

TNI Generic Electronic Application

User Manual 1.1

01/22/19

Document Changes

22 Jan 2019 Added "Program" to FOA selection

- INTRODUCTION 4
 - History 4
 - Stakeholders 4
 - Scope 4
 - Laboratory Demographics 5
 - Fields of Accreditation 5
- Getting Started 6
 - Register 6
 - Application listing 8
- Starting a new application. 9
 - Basic Info 12
 - Key personnel 14
 - Fields of Accreditation 15
 - New Application FOAs 15
 - Renewal Application FOAs 15
 - Add Field of Accreditation 16
 - Review and Submit 18

INTRODUCTION

History

The TNI national laboratory accreditation database went online in 2010 and data is being uploaded from many of the Accreditation Bodies (ABs). Laboratories indicated that a single general application would save them many hours of work and reduce the numbers of errors occurring in the applications. Each AB has developed a system to accept applications from laboratories.

Currently, laboratories must complete applications for each Accreditation Body to which they apply for accreditation (Primary and Secondary) and are typically required to complete new applications for each renewal cycle (annually). ABs have indicated that they do not always receive all the required information with each application, meaning they have to go back to the laboratories to get the information. In addition, laboratories must have the ability to apply for different Fields of Accreditation (FOA) from different Accreditation Bodies.

Filling out multiple applications with essentially the same information is inefficient and can lead to increased transcription errors. A system that held current demographic data and Field of Accreditation (FOA) data would provide a central location for application data and allow laboratories to apply for renewal or to multiple ABs with confidence that identical data is being transmitted each time.

Stakeholders

- Environmental Laboratories
- Accreditation Bodies
- Database Overview

Scope

The required data elements were gathered from a review of pertinent standards and technical references, and interviews with key TNI personnel and members of the stakeholder groups. The application provides a hardcopy output and an electronic download to be used directly by the laboratory or submitted to the AB.

The TNI electronic accreditation application is not designed to be used to manage and operate an accreditation program. The individual requirements and existing systems that different primary Accreditation Bodies have for managing laboratory accreditations are beyond the scope of this project.

Laboratory Demographics

This section of the application contains legal names, address, phone and FAX numbers, contact information as well as personnel responsible for laboratory management, Quality Assurance, and technical sections.

Fields of Accreditation

This section contains information about the Fields of Accreditation (FOA) for which the laboratory seeks accreditation. This is not to be confused with the FOA for which the laboratory is accredited as that information is stored in the TNI Laboratory Accreditation Management System (LAMS). The application will list methods and their associated analytes from which the laboratory can select. Once a laboratory selects a method, only the analytes associated with the method will be displayed for selection. The application provides a means for selecting all or part for submission to a particular Accreditation Body for primary or secondary accreditation.

Getting Started

The screenshot shows the top navigation bar with links for 'GenApp Alpha Test Site', 'Home', 'Contact', 'Register', and 'Log in'. Below this is a large grey banner with the text 'TNI Generic Application for Laboratory Accreditation'. Underneath the banner are three columns of content: 'Getting started' with a paragraph about account creation and a 'Go to LAMS »' button; 'About LAMS' with a paragraph about the central repository and a 'Go to LAMS »' button; and 'About TNI' with a paragraph about the NELAC Institute and a 'Go to TNI »' button.

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Along the upper banner you will see a number of links:

- **Home** directs you back to the TNI Generic App home page
- **Contact** opens a form you can use to contact TNI staff for questions, comments, or problems with the electronic application. This is not appropriate to use for things unrelated to the application.
- **Register** allows first time users to register to use the electronic application.
- **Log in** allows registered users to start using the electronic application.

If you select “Go to LAMS”, you will be directed to the Laboratory Accreditation Management System (LAMS) home page. If you select “Go to TNI” you will be directed to the TNI home page.

Register

First time users are required to register in order to use the system. Select “Register” and complete the form. Press “Register” at the bottom of the form to complete the registration. You can sign in as soon as registration is complete.

Register.

Create a new account

Full Name	<input type="text"/>
Email	<input type="text"/>
Organization	<input type="text"/>
Password	<input type="text"/>
Confirm password	<input type="text"/>
	<input type="button" value="Register"/>

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Log in.

Enter your Generic Application account credentials to log in.

Email	<input type="text"/>
Password	<input type="text"/>
<input type="checkbox"/> Remember me	
	<input type="button" value="Log in"/>

[Register as a new user](#)
[Forgot your password?](#)

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Note that once you have successfully logged in, the banner will change by adding “Start”, “Hello, email address” and “log off”. Select “Start” to begin or continue the electronic application process.

Application listing

My Applications

App #	Application Name	AB	Date Started	Date Submitted		
43	TNI1	KS	1/14/2016		Copy	Chg Name or AB
44	TNI-import		1/14/2016		Copy	Chg Name or AB
46	tni2		1/25/2016		Copy	Chg Name or AB
47	Tulsa		1/26/2016		Copy	Chg Name or AB
48	Tulsa2		1/26/2016		Copy	Chg Name or AB
49	KS Primary 2016	KS	3/14/2016		Copy	Chg Name or AB
66	VA test	VA	8/10/2016		Copy	Chg Name or AB
67	nj p	NJ	8/10/2016		Copy	Chg Name or AB
68	tx	TX	8/10/2016		Copy	Chg Name or AB
69	The dalles	OR	8/10/2016		Copy	Chg Name or AB
72	OK test	TX	8/11/2016		Copy	Chg Name or AB
74	test3	OR	8/11/2016		Copy	Chg Name or AB
75	test4	TX	8/11/2016		Copy	Chg Name or AB

Start New Application

Continue Application

Remove Application

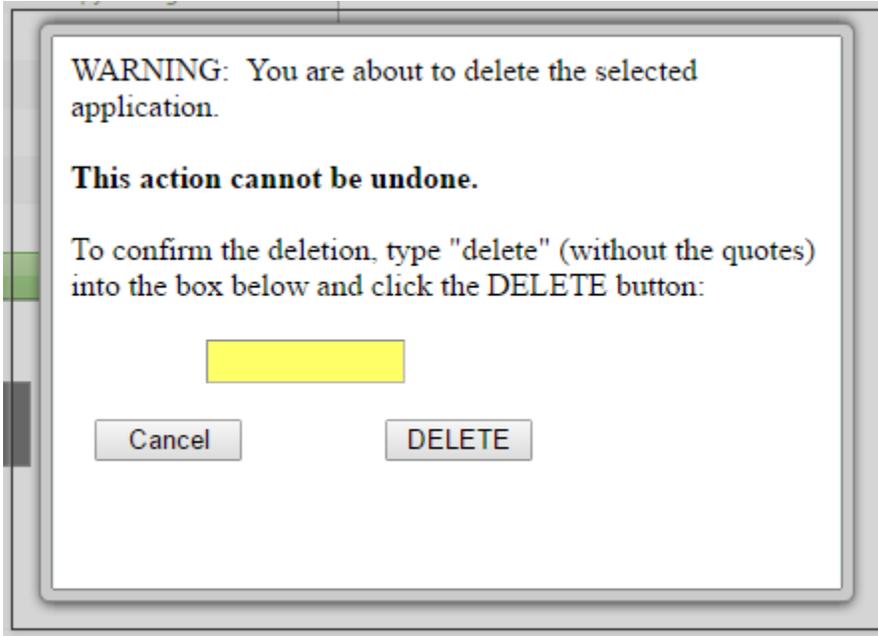
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You can select an application in the table and select “copy” to make a copy. If you select “Chg Name or AB”, you will be presented with a dialog box that allows you to change the application name and also provides a drop down box to select a new AB.

Selecting “Start a New Application” opens a form for you to name the application and select the AB to whom you are applying.

Select an application in the table and click on “Continue Application” to work on an application that has been saved.

If you select “Remove Application” to permanently delete an application from the table, you will get a dialog box warning you that once the application has been deleted it is gone.



Starting a new application.

Select "Start New Application" to begin a new application. A form will appear on which you will enter a name for the application. We would suggest you select something descriptive such as "Oregon Primary 2017" Or "Texas Secondary 2017" to help keep the applications organized and easy to recall.

Copy City Name of AB

Enter a name for your application. This name is only to help you to organize your applications, and will not appear on the application itself:

Select an Accreditation Body for your application:

ie

Enter a name for your application. This name is only to help you to organize your applications, and will not appear on the application itself:

Select an Accreditation Body for your application:

▼

- Florida Department of Health Environmental Laboratory Certification Program
- Illinois Environmental Laboratory Accreditation Program (IL ELAP)
- Kansas Department of Health and Environment
- Louisiana Department of Health & Hospitals Laboratory Certification Program
- Louisiana Environmental Laboratory Accreditation Program
- Minnesota Dept of Health, Environmental Laboratory Accreditation Program
- New Hampshire ELAP
- NJDEP Office of Quality Assurance
- NY Environmental Laboratory Approval Program (ELAP)
- Oregon Environmental Laboratory Accreditation Program
- PA-DEP, Laboratory Accreditation Program
- Texas Commission on Environmental Quality
- Utah Department of Health
- Virginia Division of Consolidated Laboratory Services

Once the application has been created, you will be taken to the actual application form. Notice that across the top a blue tab marks progress through each of the individual application steps:

- Basic Info
- Address
- Personnel
- FOAs
- Review and Submit

Note: It is very important that you move back and forth through each section using “Next” and “Previous” in order to ensure that the data has been appropriately saved.

Application #48 - Tulsa2 AB: OR

Basic Info Address Personnel FOAs Review & Submit

Next

BASIC INFORMATION

TNI Laboratory ID

Legal Name

EPA Laboratory ID

FEIN

Type of Laboratory

Website

Hours of Operation

Directions to Laboratory

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Basic Info

If you are new to NELAP accreditation, leave the TNI Laboratory ID blank and complete the entries on the basic info page. Press "Next" to continue to the next form.

If you are or have been a NELAP accredited lab you should enter your TNI Laboratory ID and select "Load for LAMS". Make necessary corrections and additions and then press "Next" to continue to the next form.

Application #48 - Tulsa2 AB: OR

Basic Info Address Personnel FOAs Review & Submit

Previous Next

ADDRESSES

Load from LAMS

Physical Address

Address Line 1 6543 North Burlington Avenue
Address Line 2
City Portland
State or Province Oregon
Postal Code 97203
Country

Mailing Address

Same as Physical

Address Line 1
Address Line 2
City
State or Province Select...
Postal Code
Country

Billing Address

Same as Physical

Address Line 1
Address Line 2
City
State or Province Select...
Postal Code
Country

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Once again if you already have a TNI Laboratory ID you can select “Load from LAMS” and address data will be populated from LAMS, otherwise come the form. Selecting “Same as Physical” will duplicate the entries from the Physical Address section.

Press “Next” to save and continue.

Key personnel

 ADD PERSONNEL

Add Personnel

First Name

Last Name

Title

Field of Responsibility

Phone

Fax

Email

Primary Contact

Complete form by filling out each entry for each of the critical personnel. The title field is a dropdown list that contains:

- Laboratory Director
- Technical Manager
- Technical Manager Deputy
- Quality Assurance Officer
- Quality Assurance Officer Deputy

Fields of Accreditation

GenApp Alpha Test Site
Start Hello, dan.hickman@nelac-institute.org ! Log off

Application #48 - Tulsa2 AB: OR

Basic Info
Address
Personnel
FOAs
Review & Submit

Previous
Next

FIELDS OF ACCREDITATION

Current
Add
Withdraw

Instructions: This screen displays your laboratory's currently accredited FOAs as recorded in LAMS. Press the "Load from LAMS" button to refresh this information. To request withdrawal of FOAs from your scope of accreditation, highlight or checkmark selected FOAs and press the "Mark for Withdrawal" button.

Load from LAMS
Mark for Withdrawal

<input type="checkbox"/>	Matrix	Method Code	Method	Analyte Code	Analyte	CAS#	Type
	All		▼		▼	▼	All
No current FOAs found.							

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New Application FOAs

If this is a new application you would select the "Add" tab and you will be presented with the option of selecting FOAs (Matrix-Method-Analyte).

Renewal Application FOAs

If your FOAs are already in LAMS, you could select "Load from LAMS" and the FOA table will be populated with the data from LAMS. At this point you have the option of adding a new FOA to the existing list or withdrawing FOAs from the existing list.

Application #48 - Tulsa2 AB: OR

Basic Info Address Personnel **FOAs** Review & Submit

Previous Next

FIELDS OF ACCREDITATION

Current Add Withdraw

Instructions: This screen displays the FOAs you are requesting to be added to your scope of accreditation. Press the "Add New FOA" button to request additional FOAs. To remove an FOA from this list and cancel a request for addition, highlight or checkmark selected FOAs and press the "Cancel Selected Addition(s)" button.

Add New FOA Cancel Selected Addition(s)

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Add Field of Accreditation

In order to add FOAs to an existing table or a new table, select "Add New FOA" to get to the add FOA dialog form:

ADD FOAS

Add Field of Accreditation

Add Primary FOA Add Secondary FOA

Instructions: Select a method from the drop-down list, then select analytes for accreditation. You may select multiple analytes by holding down the CTRL key while clicking on a row, or click-and-drag over the rows you want with your mouse.

Matrix:

Check All

Air

Drinking Water

Non-Potable Water

Solids and Chemical

Tissue

Program:

Check All

Air

Safe Drinking Water Act

Clean Water Act

RCRA

AB:

Show methods for OR only

Click to select a method; type here to search

Save Close Form Add Unlisted Analyte

<input type="checkbox"/>	TNI Code	Analyte	CAS#	Type
No records to display.				

You must select "Add Primary FOA" tab to add request for primary FOAs to your list or select "Add Secondary FOA" tab to add request for secondary FOAs.

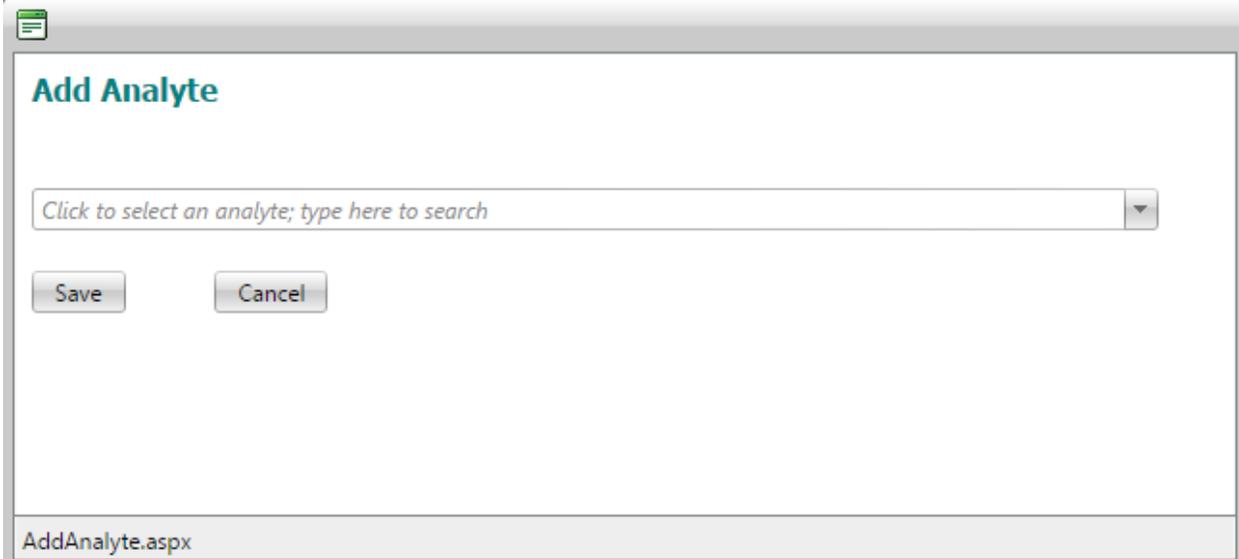
Select the matrix or matrices for the FOA you want to add. Select program if applicable (this field is optional).

To limit the search list, select “Show methods for AB only” and you will only see the list of methods currently accredited by the specific AB. You will have a chance to add FOAs not listed.

Type whole or partial method reference (i.e. EPA 524.2) into the dropdown box “*Click to select a method type here to search*” and wait until selection is displayed (it could take a few seconds). Because of the multiple revisions and revision dates for the methods, it would be helpful if you know which TNI method code you are looking for. These can be easily found in LAMS or the downloaded method table from LAMS.

Once you have selected the method, an analyte list will be displayed. This form recognizes standard Windows commands so you can select one analyte at a time, select a batch by clicking on the first analyte and then hold shift while selecting the last analyte. You can click the box at the top of the Analyte Table and all analytes will be selected. You can then go back and click on any you do not want.

If the analyte you need is not listed, select “Add Unlisted Analyte” and the “Add Analyte” form will be displayed.



The screenshot shows a web browser window with a title bar. The main content area is titled "Add Analyte" in a blue font. Below the title is a search input field with the placeholder text "Click to select an analyte; type here to search". Below the search field are two buttons: "Save" and "Cancel". At the bottom of the form, the text "AddAnalyte.aspx" is visible.

Type in whole or partial analyte name and select the analyte. Click “Save” and you will be returned to the Add Analyte form.

Continue adding FOAs being sure the matrix is still correct for each addition. When finished click on “Save”. After saving you can quit, go to previous sections, or move on to the final tab.

Review and Submit

GenApp Alpha Test Site
Start Hello, dan.hickman@nelac-institute.org ! Log off

Application #48 - Tulsa2 AB: OR

Basic Info
Address
Personnel
FOAs
Review & Submit

Previous
Finish

REVIEW & SUBMIT

Click the Error Check button below to check your application for errors. Your application cannot be submitted until all errors have been resolved.

Error Check

Click the Preview button below to download a PDF copy of your complete application. Please carefully review your application prior to submittal.

Preview

When you are ready, click the Submit button below to submit your application to your selected Accreditation Body.

SUBMIT

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This final tab has three possible selections:

Error Check – Check applications for missing information.

Preview – Allows user to see the hardcopy and electronic forms being submitted.

SUBMIT – Electronically submits the application forms to the AB.

Note: Accreditation Body must setup email address and AB specific instructions for application in LAMS. Instructions for the AB are included in the TNI LAMS 2.0 AB Manual.

