

# Information Technology Committee

## Charter

December 3, 2021

### 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.

### Composition of the Committee

1. The IT Committee must have an IT Administrator and Database Administrator.
2. There is no requirement for balance of membership.
3. The committee may include at-large members with unlimited terms.
4. Ex-Officio members may participate as they choose or as requested per the TNI Bylaws.

### Objectives

1. Present TNI to the public in general, and laboratories and data users in particular, with reliable content in a user-friendly, functional website.
  - Update and maintain current and accurate TNI news, standards and information on the website.
  - Provide a means of communication to and among members, laboratories, governmental programs, and the public.
  - Support TNI events (e.g., electronic registration, posting agendas, emails).
  - Implement and maintain social media functions for TNI and NEMC.
  - 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.
2. Provide web-based technologies to support members, laboratories, and data users in their work.
    - Provide tools and databases to support TNI Core Programs.
    - Provide a system for posting Standard Interpretation Requests (SIRs) and Implementation Guidance.
    - Provide an Environmental Methods Repository to TNI members.
    - Maintain an efficient process to allow individuals and organizations to join TNI and renew their membership.
    - Have a membership directory accessible for all members.
    - Provide ability to access all benefits that members are entitled to per their membership level (e.g., discounted products, ability to apply electronically to join a committee, voting, free standards, webinars).
    - Support TNI's Educational delivery system to provide webinars, webcasts and other training.

**Success Measures:**

- Web-based tools for TNI Core Programs are available.
- Standard Interpretation Requests and Implementation Guidance are posted on the website.
- Member benefits are current on the website.
- Webcasts/Webinars are available for purchase on the website.
- An Environmental Methods Repository is available to TNI members.
- 90% of active methods are included in the Environmental Methods Repository.
- Membership directory is available.

3. Develop, maintain, and implement improvements for LAMS to support the needs of the stakeholders.

- Ensure the TNI Laboratory Accreditation Management System (LAMS) is functioning correctly and available with minimum downtime.
- Ensure the user tables are up to date and accurate.
- Respond to requests for creation of method and analyte codes in a timely manner.
- Work with Accreditation Bodies (ABs) to get their Laboratory Demographics and Fields of Accreditation (FOAs) uploaded into LAMS.
- Develop, maintain, and implement improvements for LAMS.
- Develop and maintain Method Compendium and Member Method Repository by providing 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.
- Develop, maintain, and implement improvements for the Generic Application (GenApp) to support the needs of the stakeholders.

**Success Measures:**

- LAMS is functioning and available at least 95% of the time.
- No reported errors in any of the maintained LAMS data tables.
- Method and Analyte Codes are created and LAMS updated within 7 days.
- Electronic Environmental Laboratory Application available for use by Laboratories and Accreditation Bodies.
- Electronic Environmental Laboratory Application contains all application information required by participating Accreditation Bodies.

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

- A system is maintained for voting on standards according to SOP 2-100.
- A system is maintained for voting for the Board of Directors or other groups where voting is required.
- Develop and maintain a system for voting on SIRs.
- A system is maintained for committee applications.
- A system is maintained for internal audits.
- Forms are developed as needed
- NEMC needs are supported

**Success Measures:**

- Web-based solutions are effective.
- TNI elections are held with results posted by 30 days after election is completed.

5. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

**Success Measures:**

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.
- Annual report includes changes to LAMS (e.g., new analyte and method codes)

**Available Resources**

- Volunteer committee members
- Virtual meeting services
- TNI Information Technology Manager
- TNI Database Administrator
- Funding
- Program Administrator support

**Anticipated Meeting Schedule**

Virtual quarterly meetings

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Approved by the TNI Board of Directors on December 12, 2021