

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 14, 2016**

The Executive Committee held a conference call on Thursday, April 14, 2016, 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	Absent
Kevin Holbrooks, Field Activities	Present
Richard Burrows, Chemistry	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – Review/approval of Minutes from previous conference calls.

It was moved by Rami and seconded by Kevin to approve the minutes of February 11, 2016 and March 10, 2016. All were in favor.

Agenda item 3 - Chair and Committee Member Training

Bob reminded the chairs to have their members complete the training. Ken had yet to speak to Jerry about offering training at the two public meetings.

Agenda item 4 – Committee Charters

Charters had not yet been received from Chemistry, Proficiency Testing, and Radiochemistry. Ken said the Chemistry Committee planned to get it completed during their next call on April 29. Bob said he would contact Ilona about the Radiochemistry charter. The proposed asbestos committee had three members so far (Carl Kircher, Zonetta English, and Myron Getman), so more members were still needed. It was noted the Volume 1 asbestos module should be listed as Module 3. Bob said he would check if there is a DMRQA requirement for asbestos.

The committee worked through the draft Consensus Standards Development Executive Committee charter. It was agreed some of the older key milestones needed to be removed. The milestone referring to the committee responding to the Corrective Action Task Force Recommendations was changed to state that SOP 2-100 was revised to reflect the new standards development process. Rami was added to the membership. Bob said he would make the changes and send out to Committee Members for their e-mail ballot.

Agenda item 5 – Standards Activity Spreadsheet

Ken had added dates (April 8, 2016) for the V1M1 and V2M2 Final Standards.

Agenda item 6 – Expert Committee Reports and Status of changes for 2015 TNI standard

Field Activities – Kevin reported the committee was working on guidance documents, and the ANSI approval process for the standards was still on-going.

Laboratory Proficiency Testing – Ken reported that Final Standards for V1M1 (Laboratories) and V2M2 (Accreditation Bodies) had now been published. The only remaining outstanding standards were V3 (PT Providers) and V4 (PT Provider Accreditors). Interim Standards for these two volumes were now available for voting through May 4.

Quality Systems – There was no report.

Laboratory Accreditation Body – The committee was continuing discussions of the proposed content of the new combined Module in V2, and an initial draft neared completion. The committee was planning to add more members.

Stationary Source Audit Sample - There was no report.

Chemistry – Ken reported the committee was continuing to work on slides to be used as training for the new sections of V1M4. They had also started to draft a guidance document on these sections. They were also continuing brainstorming proposed changes to Initial and On-going demonstration of Capability.

Microbiology – Robin said the responses to comments on the Interim Standard had been sent to the commenters, and the Final Standard would soon be released. The committee was working on terms for the new glossary.

Whole Effluent Toxicity - Rami reported the committee had received questions on quality system requirements. This was not in the form of a Standards Interpretation Request, and the committee was cautioned to make sure any advice offered was not contrary to an Accreditation Body's authority.

Radiochemistry – Bob Shannon said the committee was continuing to work on training, but had decided not to offer a training course at the Summer meeting, as this would clash with other courses. Instead it would be offered as a webinar and possibly at a future conference.

Agenda Item 7 – New Business

- a. Glossary of terms; Work Group Leadership

Bob reported that work had been disseminated and he would follow up with Tom.

Agenda Item 8 – Old Business

Bob reported the Guidance Document was now on the Policy Committee schedule for consideration. Ken expressed concern that he was already in the process of formatting the new standards and only had the draft guidance document.

Adjournment

The meeting was adjourned at 2:00 pm EDT.

Consensus Standard Development Executive Committee
Conference Call

April 14, 2016; 1:00 PM EDT
1-605-475-6333; code 822174#

AGENDA

1. Roll Call
2. February 11,, 2016 and March 10, 2016 CSDEC conference call minutes
3. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - reminder
4. Committee Charters- please submit as necessary; 2016 Charters now due for review and CSDEC approval
 - a. Draft CSDEC Charter
 - b. Draft Asbestos Expert Committee Charter for input
5. Standards Activity Spreadsheet –Update
6. Expert Committee Reports and Status of changes for 2015 TNI standard
 - 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
7. New Business
 - a. Glossary of terms; Work Group Leadership
 - i. Volunteers
 - ii. Definition of scope
 - b. Asbestos Expert Committee formation
8. Old Business
 - a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style (no change; still tabled by Policy Committee)