

BECOMING TNI ACCREDITED BRHD EXPERIENCE

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History:

- ▣ Started working at the Bear River Health Department in Jan. 2000 as the sampler and laboratory technician.
- ▣ There was not a real QA Program in place until Sept. 2009 when the Utah Bureau of Laboratory Improvement adopted the 2003 TNI Standard.
- ▣ When the TNI Standard was adopted into rule, all laboratories in Utah that were testing to meet DEQ rules had to be certified under the TNI Standards Modules 1,2,3,4,5,6 and 7.

What We had . . .

- ▣ Inexperienced Staff
- ▣ No SOP's or Quality Manuals
- ▣ Inadequate QA / QC program
- ▣ New Auditors
- ▣ No Maintenance schedule for equipment
- ▣ We didn't understand all of the language (What does QA and QC mean anyway?).

What we needed . . .

- ▣ A SOP manual with WRITTEN procedures.
- ▣ A Quality Manual with documentation of daily activities in the laboratory.
- ▣ Begin a managerial control program to make laboratory technicians accountable for the work that was done.
- ▣ Complete PT studies

1st Time Audits

- ▣ Neither the Auditors, nor the Laboratories knew what to expect.
 - Auditors expected rigid adherence to the Standard
 - Overwhelming paperwork for the laboratories.
 - Felt as if we were recreating the wheel
...

What Changed after the 1st audit?

Documentation

- Control log books
- Equipment list and maintenance logbooks
- Media prep procedures and log books
- Signature / Initial log books
- Training logs

What Changed after the 1st audit? (cont.)

TRAINING

- Checklists
- Data Integrity
- Corrective Action Reports

Ethics and Data Integrity Agreement

I have read the following documents:

1. Ethics and Data Integrity
2. Ethical Laboratory Practices: Training SOP
3. Guidelines for Reporting Data Quality Issues.

I agree to adhere to all of the principles and protocols in the above documents.

Employee Date

Supervisor Date

**Bear River Health Department Water Lab
Corrective Action Report**

Date Started: _____ Initiated by: _____ Tracking #: _____

Reason Initiated:

Proposed Corrective Action:

Must be completed by (date): _____

Result of Corrective Action:

Technician _____ Technical Director _____

QA Officer _____

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New Sampler and Technician Training Checklist

Name of Trainee _____ Trainers _____

Date of Employment _____

Task	Date Started	Date Completed	Initials Trainee/Trainer
Culinary water sample			
Chlorine residual testing on culinary water samples			
Swimming pool sample collection			
Swimming pool chemical testing			
Filling out forms and sample logging			
Preservation of samples			
Colilert Method (9223 B)			
Standard Plate Count			
Dilution Procedures			
Media Preparation			
Clean up Procedures			
Equipment Operation			
Record Keeping			
Quality Control			

Preparing for an audit

- ▣ You will receive notification of an audit in plenty of time.
- ▣ Go through the application in detail
- ▣ Prepare your staff
- ▣ Write down any questions you may have for the auditors.
- ▣ **DON'T PANIC!** Everything will be okay!

Other considerations in Preparing for an Audit . . .

- ▣ You don't have to recreate the wheel. There are a lot of resources out there.
- ▣ Communicate with your auditor. They are on your side and they are there to help navigate through this certification process.



Current Audits

- ▣ Notification of onsite audit
- ▣ Preparation for the audit
- ▣ Onsite Audit
- ▣ Audit Report
- ▣ Response to Audit Report
- ▣ Certification!



Advice to Consider

- ▣ Documentation is VERY important!
 - If it isn't documented it didn't happen!
 - You do not have to be perfect, but you have to explain why you are not.
- ▣ The accrediting bodies are on your side!
- ▣ PT Providers are very knowledgeable
- ▣ There will be findings at your on-site audit!
It is okay! This is what helps us improve the data quality in our laboratories!

References:

- ▣ The NELAC Institute
 - www.nelac-institute.org
- ▣ Utah Bureau of Laboratory Improvement
 - www.health.utah.gov
- ▣ Utah Admin Code R444-14
 - www.rules.utah.gov/publicat/code/r444/r444-014.htm#E6