

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 9, 2017**

The Executive Committee held a conference call on Thursday, February 9, 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	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Absent
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Iлона Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

In the absence of a quorum, a limited agenda was considered

Agenda item 2 – January 12, 2017 CSDEC conference call minutes

The minutes could not be considered due to lack of a quorum. Subsequently, they were distributed for vote by e-mail with 7 Committee members voting in favor and with one abstention. Therefore, the minutes were approved.

Agenda item 5 – SRC Re-constitution

This was on-going. Bob reported Scott Hoatson had been added. More representation across the board and expertise on each standards module was needed.

Agenda item 7 – Expert Committee Reports.

Field Activities – There was no report

Laboratory Proficiency Testing – Nicole reported that all editorial changes to the 2016 standard were complete. However, V2M2 still required the Consensus Standards Development

Executive Committee to verify the changes were just editorial. Bob said he would have the Committee members vote on this by e-mail. Subsequently, this was done, with 9 Committee Members voting in favor.

Ken was in the process of cleaning up the final formatting of V3 and V4. The committee was working on its charter, its contribution to the Small Laboratory handbook, and had two outstanding Standards Interpretation Requests (SIR) to deal with.

Quality Systems – Work was continuing on the Small Laboratory Handbook, and they would soon start work on the checklist. It had been reported that some SIR responses could have been more helpful. This needed discussion, with the questioner more involved. It was suggested the questioner should be directed to resources. Lynn stressed that a SIR response could not include “how to”. This issue would be discussed during the next Quality Systems conference call.

Laboratory Accreditation Body – Carl reported the committee’s session at the Houston meeting was very successful, with useful comments being received on the proposed merger of V2M1 and V2M3.

Stationary Source Audit Sample - There was no report.

Chemistry – There was no report.

Microbiology – The committee’s sections of the Small Laboratory Handbook were essentially complete and were undergoing a critical review. The checklists would be started shortly.

Whole Effluent Toxicity – Rami said the committee had not met since the Houston meeting. They would be setting a time-frame for a webinar, and would be proceeding with revision of V1M7.

Radiochemistry – Ilona reported the assessment checklist and the Small laboratory handbook was almost complete.

Agenda Item 8 - SOP 2-103

Bob reported it had been sent on to the Policy Committee. Lynn said it was not clear from the file name if it was approved by the CSDEC. Ken said he would take care of this and would also mark the Policy as “Provisional”.

Agenda Item 9 - New Business

- a. Glossary of terms

Bob said the subcommittee would meet again late in February.

- b. Asbestos Expert Committee formation

Bob reported the committee membership was now complete, with 5 Committee Members and 1 Associate Committee Member. He would now get them started by electing a chair and vice-chair and composing a charter.

c. Charter

Bob said he would circulate a draft of the new charter by e-mail. Subsequently, this was done and 8 Committee Members voted in favor. In addition, there was one abstention

d. Internal Audits

Bob and Ken had made changes to the checklists, and Bob would circulate them to the chairs.

Adjournment

The meeting was adjourned at 1:35 pm EST.

Consensus Standard Development Executive Committee
Conference Call
February 9, 2017; 1:00 PM EDT
1-605-475-6333; code: 822174#

AGENDA

1. Roll Call
2. Approval of January 12, 2016 CSDExC conference call minutes
3. Chair and Committee Member Training reminder
4. Standards Activity Spreadsheet –Update; all proposals for change filed
5. SRC re-constituted
6. NELAC AC status of approval for implementation
 - a. Review PT editorial changes (attached);V1M1 and V2M2
 - b. Chemistry – discussion
7. 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. Whole Effluent Toxicity
 - i. Radiochemistry
8. SOP 2-103
9. New Business
 - a. Glossary of terms; Work Group activity
 - b. Asbestos Expert Committee formation
 - c. Charters
 - d. Internal Audits
10. Old Business