

# Radiochemistry Expert Committee Charter

(Revised: 03-22-2017)

## Mission

1. To maintain the Radiochemistry Standard (TNI Volume 1, Module 6) based on input from stakeholder groups and public;
2. To provide technical assistance, support, and training on issues related to radiochemistry and the TNI Standard.
3. To develop tools that facilitate implementation of the TNI Standard.

## Composition of the Committee

The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Laboratories, and Other.

Members serve three-year terms and are eligible to serve two consecutive three-year terms.

Associate members are not limited in number, and are not required to demonstrate balance in their numbers. Associate members are welcome and generally invited 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 radiochemical testing.
  - a. Review and revise the Radiochemistry Standard based on input from stakeholder groups and public;
  - b. Review and revise the Radiochemistry Standard consistent with relevant national and international standards and guidelines where appropriate;
  - c. Ensure continuity with TNI Volume 1 Modules.

### **Success Measure:**

The TNI CSDExC endorses any standards developed by the Committee under TNI SOPs.

2. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs).

### **Success Measure:**

Prompt response to SIRs (responses issued as soon as possible but not later than the second meeting after the request).

3. Provide technical support, tools, guidance and training for labs and assessors including:
  - Tools used to facilitate assessments (e.g., assessment checklists)
  - Guidance that clarifies key concepts (e.g., glossary or white papers on specific topics)
  - Training on implementation of Module 6
  - Assessor training
  - Development of TNI QAM template to ensure applicability for radiochemistry

**Success Measure:**

Technical support, tools, guidance and training are developed and provided that support implementation of the TNI Standard.

4. Utilize TNI infrastructure and resources to accomplish mission.

**Success Measure:**

Meetings are held regularly and meeting minutes published on the TNI website.

5. Remain abreast of national and international developments in radiochemistry and become involved in those areas when they may impact TNI Standard development and implementation.

**Success Measure:**

New developments brought up at meetings are discussed to determine if they should be addressed in the Standard.

## 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 set down in the current revisions of SOP-2-100 and SOP-2-101 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
Meeting minutes approval	Request for approval by email to all committee members – changes approved if needed from email No Vote
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

Type of Decision	Decision-Making Rule
Approval of Standards – any stage (including persuasive/non-persuasive votes)	At least two-thirds of committee must vote in the affirmative
Creation of a new subcommittee	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 (recognizing volunteer time constraints)
- Existing national and international consensus-based standards
- Industry experts
- TNI Website and TNI support services (administrative, technical editing, etc.);
- Teleconference and web-based services;
- Limited travel funding.

**Anticipated Meeting Schedule:**

- Monthly Committee Teleconferences open to all Full and Associate Members (default time on TNI Website);
- Additional committee teleconferences, as needed;
- Committee meetings (face-to-face) may be scheduled during semiannual TNI Forums (Winter and Summer).