

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MAY 12, 2016**

The Executive Committee held a conference call on Thursday, May 12, 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	Present
Kevin Holbrooks, Field Activities	Absent
Richard Burrows, Chemistry	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Rami Naddy, WET	Absent
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – April 14, 2016 CSDEC conference call minutes

It was noted that Bob Wyeth chaired the meeting and Paul Junio was absent. With these amendments it was moved by Robin and seconded by Paul to approve the minutes. All were in favor.

Agenda item 3 - Chair and Committee Member Training

Ken said a training session was being scheduled for the summer meeting in Orange County, CA. It would probably be on Monday morning, and he would lead it.

Agenda item 4 – Committee Charters

Bob Wyeth reported that the Policy Committee was proposing two separate charters: (1) a generic document that would not need to be modified very much; and (2) a work-plan. Bob was not keen on the idea, because it would mean extra work for committees. Paul, Richard and Bob Shannon agreed this was not a good idea, and did not see what advantage it would offer.

- a. Status of Chemistry, PT and Radiochemistry Charters

Ken had received the Chemistry Committee charter, and he would forward it to Bob Wyeth. The PT charter should be ready in another week. Ilona said she would send the Radiochemistry Committee charter to Bob Wyeth.

a. Draft CSDEC Charter for approval

Richard noted the draft charter included previously completed milestones, while the Expert Committee charters only listed future milestones. On discussion, it was decided to leave the old milestones in the CSDEC charter and to fix this next year. It was moved by Paul and seconded by Robin to approve the charter. All were in favor.

Agenda item 5 – Standards Activity Spreadsheet

There had been no updates in the last month.

Agenda item 6 – Expert Committee Reports and Status of changes for 2016 TNI standard

Field Activities – Ilona reported the committee was preparing guidelines for writing up the scope. The tools subcommittee had been reinstated. A workshop was scheduled for the Orange County, CA meeting and a webinar was planned for June 13. This would be a NEFAP training course titled “Ensuring Competency for Field Sampling and Measurement Organizations”.

Laboratory Proficiency Testing – Ken said voting was complete on the Interim Standards for V3 (PT Providers) and V4 (PT Provider Accreditors). The committee had already begun considering the voters’ comments.

Quality Systems – Paul reported addition of a new Accreditation Body member from KS. The committee was again working on the Small Laboratory Handbook.

Laboratory Accreditation Body – Carl said a draft of a merged Module 1 and 2 in Volume 2 had been prepared.

Stationary Source Audit Sample - There was no report.

Chemistry – Richard reported that the 2016 standard guidance document and PowerPoint presentation would be ready by the Orange County, CA meeting. He said the committee was soliciting some new non-laboratory members to balance the committee.

Microbiology – Robin had made a presentation to the KS laboratory association about the new 2016 standard. A standards Interpretation Request had been dealt with, and the preparation of terms for the new glossary was complete. Progress had been made on the Small Laboratory Handbook.

Whole Effluent Toxicity – There was no report.

Radiochemistry – Ilona said the committee was working on implementation tools, but had not met during the previous month. Work continued on the Small laboratory handbook.

Agenda Item 7 – New Business

a. Glossary of terms; Work Group Leadership

Tom and Bob had solicited 3-4 more volunteers, and they were gathering documents with TNI terms in them. Bob said a few differences in terms between documents had been found, but these discrepancies were between SOPs etc. and not standards.

b. Asbestos Expert Committee formation

Bob reported there was now a fourth volunteer, and a major laboratory network had agreed to provide a volunteer. More members were still being sought, however.

Agenda Item 8 – Old Business

The Policy Committee's consideration of the Guidance Document for the Development and Maintenance of Standards had been tabled until the Quality Management Plan was complete. It would now be considered on the next Policy Committee call. In response to concerns about how it would be implemented, Bob believed much of it should be mandatory and not just guidance.

Adjournment

The meeting was adjourned at 2:00 pm EDT.

Consensus Standard Development Executive Committee
Conference Call
May 12,,2016; 1:00 PM EDT
1-605-475-6333; code 822174#
AGENDA

- a. Roll Call
- b. April 14, 2016 CSDEC conference call minutes
- c. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - reminder
- d. Committee Charters
 - a. Status of Chemistry, PT and Radiochemistry Charters
 - b. Draft CSDEC Charter for approval
- e. Standards Activity Spreadsheet –Update
- f. 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
- g. New Business
 - a. Glossary of terms; Work Group Leadership
 - i. Volunteers
 - ii. Definition of scope
 - b. Asbestos Expert Committee formation
- h. 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)