

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JANUARY 16, 2014**

The Executive Committee held a conference call on Thursday, January 16, 2014, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Lab Accreditation Body	Present
JoAnn Boyd, At Large Member	Absent
Justin Brown, Field Activities	Present
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Absent
Maria Friedman, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda Item 2 – Review and approval of December 12, 2013 minutes

It was moved by Jeff and seconded by Shawn to approve the minutes. All were in favor.

Agenda Item 3 – Charter revisions; new format

Bob Wyeth said he had received completed charters from the Field Activities and Radiochemistry committees. He requested the rest to be completed in January. Paul said the Quality Systems Committee was working on it and asked what should be in the “subgroup” column. Bob said it should be erased if not applicable. The Laboratory Accreditation Body charter was almost complete. The Stationary Source Audit Sample and Microbiology charters would be updated within a week. The Chemistry Committee had not started but would do it in Louisville. The Proficiency Test Committee just needed to transfer it to the new format and that would be done in Louisville.

Agenda Item 4 – Standards Tracking; Spreadsheet for Review

Bob asked committee chairs to check if it was satisfactory, and be ready to discuss it in Louisville. Bob would draft an SOP on standards tracking.

## Agenda Item 5 – Review on FSMO V1 and V2; Standards Review Council

Most committee chairs had completed their review, and the rest expected to do so by the Louisville meeting. Ken said he would conduct a final editorial review when any final changes had been made. Justin said some substantive comments had been received, but public comments on those issues had already been addressed, so he anticipated no changes to the Interim Standard.

Agenda Item 6 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document.

Bob and Jessica needed to incorporate the SOPs. When done, they would run it past Ken.

## Agenda Item 7 – Planning for Louisville Meeting; a) Annual report preparation

In Louisville, Bob would be presenting a CSD annual report, and a 15-minute PowerPoint presentation would be needed. Bob said he would send an outline to Ken who would then fill in the details for the CSDEC and each Expert Committee.

## Agenda Item 8 – Editorial change to SOP 2-100, V2.0

The TNI Policy Committee had recommended referring to Expert Committees as “Technical Expert Committees” to avoid confusion with Executive Committees when acronyms were used. Hence, the following re-wording of Section 1.3.5 was considered:

*“Expert Committee — a collection of generally technical experts whose duties include the development and maintenance of consensus standards. The number and scope of Expert Committees is not limited and will be determined by the TNI Consensus Standards Development Executive Committee. These committees may also be referred to as Technical Expert Committees. See Section 4.”*

This was discussed and the Committee Members agreed such a significant change would not be merited. It was felt the problem would be better solved by changing the acronyms. (Subsequent to this meeting the Proficiency Test Expert Committee adopted PTPEC in its standard for the Proficiency Test Program Executive Committee, and PTEC for the Proficiency Test Expert Committee). It was moved by Jeff and seconded by Shawn to not accept the proposed changes to 1.3.5 and to leave the language as it was. The motion was approved unanimously.

## Agenda Item 9 – Outreach SOP in Support of SOP 2-100

Ken had made a start drafting this SOP, but had run into difficulties attempting to list all parties who should be reached for their input on the Interim Standard. He emphasized that such an SOP must be written to include all stakeholders to meet ANSI balance/consensus requirements. On discussion, the Committee Members agreed such an SOP would be unnecessary. SOP 2-100 already included enough detail provided stakeholder groups including the Laboratory Accreditation Executive Committee (LASEC) prepared their own SOP for responding to CSDEC

outreach. Bob Wyeth said he would inform the Policy Committee of this decision and he would work closely with LASEC as they developed their SOP.

#### Agenda Item 10 – Expert Committee Reports

**Field Activities.** The most recent conference call had been on the charter, when the committee was considering significant revisions to separate the committee's responsibilities and activities from those of the National Field Activities Program (NEFAP) Executive Committee. Justin said the committee was ready to apply to ANSI for adoption of its standard as an American National Standard. Ken said he would handle that.

**Proficiency Testing.** Shawn said the committee was voting to release its Volume 3 Working Draft Standard (WDS) and it would be posted shortly. A start was being made on the Volume 4 WDS. Volume 1 Module 1 and Volume 2 Module 2 needed a little clean-up and would soon be posted as Voting Draft Standards.

**Laboratory Accreditation Body.** The committee had not met in the last month, so Jeff had nothing to report.

**Quality Systems.** Paul said there had not been a meeting the previous month. In Louisville they would continue their review of the Small Laboratory Handbook. Bob Wyeth said he would follow up with the Whole Effluent Toxicity (WET) proficiency test subcommittee, asking if they still wanted to become an expert committee to work on a quality system standard.

**Stationary Source Audit Sample.** The committee planned to work on its WDS in Louisville. Maria said EPA was agreeable with the proposed Tentative Interim Amendments (TIA). The committee planned to remove the 3<sup>rd</sup> TIA and would post the other two on the website.

**Chemistry.** Richard said the committee planned to finalize its calibration Response-to-Comments document in Louisville. The EPA comments on the proposed method detection limit procedure would also be reviewed. Several Standards Interpretation Requests (SIR) would also be discussed in Louisville.

**Microbiology.** The committee had met to discuss some SIRs. Input from the Accreditation Bodies on the proposed WDS be solicited in Louisville.

**Radiochemistry.** It was planned to start work on the WDS in Louisville, with a goal to complete it in the Spring of 2014.

#### Agenda Item 11 – ANSI Audit

Ken reported that ANSI planned to conduct a routine audit of the consensus standards development program. He and Jerry were working on a questionnaire that had to be submitted to ANSI in preparation for their opening conference call.

Adjournment

The meeting was adjourned at 2:25 pm EST.

**LIST OF ACTION ITEMS TO BE COMPLETED**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	Completed
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	Completed
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	Completed

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	Ongoing
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	Ongoing
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Completed
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Completed
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Completed

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined
14	7/12/12	The memo on formation of new committees will be completed and sent to the Board of Directors	Ken, Bob	Completed
15	7/12/12	The report from the Standards Corrective Action Committee will be obtained and sent to CSD-EC members	Ken	Completed
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Completed
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Completed
18	9/12/13	Bob said he will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	On-going

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO standard changes.	Bob Wyeth	Completed
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Completed
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Completed
23	10/17/13	Committee chairs to look at the document control summary/version control guidance document and check their standard modules/volumes for accuracy and completeness.	Committee Chairs	Not yet determined
24	10/17/13	Expert Committee chairs to study Ken's newsletter article on the proposed content of the 2015 standard, for discussion on the next call.	Committee Chairs	Completed
25	10/17/13	Committee members to review the Field Activities Interim Standard for any conflict or inconsistency with their own standard.	All committee members	11/11/13



Consensus Standard Development Executive Committee  
Conference Call  
January 16, 2014; 1:00 PM EDT  
1-626-677-3000; code 822174#  
AGENDA

1. Roll Call
2. Review and approval of December, 2013 minutes
3. Charter revisions; new format
4. Standards tracking; spreadsheet for review
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6. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document
7. Planning for Louisville Meeting
  - a. Annual report preparation
8. Editorial change to SOP 2-100, V2.0
9. Outreach SOP in support of SOP2-100
10. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
  - g. Microbiology
  - h. Radiochemistry
11. Old Business