

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

The Executive Committee held a conference call on Thursday, March 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	Present
Robin Cook, Microbiology	Present
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	Present
Bob Wyeth, Chairman, At Large Member	Present
Iona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

**Agenda item 2 – February 9, 2017 CSDEC conference call minutes**

It was moved by Paul and seconded by Bob Shannon to approve the minutes of February 9, 2017. All were in favor.

**Agenda item 3 – Chair and Committee Member Training reminder**

Bob Wyeth reminded committee chairs to have their new members complete the on-line training.

**Agenda item 4 – Standards Activity Spreadsheet**

Ken had circulated two spreadsheets. The first was the 2016 standard spreadsheet that was now complete, though he reminded everyone that a few edits were still pending on some of the standard modules. The second was a partial spreadsheet for future standards. This would require a new format to reflect the new standards development procedure in SOP 2-100 Rev. 2.0. Already on this spreadsheet were the preliminary notifications for the pending revision of Volume 2 and the WET module 7 in Volume 1.

### **Agenda item 5 – Standards Review Council (SRC)**

Bob Wyeth described the re-constituted SRC and provided a written description of its role:

“The Standards Review Council (SRC) is a part of the CSDEC and is composed of volunteers from TNI (CSDEC members and others). The SRC has two functions. The first is to review proposals for development and/or modifications to the existing standard with a goal of ascertaining any potential conflicts with other parts of the standard and to identify issues that may arise on NELAC Accreditation Council (AC) implementation of the standard as being developed or modified by an expert committee. The second function is to review the Voting Draft Standard (VDS) presented by an expert committee with the same goal as seen in the initial review.”

Also provided was a list of SRC members and Affiliate (changed to “Ad-Hoc”) members to be used as needed. They were the Expert Committee Chairs or their designees.

### **Agenda item 6 – Status of 2017 Charters in revised format**

Each Committee Chair present reported on the status: Quality Systems was ready for voting; Proficiency Testing was complete; Laboratory Accreditation Body had an edited draft that would be voted on later in March; Chemistry expected to get it done in April; Microbiology was expected to be complete in March; Whole Effluent Toxicity had been started and should be complete by the end of March or early April; Radiochemistry would be done late March, as would Field Activities; the status of Stationary Source Audit Sample was unknown.

### **Agenda item 7 – Status of postings of Modifications to 2016 Standard**

Ken said Volume 1 was being held up until the Accreditation Council (AC) had looked at the edits proposed for Module 4. The AC had also not yet reported back on Volume 2 Module 2 that it was reviewing. Volumes 3 and 4 were undergoing final formatting.

### **Agenda Item 8 – Internal Audit review**

Ken and Bob had edited and made some additions to the Internal Audit checklists, before returning them to Ilona. She said the internal audits would begin in the Fall, and there would be a database. It was planned to discuss the process during next Winter’s New Mexico meeting. Ken said a checklist for the voting process used by the webmaster was also required for internal audit. This would first require an SOP of the process, and a formal request for this was delivered to Ilona.

### **Agenda Item 9 – 2016 Standard individual module checklists**

The Expert Committees were seeking guidance. Paul had a copy of the 2009 checklists that could be used as a starter, and he e-mailed it to the committee chairs.

## **Agenda Item 10** – NELAC AC status of approval for implementation

Valerie reported she and Ken had been on the Accreditation Council (AC) conference call earlier that week. She had provided a list of proposed substantive changes for the proposed new V1M4 standard, and these had been discussed. There had been general agreement from the ABs present on the call, so the Chemistry Committee would start to incorporate the changes. Valerie said the AC had also been asked to provide unofficial approval of the editorial changes for the 2016 V1M4. It was moved by Nicole and seconded by Robin to approve a notice of intent to modify V1M4, that would be posted on the TNI website. All were in favor.

## **Agenda Item 11** – Expert Committee Reports

**Field Activities** – Ilona said the committee was working on its charter and updating the scope guidance document. A checklist was being prepared to help Field Sampling and Measurement Organizations (FSMO) prepare for accreditation. The committee was about to begin the process of standard updates. Carl offered to provide Ilona with a proposed scope document for FSMOs. He also said the ISO 17025 workgroup chair was supportive of sampling organizations not having to be within a testing laboratory; however, some workgroup members still believed only laboratories should be conducting sampling.

**Laboratory Proficiency Testing** – Nicole reported the committee had approved its new charter and she would send this to Bob Wyeth. Two outstanding Standard Interpretation Requests had been processed. She had provided updated information to William for posting on the committee's webpage. It was planned to work on the Small Laboratory handbook during the committee's April conference call.

**Quality Systems** – Work was continuing on the Small Laboratory Handbook. The existing checklist was being looked at by a group of volunteers prior to modifying it to incorporate the changes in the 2016 V1M2.

**Laboratory Accreditation Body** – Carl reported the committee was working on its charter. He said ISO 17011 was now final and would be published. He offered to share the document. The new ISO 17025 might have to go out for another ballot.

**Stationary Source Audit Sample** - There was no report.

**Chemistry** – This was discussed in Item 10 above.

**Microbiology** – Robin had nothing new to report.

**Whole Effluent Toxicity** – Lynn reported language was being prepared for a notice of proposed standards activity to be sent to stakeholder groups. A webinar was planned on assessment. This would provide the WET assessor training for NELAP and Non-Governmental Accreditation

Body assessors and would be published on the TNI website. The committee's comments to ELAP were complete.

**Radiochemistry** – Bob Shannon said the committee had voted to appoint two new Committee Members, and there was another application for them to consider. Ilona reported the assessment checklist was almost complete. A detailed review of the Small Laboratory Handbook was complete and a list of issues needing work had been compiled. Checklists would be started soon.

### **Agenda Item 12 – SOP 2-103**

Bob Wyeth had received a report from the Policy Committee, asking for the SOP to be restructured. This was discussed, and concern was voiced that the committee had already undertaken a major restructuring at the request of the Policy Committee. A template had been requested to illustrate the processes, but it was argued this was for the use of Expert Committees who had already provide their input and did not think a template was necessary.

### **Agenda Item 13 – New Business**

- a. Glossary of terms; Work Group activity

Bob Wyeth said a meeting was scheduled late in March, when the list would be reviewed after adding another 20-30 items. Thereafter, monthly meetings were planned

- b. Asbestos Expert Committee formation

The new committee would meet in March to elect its chair/vice-chair and begin writing the charter.

- c. New Federal OMB A-119

This is the circular requiring federal agencies to preferentially use standards from consensus standards development bodies. Jerry had circulated an update of the circular to Bob Wyeth and Ken. The only significant change was the need for a standards development body to be able to provide a summary of its standard on request. Ken said this was already required in SOP 2-100, so no action would be required.

- d. Annual Report

At the January Houston forum, Bob Wyeth had presented the annual report of the CSDEC and the Expert Committees as a PowerPoint presentation. Jerry had rearranged this into a written document, and Bob had circulated this to the Committee Chairs for review. They were asked to update the section on 2017 plans with any changes since the Houston forum. Any updates were required prior to the April Board of Directors' conference call.

## **Adjournment**

The meeting was adjourned at 2:30 pm EST.

Consensus Standard Development Executive Committee  
Conference Call  
March 9, 2017; 1:00 PM EDT  
1-605-475-6333; code: 822147#

AGENDA

1. Roll Call
2. Approval of February 9, 2017 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. Status of 2017 Charters in revised format
7. Status of postings of Modifications to 2016 Standard
8. Internal Audit review
9. 2016 Standard individual module checklists
10. NELAC AC status of approval for implementation
  - a. Review PT editorial changes ;V1M1 and V2M2 - Approved
  - b. Chemistry – discussion
11. 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
12. SOP 2-103
13. New Business
  - a. Glossary of terms; Work Group activity
  - b. Asbestos Expert Committee formation
14. Old Business