

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 9, 2015**

The Executive Committee held a conference call on Thursday, April 9, 2015, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
JoAnn Boyd, At Large Member	Present
Justin Brown, Field Activities	Present
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 - Review and approval of March 12, 2015 minutes

It was moved by Paul and seconded by Richard to approve the minutes of March 12. All present were in favor. Absent members were subsequently invited to vote by e-mail. All were in favor except Tom and Carl who abstained. Therefore the minutes were approved.

Agenda item 3 - Status of SOP 2-100

Ken reported this had been endorsed by the TNI Board of Directors the previous day, and he would now send it ANSI for approval.

Agenda item 4 – Welcome WET Expert Committee

Bob announced that the WET Expert Committee was now officially part of the CSDEC. The new chair, Rami Naddy, was unable to attend this meeting.

Agenda item 5 – Chair and Committee Member Training

Bob reminded chairs to have all Committee Members complete the on-line training.

Agenda item 6 – Presentation of LAB 2015 Charter

This was presented and discussed. Bob said he would distribute it for an e-mail vote by the Committee Members. Subsequent to the meeting, it passed with 9 members in favor and 3 abstentions.

Agenda item 7 – Status of TNI 2015 Standard

Bob summarized the work needed to be completed.

Agenda item 8 - Expert Committee Reports

Field Activities. The Policy Committee had approved Field Activities preparing a guidance document on scope of accreditation. It was considered important because there was some inconsistency in the ways ABs were implementing the program. Justin said that would be the main focus of the committee during the next few months.

Proficiency Testing. Ken reported the committee was almost ready to draft and publish for voting its Voting Draft Standards on Volumes 3 and 4. The committee had almost completed its resolution of comments from the V1M1 and V2M2 Voting Draft Standards.

Quality Systems. Paul said the Small Laboratory handbook was still in preparation. The committee was combining the original TNI document with a “walk-through” document prepared by Tom McAninch. A webinar was scheduled on April 20 to discuss the Working Draft Standard that was intended to resolve a conflict involving thermometer verifications. The responses to comments on the 2012 standard had been affirmed by the Quality Systems Committee that was in effect at that time.

Laboratory Accreditation Body. Carl reported that Nilda Cox was the new vice-chair. The committee had prepared and approved a new charter that had been submitted to the CSDEC. A draft had already been prepared of the merged Modules 1 and 3 in Volume 1 of the standards. Ken suggested the committee delay its official announcement to amend the standard until the 2015 standard was in place. The NELAP Accreditation Council had asked the committee to prepare a policy on how to conduct laboratory assessments.

Stationary Source Audit Sample. There was no report.

Chemistry. Richard said the committee had prepared comments to submit to EPA on the method Update Rule (specifically the proposed MDL procedure). These would be sent to Jerry so they could be combined with any other TNI comments. The committee had almost completed considering comments received on its Working Draft Standard on Detection/Quantitation, and intended to present a Voting Draft Standard as soon as possible. In response to a question by Bob Wyeth, Richard said the proposed new MDL procedure would not prompt further changes in Volume 1 Module 4.

Microbiology. There was no report

Radiochemistry. There was no report.

Agenda item 9 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

There was no further progress to report.

Adjournment.

The meeting was adjourned at 1:50 pm EST.

Consensus Standard Development Executive Committee
Conference Call
April 9, 2015; 1:00 PM EDT
1-626-677-3000; code 822174#
AGENDA

1. Roll Call
2. Review and approval of March 12, 2015 minutes (attached)
3. Status of SOP 2-100
4. Welcome WET EC
5. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
6. Presentation of LAB 2015 Charter
7. Status of TNI 2015 Standard
 - a. Spreadsheet/Modified tracking form
 - b. Affirmation of remaining Volumes/Modules of 2009
 - c. SRC activities
 - d. Timelines to be developed and provided to LASExC and NELAP
 - e. White paper to be produced by CSDExC on differences in new Standard
8. 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
9. Old Business
 - a. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
10. New Business
 - a. Glossary of terms