TNI Generic Electronic Application

User Manual 1.1

01/22/19

Document Changes

22 Jan 2019 Added “Program” to FOA selection

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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.

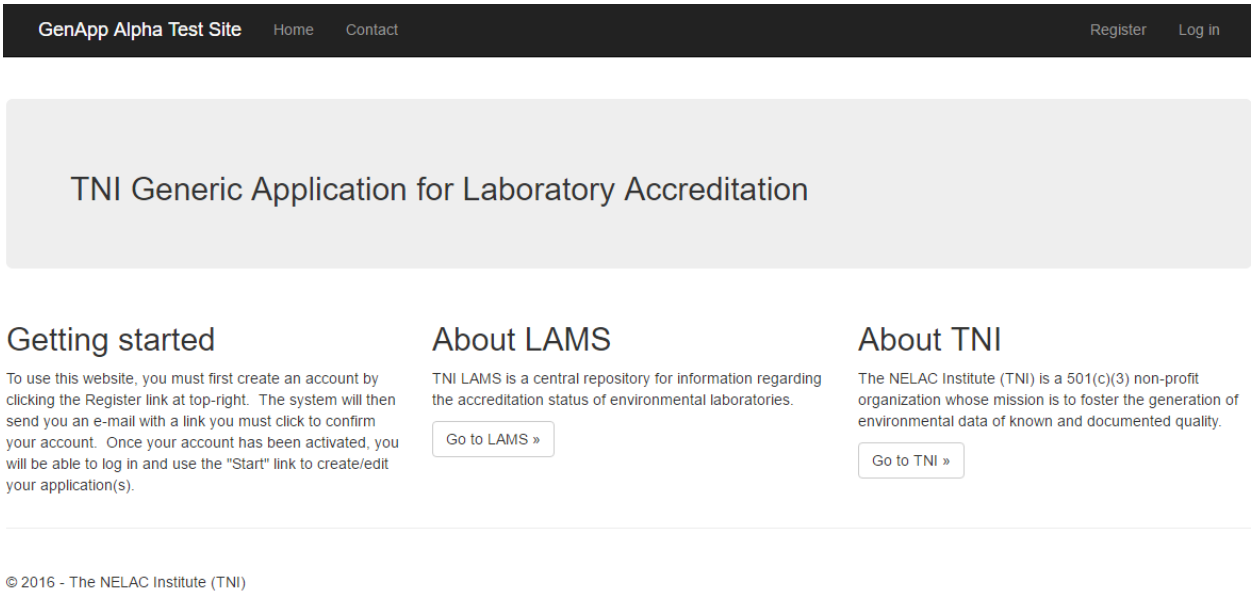
Laboratory Demographics

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



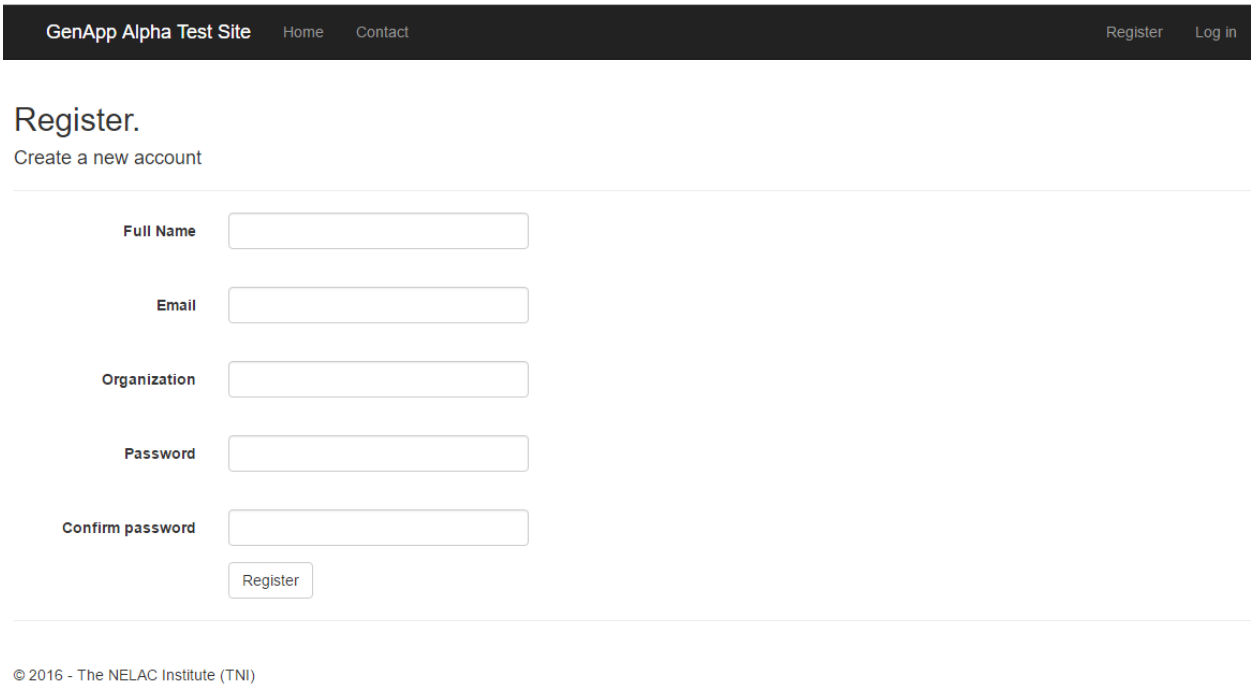
Along the upper banner you will see a number of links:

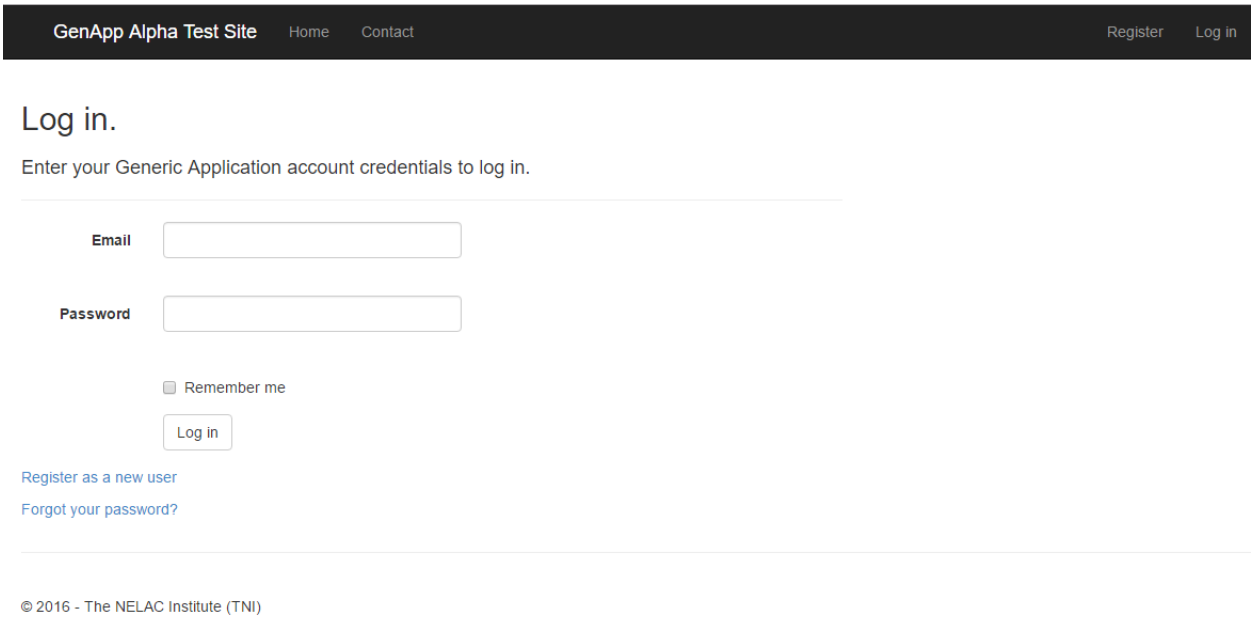
- ***Home*** directs you back to the TNI Generic App home page
- ***Contact*** opens a form you can use to contact TNI staff for questions, comments, or problems with the electronic application. This is not appropriate to use for things unrelated to the application.
- ***Register*** allows first time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

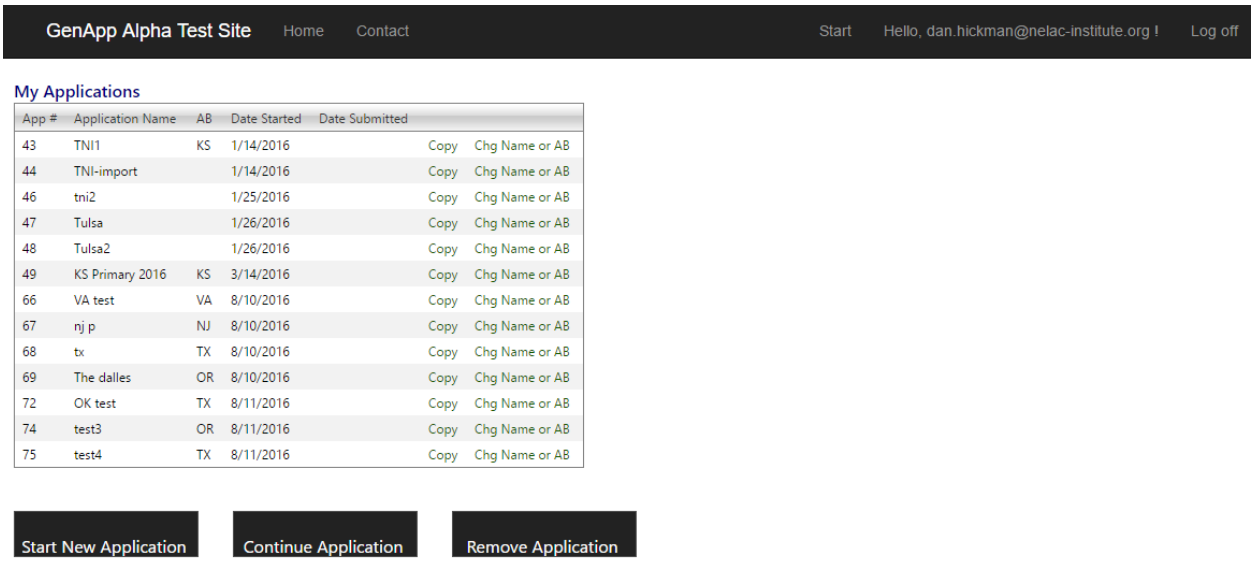
First time users are required to register in order to use the system. Select “Register” and complete the form. Press “Register” at the bottom of the form to complete the registration. You can sign in as soon as registration is complete.





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

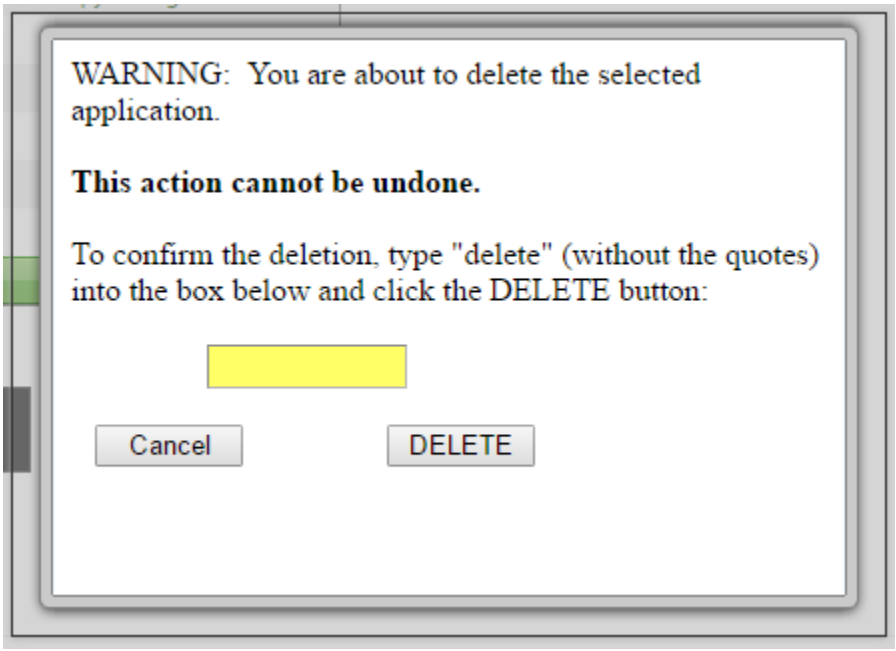


You can select an application in the table and select “copy” to make a copy. If you select “Chg Name or AB”, you will be presented with a dialog box that allows you to change the application name and also provides a drop down box to select a new AB.

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

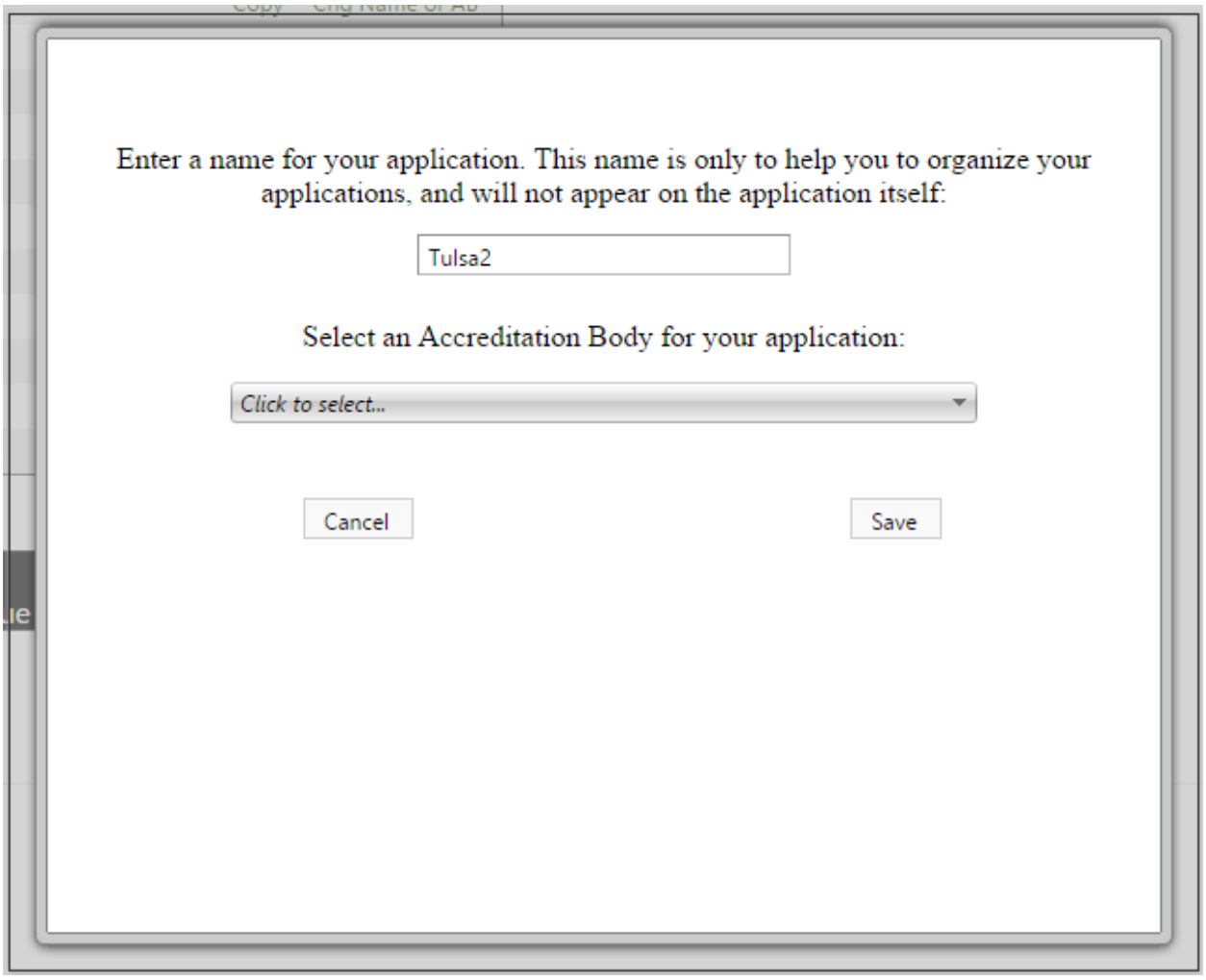
Select an application in the table and click on “Continue Application” to work on an application that has been saved.

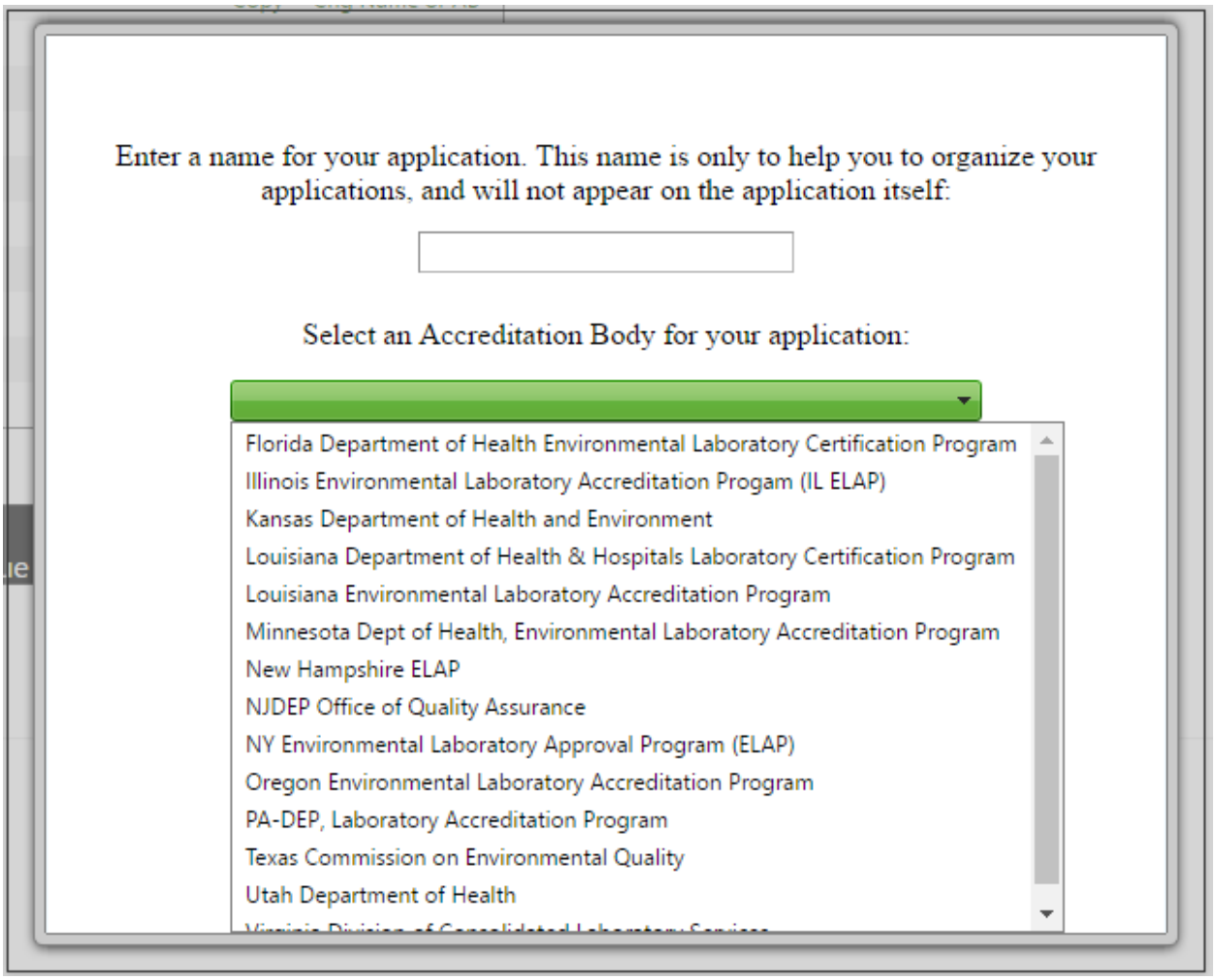
If you select “Remove Application” to permanently delete an application from the table, you will get a dialog box warning you that once the application has been deleted it is gone.



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.

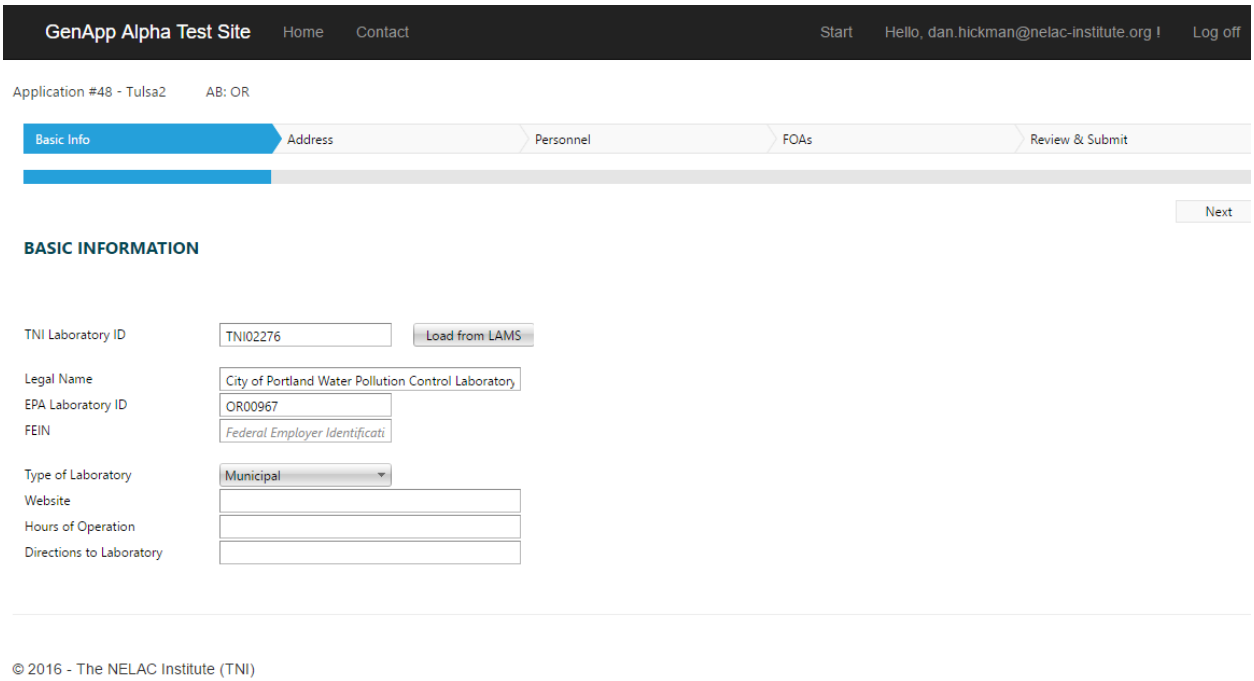

Enter a name for your application. This name is only to help you to organize your applications, and will not appear on the application itself:
Tulsa2
Select an Accreditation Body for your application:
Click to select...
Cancel
Save



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

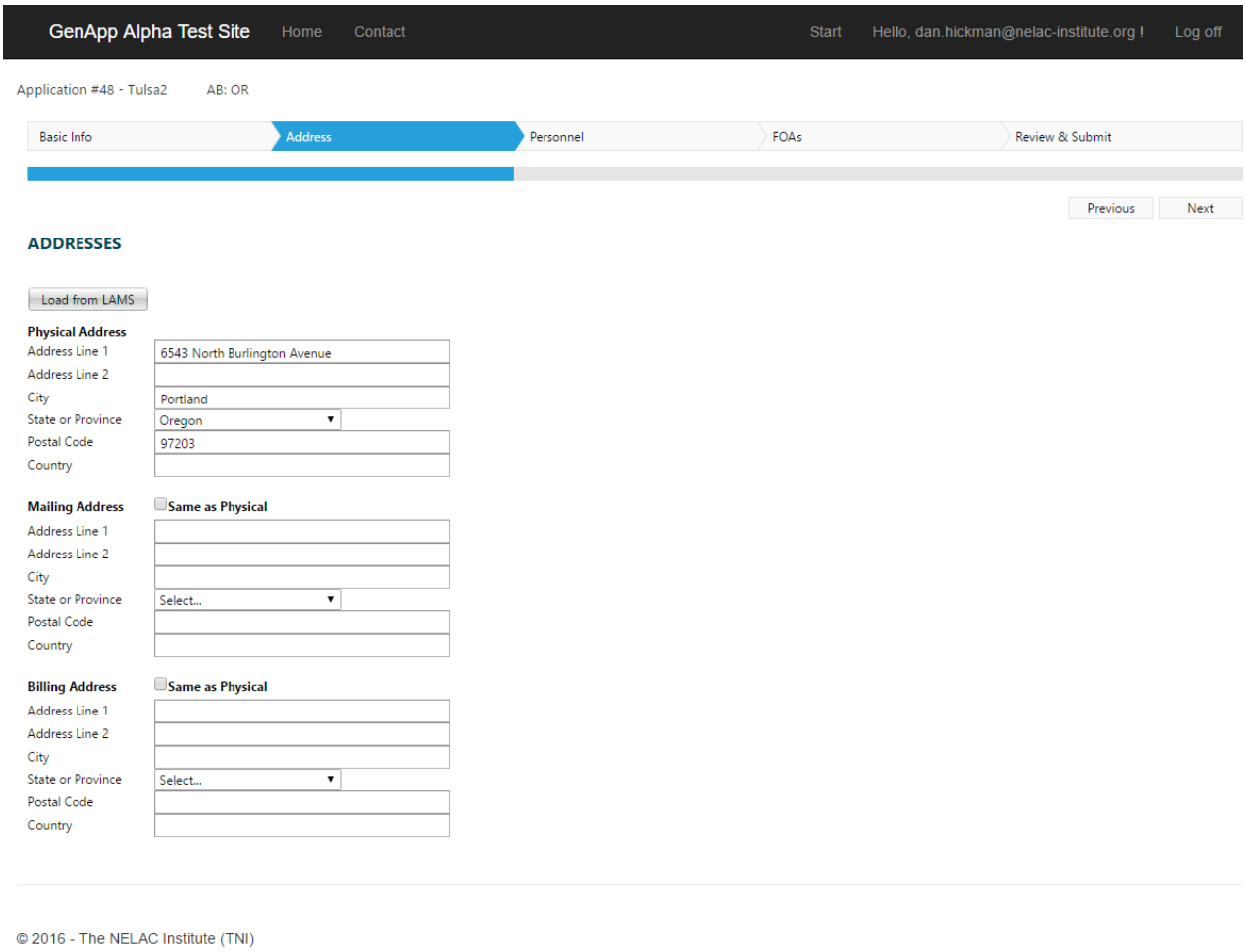
***Note**: It is very important that you move back and forth through each section using "Next" and "Previous" in order to ensure that the data has been appropriately saved.*



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.

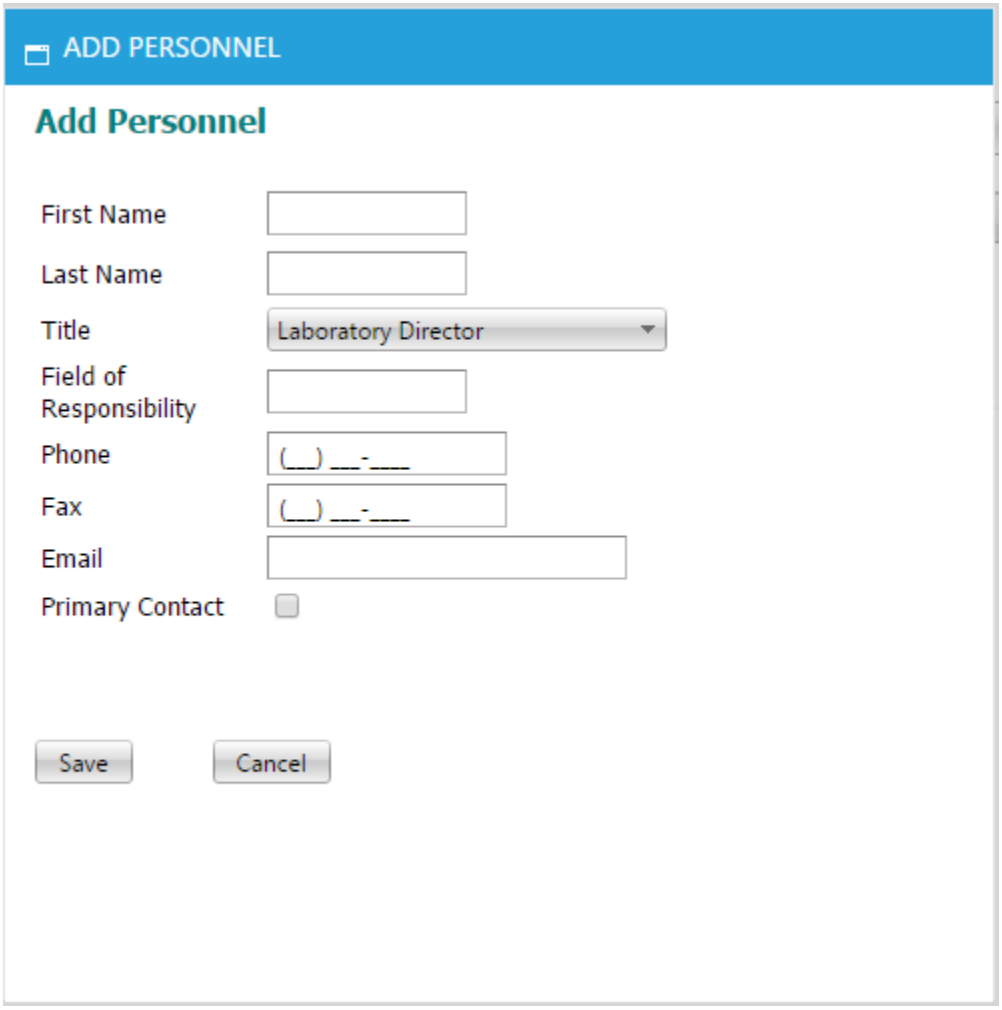
If you are or have been a NELAP accredited lab you should enter your TNI Laboratory ID and select “Load for LAMS”. Make necessary corrections and additions and then press “Next” to continue to the next form.



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.

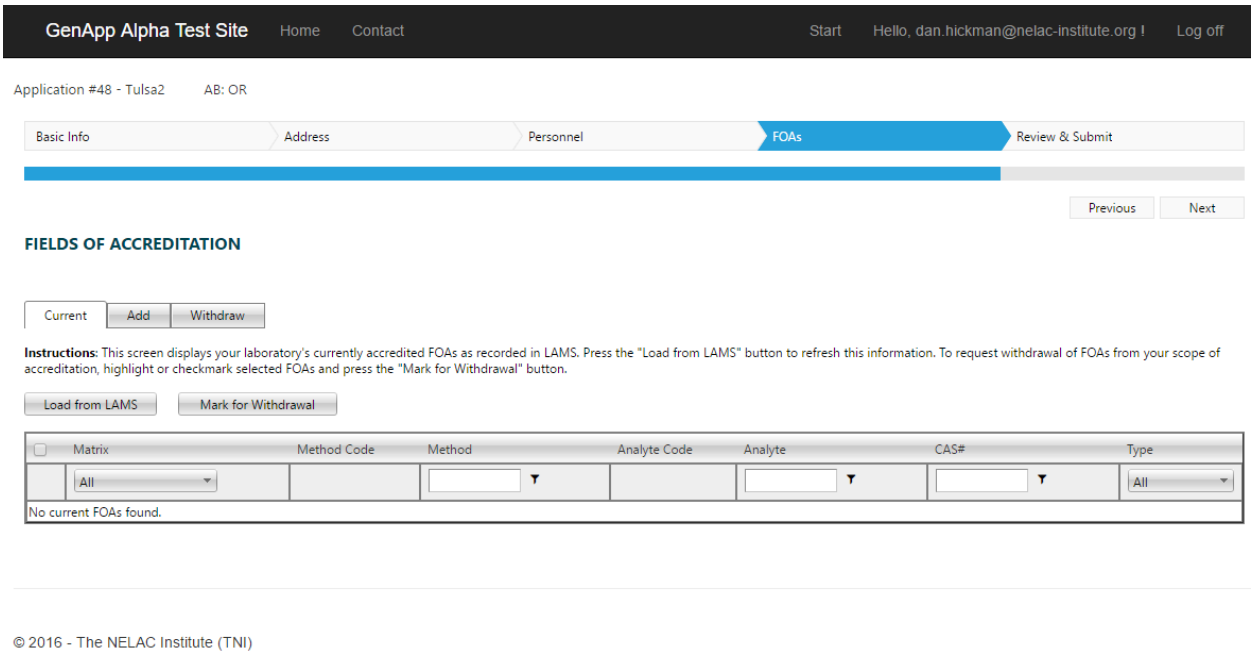
Key personnel



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



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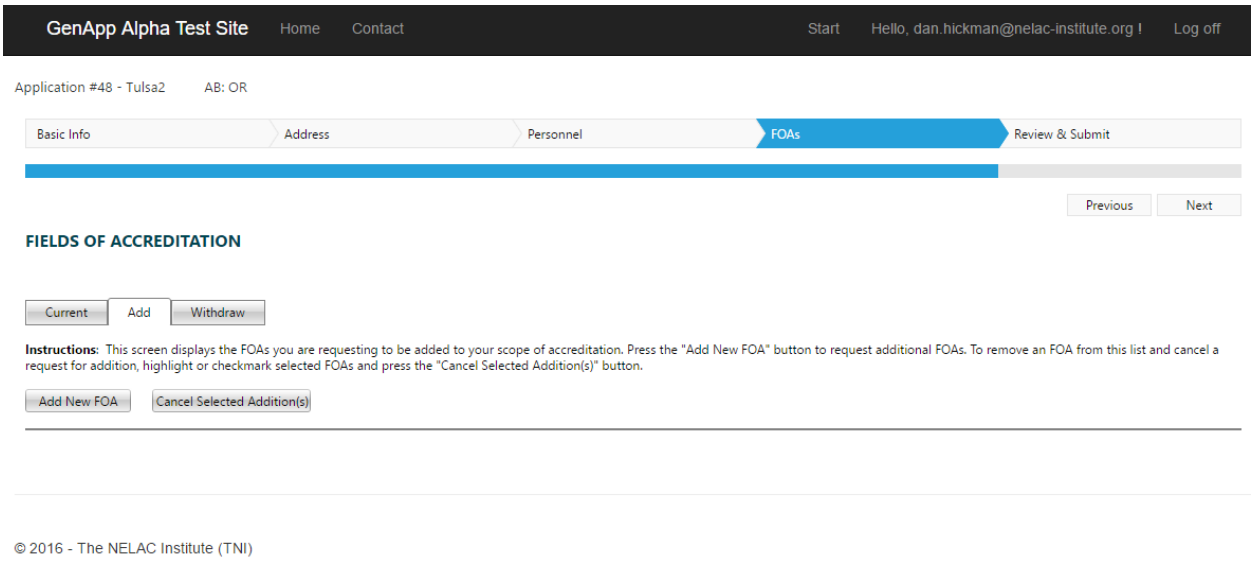
New Application FOAs

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.



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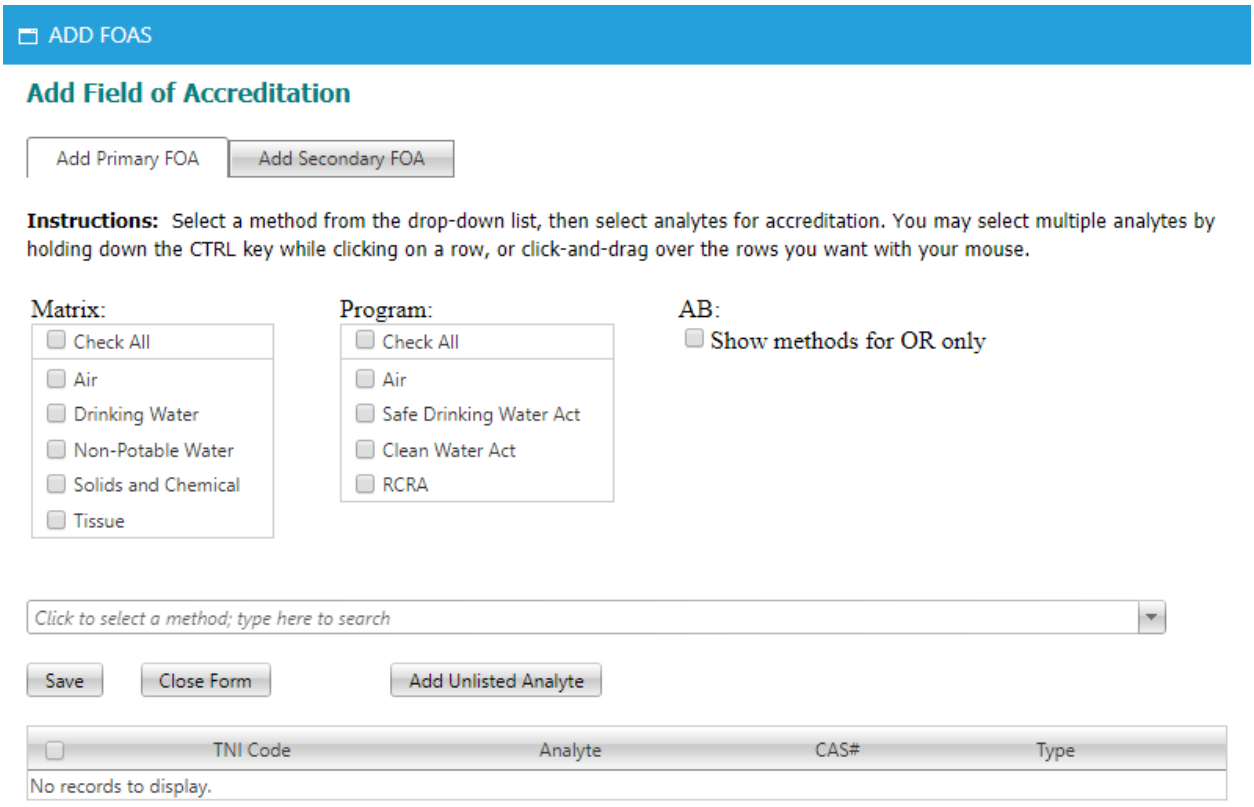
Add Field of Accreditation

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:



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.

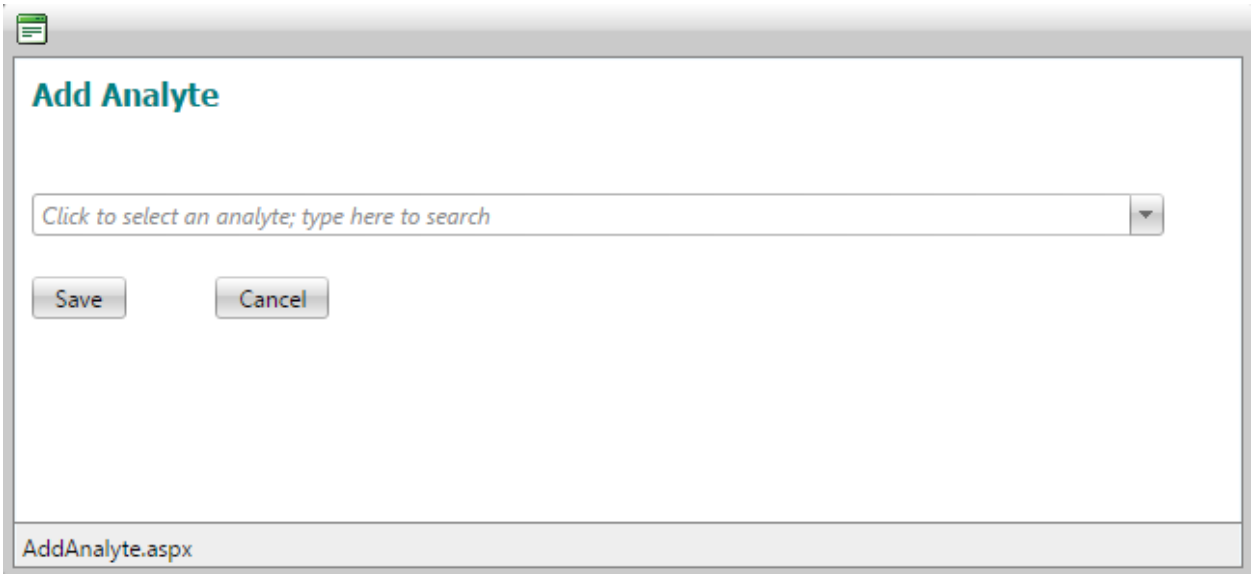
Select the matrix or matrices for the FOA you want to add. Select program if applicable (this field is optional).

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.

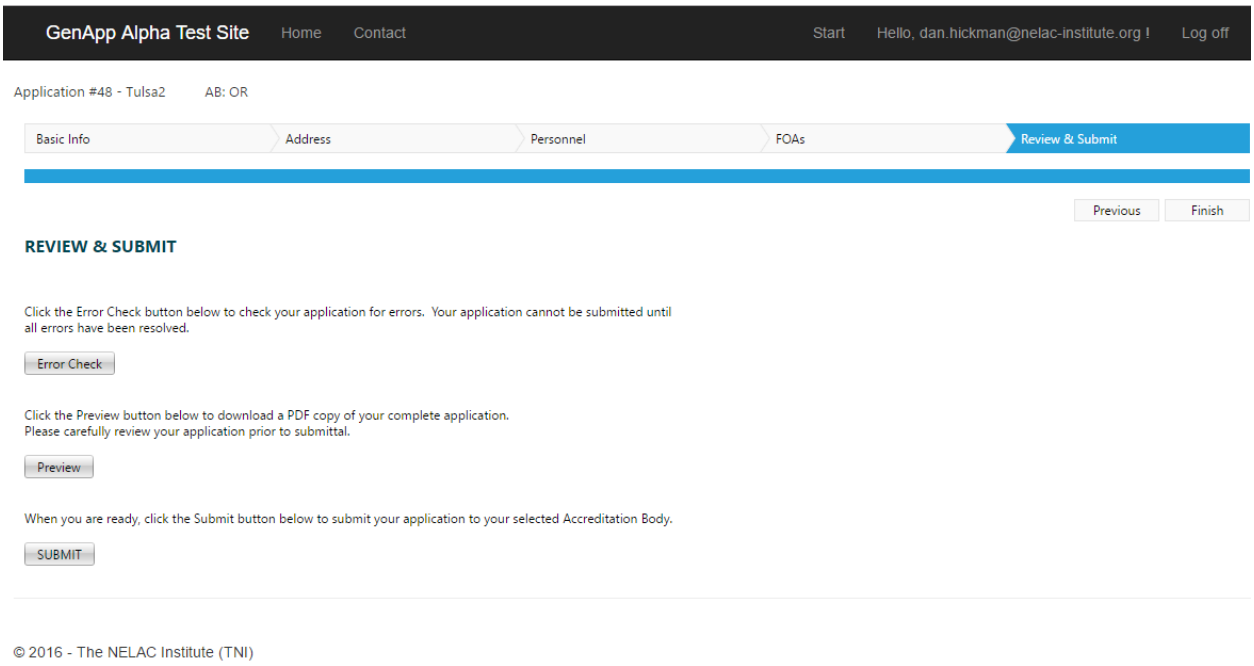
If the analyte you need is not listed, select "Add Unlisted Analyte" and the "Add Analyte" form will be displayed.



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



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.