation bodies with implementing accreditation programs.
- Ensure that training programs relevant to the needs of the stakeholder community are provided.
- Ensure that laboratory assessors have a forum to discuss common issues.
- Develop a mentoring program to assist both laboratories and accreditation bodies with implementing accreditation programs.





Tools and Templates

- The TNI Technical Assistance Committee has developed two template models to aid laboratories in implementing Standard Operating Procedures (SOPs) for analytical methods used in their laboratory, and for implementing Administrative SOPs (such as data integrity, corrective actions, or handling customer complaints).





SOP Templates

- The Method Sop Template and Administrative SOP Template are available as Microsoft Word documents for \$5 each for members or \$10 for non-members, and are free to anyone who purchases the Quality Manual template.





Quality Manual Template

- The TNI Quality Manual Template is a tool designed for laboratories to help prepare a Quality Manual in compliance with the 2009 TNI Standard. The prefabricated sections of the Quality Manual follow the ISO/IEC 17025 outline, but are completely fluid so that you can put sections, examples, links or references anywhere.





Quality Manual Template

- The Template includes helpful notes, examples and text that can be edited to match each laboratory's particular circumstances. It can be used by a laboratory to create a Quality Manual from scratch or ideas and sections can be used to update a current Quality Manual.
- The template is available as a Microsoft Word document for \$95 for members or \$250 for non-members.





Small Laboratory Handbook

- This document is intended to help explain the requirements of the 2009 TNI Standard and to provide environmental laboratories with clear, simple guidance on how to develop the policies and procedures that would allow them to become accredited under the National Environmental Laboratory Accreditation Program (NELAP).





Small Laboratory Handbook

- The handbook is available as a Adobe Acrobat PDF for \$115 for members or \$190 for non-members. TNI members may also purchase the Small Laboratory Handbook and the QAM Template together for \$175, a savings of \$35.





Tools and Templates

- Examples pages of the SOP templates, Quality Manual Template, and Small Laboratory Handbook can be viewed and purchased at:
 - <http://www.nelac-institute.org/shop.php>





Accreditation Body Task Force Recommendation 1

- Have TNI develop guidance on courses and content for assessor training, both for technical training and for assessment techniques.





Status Update

- The Technical Assistant Committee (TAC) has identified and prioritized key training topics for assessors and accreditation bodies involved with the NELAP certification of laboratories. Additional training topics have been identified for laboratories.





Status Update

Topics have been presented to the AB Task Force with:

- Suggested delivery mechanisms
- Recommended course elements
- Recommended course learning objectives
- Recommended experience/education requirements for trainers





Status Update

- All high prioritized training guidance has been submitted to the AB Task Force
- On schedule to complete assessor training guidance portion of task
- Next up...Laboratory training guidance





TNI to Offer CEU's

- Draft SOP 1-117
- Benefits
 - Promote TNI EDS
 - Incentive for Trainers
 - Helps Promote meetings & regional workshops
 - Demonstrate competency of individuals in their field





Educational Delivery System

- Training developed by TNI and others
 - “Live” training courses
 - Webinars
 - Webcasts
- SOP 1-110 – EDS
 - provides procedures for development, review and acceptance, renewal and establishment of fees for training courses.





Educational Delivery System

- TNI Supported Training: TNI promotes the training course, and if requested, will help with publicity and registration. TNI does not review the course material nor approve the course in any manner.





Educational Delivery System

- TNI Endorsed Training: TNI promotes the training course and helps with publicity, registration and other activities. TNI does not review the course material nor approve the course in any manner.





Educational Delivery System

- TNI Approved Training: TNI promotes the training course and helps with publicity, registration and other activities. TNI reviews and approves the course material before the training occurs.





Educational Delivery System

- Current education and training opportunities are presented at:
 - <http://www.nelac-institute.org/eds-home.php>
- Both upcoming live training and on-demand training is available.





TNI Small Laboratory Advocate Group Activities

Keith Chapman

TNI Small Lab Advocate

***2012 TNI/NEMC
Washington DC***



SCIENTISTS



what my mom
thinks I do



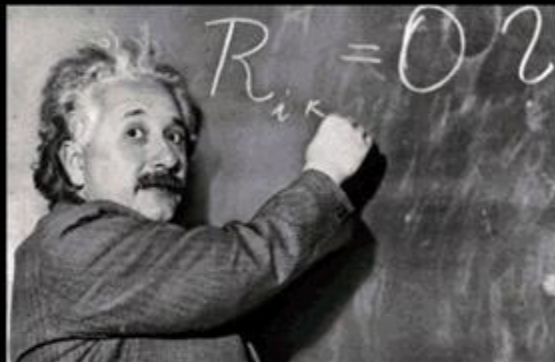
what my friends
think I do



what society
thinks I do



what my boss
thinks I do



what I think
I do



What I really
do

TNI's idea of a small lab



An actual small lab



An actual small lab



An actual small lab



What is a Small Lab?

- < 10 staff (typically 2 to 5)
- Manager wears many hats
 - Manager must be both technical director and QA officer
 - Manager also performs analysis
- Limited participation in TNI

- Seeking help to understand and comply with TNI Standard



Traits of SLAG Labs

- ❑ Staff levels range from 1 to 10 people
- ❑ Commercial, Utility (DW & WW)
- ❑ Drinking water, wastewater, air, soil, sludge and toxicity
- ❑ States represented: AK, AL, CO, GA, FL, IL, KA, LO, MN, NY, NH, NC, OK, OR, TX, TN, UT, WA
- ❑ Members have keen interest in small lab issues
- ❑ Members connected with their industry groups
 - WEF, AWWA, etc.
- ❑ Assessors and consultants have also been an asset





TNI Small Laboratory Advocate

- First Small Lab Advocate: 2009
 - Len Schantz, Rochester NY
 - Replaced Small Lab Subcommittee
- Second SLA: 2010
 - Keith Chapman, Salem OR - retired
- Monthly conference calls
- Current email list has ~90 members
 - Represent ~25 states
 - Lab managers & analysts; assessors; consultants;
 - International member: Fiji
- 10 to 15 very active members





TNI Small Laboratory Advocate

- Member of Technical Assistance Committee
- Member of Advocacy Committee
- Other duties as they arise
 - Consistency Taskforce
 - Newsletter articles





Small Lab Advocate functions

1. Bring TNI information to small lab community
 - They are unable to attend TNI Forums
 - Filter info from TNI as it applies to small labs
 - ✦ (Municipal, Private)
 - Pass along news that might be of interest to small labs
2. Bring questions, requests, suggestions, needs of small labs to TNI
 - Promote resources for small labs through the Advocacy & Technical Assistance Committees

e.g. Kansas, Minnesota interested in Small Lab Guidance training





Small Lab Advocate functions

3. Advocate for TNI Quality System in small lab arena

- Municipal WW labs (WEF, NACWA)
- Municipal DW labs (AWWA)
- Local Oregon labs (OELA)
 - ✦ Private, commercial
 - ✦ Municipal





Job Requirements:

- Enthusiasm
- Desire to communicate
 - Monthly conference calls
 - Email discussions
 - TNI Discussion Board
- Ability to link people with resources
 - SLAG members share resources (Self Help Group)
- Understanding of and connection with small labs
 - Wastewater and drinking water background helpful

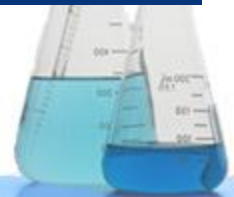
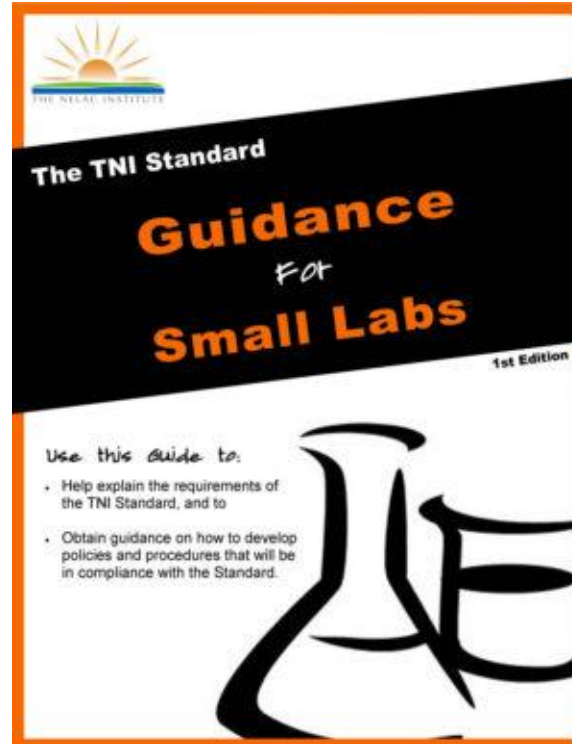
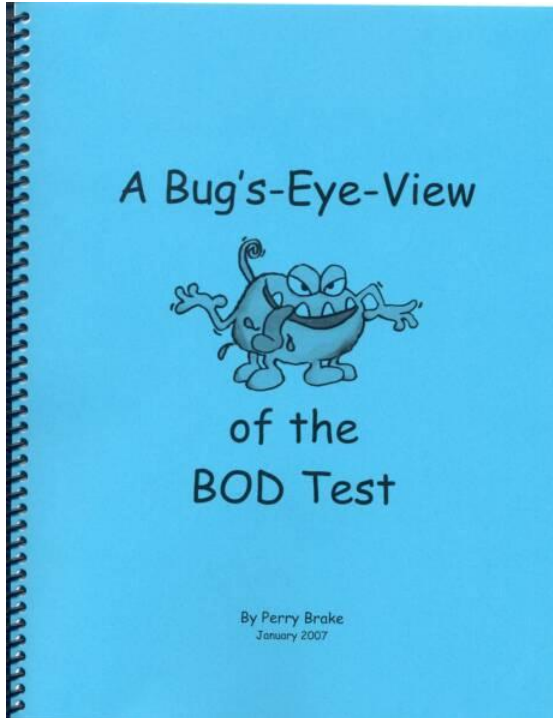


TNI Resources

- TNI Standard (2009)
- TNI Quality Manual Template
- Small Lab Guidance Handbook
- Bulletin Board
- Request for Interpretation
- Webinars, training resources
- Other?



Three New Resources



Solutions

Covering Analytical Methods and Practices



December 2010/January 2011

Volume 17, Number 6

40 CFR 136 Method Update: New Methods and Streamlined Procedures

Changes proposed by the U.S. Environmental Protection Agency (EPA) to 40 *CFR* 136, which covers analytical methods for water and wastewater under the Clean Water Act (CWA), are a welcome update for the industry. The update would add new analytical methods for labs to use and standardize quality control requirements to improve consistency across method versions; add correc-

Walker, who gave a presentation at the summer NELAC Institute meeting in Washington, D.C., explained that the amendments to Part 136 would

- add new or revised methods for inorganic pollutants, organic pollutants, microbes, and contaminants of emerging concern;
- provide more examples of implementing a performance-based approach to allow modifications to

Examination of Water and Wastewater, and methods from private developers.

The proposal includes new methods for free cyanide, total cyanide, dissolved oxygen, turbidity, nitrates, flame retardants, metals, bisphenol A, nonylphenols, and a more selective and sensitive method for polychlorinated biphenyls (PCBs).

Walker said that besides offering labs more choice in analytical tools,



Board index < Small Laboratory Advocacy Group

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Small Laboratory Advocacy Group

Moderator: kchapman1

NEWTOPIC* Search this forum... Search

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TOPICS	REPLIES	VIEWS	LAST POST
thermal preservation by LAJ » Mon Jun 13, 2011 7:57 am	4	1200	by bray Thu Jun 21, 2012 11:41 am
2012 Method Update Rule by jparr » Fri Jun 15, 2012 4:00 pm	7	292	by bray Thu Jun 21, 2012 11:16 am
HPC dilution dups by Ischantz2 » Fri May 11, 2012 7:08 am	0	213	by Ischantz2 Fri May 11, 2012 7:08 am
Technical Director at Small Utility Labs by kchapman1 » Thu Dec 08, 2011 10:59 am	0	602	by kchapman1 Thu Dec 08, 2011 10:59 am
Customer Survey Requirement by acg1619 » Tue Nov 23, 2010 1:24 pm	3	1398	by pjunio Wed Nov 16, 2011 3:38 pm
Fermentor Sterilization, Steam by russ » Thu Oct 27, 2011 11:19 am	0	439	by russ Thu Oct 27, 2011 11:19 am
Chlorophyll - on-going equipment verification by lcarey » Mon Oct 17, 2011 8:29 am	3	842	by lcarey Wed Oct 19, 2011 12:01 pm
SLAG Conference Call Aug 31 at 10 AM PDT by kchapman1 » Mon Aug 29, 2011 3:21 pm	0	536	by kchapman1 Mon Aug 29, 2011 3:21 pm
Comparison Study required or not for an Approved Method? by kchapman1 » Wed Jun 22, 2011 11:53 am	1	731	by kchapman1 Wed Jun 22, 2011 11:59 am
SLAG Conference Call Summary for June 1, 2011 by kchapman1 » Fri Jun 10, 2011 3:03 pm	0	1665	by kchapman1 Fri Jun 10, 2011 3:03 pm
Microbiological residual chlorine check by dchristopher » Tue Jun 07, 2011 1:16 pm	1	930	by kchapman1 Fri Jun 10, 2011 1:08 pm

No unread posts



SLAG Projects

- Monthly SLAG Conference Call
- Email list for sharing of:
 - Questions, News, Webinars, Resources
- WEF Lab Solutions info to SLAG group
- AWWA Simplified Methods Revision
- SLAG Survey
- Participate in TAC and Advocacy Committees
- Small Lab Guidance Handbook Examples



Small Lab Needs

- Training in TNI Standard for new Lab Managers
- TNI powerpoint for use by SLAG members at local/regional meetings
- A better way to conduct conference calls
-



Open Discussion

- Training
 - TAC Mentoring Sessions
 - Half Day Technical Training Sessions
 - Full Day Technical Training Sessions
 - Training Sessions at Regional Meetings
 - Webinars
 - Webcasts





On-Line Training

- Webinars
 - Successes
 - Not Quite Successes





Future Training

- Preferred Formats
- Preferred Locations
- Preferred Class Size
- Suggested Topics





Thank You



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