

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 5, 2015**

The Executive Committee met during the Forum on laboratory Accreditation, Crystal City, VA, on Thursday, February 5, 2015, at 8:00 am EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	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
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 - Review and approval of January 8, 2015 minutes

Ken asked the committee amend the Stationary Source Audit Sample Committee (SSASC) report by deleting the first sentence (“Tom said the V1M1 and V1M3 Interim Standards were out for the 20-day comment period until January 12, and no comments had been received yet”). There had been no Interim Standard published because there were no voters’ comments on the Voting Draft Standard. It was moved by Tom and seconded by Robin to approve the minutes of January 5, with the first sentence of the SSASC report deleted. All were in favor.

Agenda item 3 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

Bob presented an update on progress. A few changes were still needed.

Agenda item 4 – Revised SOP 2-100 Status

Ken presented the revised document, describing the proposed standards development process. Since its last review by the Consensus Standards Development Executive Committee (CSDEC), the Standards Development Task Force had recommended a few changes, and these were

described. In particular, the Task Force had recommended re-wording Section 3.3 (Decorum) to remove the ability of an Expert Committee Chair to edit a voter's comment to remove inappropriate or offensive language. This would result in the comment being rejected if the commenter refused to re-word the comment. The CSDEC agreed the Task Force wording should not be adopted, and hence the original wording should be retained, except there should only be CSDEC endorsement of the editing (i.e., no TNI Board of Directors' endorsement). An additional change proposed by the CSDEC was to amend the definition of Associate Committee Member in Section 1.3 to state there was no voting privilege.

It was moved by Shawn and seconded by Robin to accept SOP 2-100 with the above changes agreed during the meeting. All were in favor.

Agenda item 5 – Status of SOP 2-101

Bob reported the final version had been sent to the TNI Webmaster for publication.

Agenda item 6 – Chair and Committee Member Training

Bob reminded chairs to have them and their committee members complete the training.

Agenda item 7 - Whole Effluent Toxicity Expert Committee Approval

The Draft charter was reviewed. Paul pointed out there were two proposed committee members from EPA, and SOP 2-101 precludes more than one member from an organization, so one must be removed. Associate Committee Members were listed, but should be removed, because all TNI Members are Associate Committee Members. Joe Pardue was wrongly listed as an Affiliate. A typographical error was also identified. It was moved Shawn and seconded by Robin to accept the WET charter with the changes discussed above. All were in favor.

Agenda item 8 – Review of all other Expert Committee Charters for 2015

The charters were reviewed. It was moved by Carl and seconded by Robin to approve all charters. All were in favor.

Agenda item 10 – Status of TNI 2015 Standard

Bob explained timelines needed to be developed and provided to LASEC and NELAP, and a white paper was to be produced by the CSDEC on differences in new Standard. Ken provided an update on the status of the 2012 Quality Systems standard. All modules of the 2009 quality system standard had been revised and submitted as a Voting Draft Standard (VDS) in 2012. Since then there had been no further action. The voters' comments on the VDS had been discussed, a Response-to-Comments document had been prepared, and the standard had been

modified to satisfy the persuasive comments. However, the Response-to-Comments document had not been released pending the committee's votes on their decisions whether comments were Persuasive or Non-Persuasive and the responses and modifications to the standard. Ken explained the 2012 Committee Members needed to complete that voting process and then the VDS would become a final TNI standard to become part of the 2015 standard.

Agenda item 11 – Expert Committee Reports

Field Activities. Justin reported the subcommittee on development of revised guidance for EPA Document No. 9240.0 “Specifications and Guidance for Contaminant-Free Sample Containers” still required more members if it was to function. He was working with Ken to apply to ANSI for its acceptance of the Field Activities standard volumes as American National Standards. The committee was working on guidance for scope of accreditation.

Proficiency Testing. Shawn said the committee was making its final modifications to Volumes 3 and 4 to prepare them as Voting Draft Standards, and he expected that to be completed in March. The committee had set a target date of July for all Interim Standards to be ready.

Quality Systems. The committee was continuing to work on the Small Laboratory Handbook.

Laboratory Accreditation Body. Carl said the committee had not met in Crystal City, but needed to begin reviewing the 2009 Volume 2 Accreditation Body standard with a view to updating it. He suggested merging Module 1 (General Requirements) with Module 3 (On-Site Assessment). It is known that ISO 17011 is being updated, but that may not be completed in time for its incorporation into the revised TNI standard. Carl pointed out there are inconsistencies in the standard on the definition of Accreditation Body (i.e., in some modules it is still defined as being governmental only).

Stationary Source Audit Sample. Tom said the V1M1 and V1M3 Voting Draft Standards had been approved without comment and could therefore proceed directly to TNI Standards. The committee continues to be concerned with high failure rates on Method 8, and a subcommittee was formed to investigate the problem.

Chemistry. Richard reported the Calibration Interim Standard had passed the voting process, and final changes in response to persuasive comments had been discussed during its session that week. The committee would discuss these changes with LASEC. The committee had also discussed, during its Crystal City meeting, comments on its Detection/Quantitation Working Draft Standard (WDS), and would quickly prepare a VDS. Publication of the committee's revision of the EPA MDL procedure was imminent in the Federal Register.

Microbiology. Robin said the committee had presented and discussed comments on its WDS. No vote was taken during the Crystal City meeting, but a VDS would be sent out to the committee for e-mail vote.

Radiochemistry. Comments on the Modified WDS had been discussed, and a VDS was anticipated within a few weeks.

Agenda item 12 - Old Business

There was no old business for discussion

Adjournment.

The meeting was adjourned at 10:00 am EST.

Consensus Standard Development Executive Committee

February 5, 2015; 8:00 AM EST
Hyatt Regency, Crystal City, VA – Regency B
AGENDA

1. Roll Call
2. Review and approval of January 8, 2014 minutes (attached)
3. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
4. Revised SOP 2-100 Status
5. Status of SOP 2-101
6. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
7. Whole Effluent Toxicity Expert Committee Approval (Charter attached)
8. Review of all other Expert Committee Charters for 2015
9. Status of TNI 2015 Standard
 - a. Timelines to be developed and provided to LASExC and NELAP
 - b. White paper to be produced by CSDExC on differences in new Standard
10. Expert Committee Reports
 - a. Field Activities
 - b. Quality System
 - c. Accreditation Body
 - d. Stationary Source Audit Sample
 - e. Chemistry
 - f. Microbiology
 - g. Radiochemistry
11. Old Business