

Microbiology Expert Committee (MEC)

Charter

(Revised: 4-11-2017)

Mission:

To maintain the Microbiology Standard (TNI Volume1, Module 5) based on input from stakeholder groups and the public; to provide technical assistance, support and training on issues related to microbiology and the TNI standard; and, to develop tools to facilitate the implementation of TNI Microbiology Standard.

Composition of the Committee:

- Composed of balanced membership of no more than 15 members.
- Members from each stakeholder group: Accrediting Bodies, Laboratories, Other.
- Members serve 3 - year terms and are eligible to serve two consecutive terms.
- No one organization can have multiple members on the same committee.
- Associate members are not limited in number and are not required to demonstrate balance in their numbers. Associate members are welcome to actively participate in all open committee meetings.

Objectives:

1. Improve the quality and consistency of environmental data by establishing standards for activities related to microbiological testing by:
 - a. Review and revise the Microbiology Standard based on input from the stakeholder groups and public;
 - b. Review and revise the Microbiology Standard consistent with relevant nation and international standards and guidelines where appropriate; and
 - c. Ensure consistency and uniformity between the TNI volumes and modules through interaction with other boards, committees and interested parties as needed.

Success Measures:

The TNI Consensus Standard Development Executive Committee endorses any standards developed by the Committee under TNI SOPs.

2. Provide technical assistance, technical support, guidance and training related to Microbiological topics such as:
 - a. Tools to facilitate assessment (e.g., assessment checklists)
 - b. Guidelines and technical notes (e.g. Standards Interpretation Requests (SIRs))

- c. Guidance to clarify key concepts (e.g., glossary, white papers, etc)
- d. Training for labs on implementation of Module 5.
- e. Assessor training
- f. Participation in the development of TNI QAM template and Small Lab Handbook as needed

Success Measures:

- Prompt response to Standard Interpretation Responses (SIRs). Responses issued as soon as possible but not later than the second meeting after the request and subsequently accepted by the LASExC.
- Technical support, tools guidance, and training are developed and provided to support the implementation of the standard.

3. The Committee operates according to the relevant policies and procedures of TNI

Success Measures:

Microbiology Expert Committee passes regular, routine internal audits.

4. Evaluate the need for new and/or modified standards based on national and international developments in Microbiological testing

Success Measures:

New developments are evaluated to determine if they should be addressed in the Microbiology Standard, and if so is the standard flexible enough to allow for new technology, methods, procedures, or is a revision required.

Decision Making:

Decisions can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements as follows:

| Type of Decision | Decision-Making Rule |
|--------------------------|--|
| Meeting dates, times | Person-in-charge decides after discussion |
| Meeting adjournment | Person-in-charge decides after all business is conducted or allotted time expires |
| Meeting minutes approval | Request for approval by email to all committee members– changes approved if needed from email No Vote |

| Type of Decision | Decision-Making Rule |
|---|---|
| Meeting cancellations | Person-in-charge decides |
| Addition of Committee Members | At least two-thirds of committee must vote and simple majority vote |
| Removal of Expert Committee Members | Person-in-charge decides after discussion |
| Approval of Standards– any stage (including | At least two-thirds of committee must vote in the affirmative |
| Creation of a new | Simple vote of attendees |
| Election of Committee Chair | Two-thirds of committee must vote and simple |
| Standard Interpretation Requests | Two-thirds of committee must vote and simple majority vote of attendees |

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community and industry experts
- Other TNI expert committees and support
- Teleconference services
- TNI Website and TNI support services (administrative, technical editing, etc.);
- Limited Travel Funding

Anticipated Meeting Schedule:

- Teleconferences: Regular schedule of calls to be published on the TNI website.
- Face to Face meetings during the semiannual TNI Forums as needed
- Additional teleconferences and/or face-to-face meetings as needed