

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JANUARY 12, 2017**

The Executive Committee held a conference call on Thursday, January 12, 2017, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
JoAnn Boyd, At Large Member	Absent
Kevin Holbrooks, Field Activities	Present
Valerie Slaven, Chemistry	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Absent
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – December 8, 2016 CSDEC conference call minutes

Two corrections to the draft minutes were suggested. First, the statement under the Quality Systems report “Drafts have been shared with Chemistry and PT committees for input.” was modified by removing reference to the Chemistry committee. Second, the sentence in the Proficiency Testing report “Committee membership is also changing with a number of new members and efforts to include an AB” was changed to read “Committee membership is also changing with loss of a number of members and efforts to recruit new members including an AB”. With these changes in place it was moved by Kevin and seconded by Paul to approve the minutes. All were in favor.

Agenda item 3 - Chair and Committee Member Training Update

Bob asked Chairs to submit updated committee rosters reflecting membership changes, and to copy Ken. Ken said no training was scheduled in Houston, but a training webinar was planned. Bob described the format of the new committee charter that was approved by the Policy Committee.

Agenda item 4 – Standards Activity Spreadsheet

There were no recent updates.

Agenda item 5 – Pending changes to the Environmental Sector standard

Regarding the Laboratory Accreditation Body committee's proposed merging of two modules in Volume 2, Ken reported a notification of standards activity had been published on the TNI website and had been submitted to ANSI for publication in *Standards Action*. In preparation was a notification (per SOP 2-100) to stakeholders outlining the proposed changes and requesting input from interested parties. The Executive Committee considered a Notice of Proposed Standards Activity prepared by the Whole Effluent Toxicity Committee. Rami explained how the committee proposed to improve the standard. It was moved by Kevin and seconded by Nicole to approve the notice for publication on the TNI website. All were in favor except Rami who abstained,

Agenda item 6 – Input for CSDEC Annual Report

Ken was collecting slides from the committees and compiling them into the report Bob would present in Houston. The slides from two committees were outstanding, and when these were received, Ken would send the entire presentation to Bob.

Agenda item 7 – NELAP AC status of approval for implementation

Most ABs had failed to vote and comment on V1M4 (Chemistry), but had then raised objections after the standard had received both membership and ANSI approval. Committee Members described this as totally unacceptable, especially when Val said she was experiencing considerable difficulty getting the ABs to state exactly what would be needed in the standard to address their objections. Val had now sent an e-mail to the ABs who voiced objections, telling them it was imperative the Chemistry Committee received these details in time for the Houston meeting. Bob stressed every effort should be made to get together with those ABs in Houston.

Agenda item 8 – Expert Committee Reports

Field Activities – Kevin reported the committee was finalizing its 2017 membership roster. It was planned to increase the committee size by two members, and those rotating off had indicated they would continue as Associate Committee Members. The committee would be moving forward developing a new standard.

Laboratory Proficiency Testing – Nicole gave an update on the 2016 standard. V1M1 had been approved by the NELAP Accreditation Council, and the committee planned to make small editorial changes to V2M2 to reflect those in V1M1. She presented planned editorial changes to V3 and V4, that had been made in response to comments from the Proficiency Testing Executive

Committee. It was moved by Paul and seconded by Carl to verify these changes were editorial in nature, and all were in favor. The committee had appointed, as a Committee Member, Susan Jackson (AB) from the South Carolina state accreditation program. Four Committee members were rotating off, and there were no plans to then extend the membership.

Quality Systems – Paul reported progress being made on the Small Laboratory Handbook. One membership application had been received, and 3 members who had completed their first terms were renewed for a second term.

Laboratory Accreditation Body – The committee anticipated its notice of proposed standards activity to be posted on the TNI website within the next few days. The proposed merger of the two V2 modules would be discussed in Houston.

Stationary Source Audit Sample - There was no report.

Chemistry – This had been discussed in item #7 above.

Microbiology – Ilona reported the committee continued working on the Small laboratory handbook. Two new Committee Members had been found, and the committee was looking for one more.

Whole Effluent Toxicity – Rami said the committee would soon start its revision of V1M7.

Radiochemistry – Ilona reported the committee continued to work on the assessment checklist. The work on the Small laboratory handbook was almost complete.

Agenda Item 9 - SOP 2-103 – Final Review and approval.

Paul submitted some formatting suggestions. Ken suggested removing “ISO” from the naming in Section 5.1 (e.g., EL-V1-ISO-2016-Rev2.0), because TNI was no longer making available a version without the ISO language. Bob said he would now submit the SOP for Policy Committee review.

Agenda Item 10 - New Business

- a. Glossary of terms

Bob reported he and Tom had now reached 302 definitions. They would engage the other volunteers to go through it, and then prepare a draft for all stakeholder input. It would go to the committee chairs.

- b. Asbestos Expert Committee formation

An additional member was still being sought.

Adjournment

The meeting was adjourned at 2:30 pm EST.

Consensus Standard Development Executive Committee
Conference Call
January 12, 2017; 1:00 PM EDT
1-605-475-6333; code: 822147#

AGENDA

1. Roll Call
2. Approval of December 8, 2016 CSDExC conference call minutes
3. Chair and Committee Member Training reminder and update
 - a. Committee rosters (changes in membership)
 - b. Houston Training?
4. Standards Activity Spreadsheet –Update
5. Pending changes to 2016 TNI Standard- notification
6. Input for CSDExC annual report
7. NELAC AC status of approval for implementation
 - a. Chemistry – discussion
8. Expert Committee Reports and Status of changes for 2015 TNI standard
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
9. SOP 2-103 – Final Review and approval
10. New Business
 - a. Glossary of terms; Work Group activity
 - b. Asbestos Expert Committee formation
11. Old Business