

**SUMMARY OF THE
TNI ASBESTOS EXPERT COMMITTEE MEETING**

JUNE 21, 2017

The Committee met by teleconference on Wednesday, June 21, 2017, at 1:00 pm EST. Chair Myron Getman led the meeting.

1 – Roll call

Wyatt Dupay, Pace Laboratories (Laboratory)	Present
Zonetta English, Louisville Jefferson County (Laboratory)	Present
Myron Getman, Chair, NY State DOH (AB)	Present
Glen Green, Vice-Chair, Xcel Energy (Other)	Present
Dixie Marlin, Marlin Quality Management (Other)	Absent
Bob Wyeth, CSDEC Chair, Associate Committee Member	Present
Carl Kircher, FLDOH, Associate Committee Member	Present
Ken Jackson, Program Administrator	Present

2 – Introductions

This was the first official conference call of the Committee, and Myron asked everyone to introduce themselves.

3 – Discussion of Relevant SOPs

As an orientation for the Committee, Bob Wyeth described SOP 2-101 (Procedures for Expert Committee Operations), and SOP 2-100 (Procedures Governing Standards Development). It was explained that Version 2 of SOP 2-100 was quite new, and was only just coming into use by committees that were planning to develop standards. Ken said he would soon be presenting a training webinar on this SOP, and it would be considered part of the required Committee Member training. Ken said he would send out the 2 SOPs to all of the call participants, and Bob asked that they study them before the next meeting.

4 – Search for New Committee Members

Bob was concerned the Committee only had the minimum required number of members, and asked those on the call to ask appropriate colleagues to nominate themselves. Myron asked Ken to post a request for members on the TNI website.

5 – Voting Rules

There was general agreement to require a greater than 50% approval on all voting matters, except those concerning standards development, in SOP 2-100, that require a two-thirds majority.

6 – Next Meeting

The Committee Members agreed to hold monthly meetings on the 3rd Wednesday of the month. The next meeting would be July 19, 2017. In preparation for that meeting, Ken would circulate the 2016 Volume 1 Module 2 (Quality Systems General Requirements) and Module 3 (Quality Systems for Asbestos Testing).

Myron asked Committee Members to start reviewing Module 3 and find places they felt it needed revision. He asked they provide those items to him as agenda items for the next call.

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7 – Adjournment

The meeting was adjourned at 1:30 pm EDT.