

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JULY 10, 2014**

The Executive Committee held a conference call on Thursday, July 10, 2014, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Lab Accreditation Body	Absent
JoAnn Boyd, At Large Member	Absent
Justin Brown, Field Activities	Present
Richard Burrows, Environmental Measurement Methods	Absent
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Absent
Maria Friedman, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
Iлона Taunton, TNI staff	Present
Jerry Parr, TNI Executive Director	Present

Agenda Item 2 – Review and approval of May 8, 2014 minutes

It was moved by Paul and seconded by Maria to approve the May 8, 2014 minutes. All were in favor.

Agenda Item 3 – Action for dealing with inappropriate comments on standards

Jerry Parr was invited to be present and discuss this item which arose through an inappropriate comment having been made on a PT Working Draft Standard. It was first discussed what the committee chair's responsibility should be if such a comment was identified. It was expressed that it would be inappropriate for a chair to have the authority to edit a comment. It was agreed on the need to have documentation of the elements of a comment that would be deemed inappropriate. A committee chair, after identifying any of those elements, should ask the commenter to re-submit the comment after alerting the program administrator. It was suggested this should be addressed in SOP 2-100 and Paul agreed to draft some language and circulate it.

It was agreed a disclaimer should be on all comment forms and response-to-comments documents. Ken volunteered to research and propose appropriate language. A discussion of this

by the TNI Board of Directors had led to the suggestion that commenters should always be identified. On discussion, however, it was agreed to continue the current process of having the commenter known to the committee when discussing the comment, but removing commenters' names from the publicly circulated response-to-comments document.

Ken described the process used when conference calls are recorded. All callers are required to hit a key on their phones to agree to be recorded. It is made clear to call participants that the recording is solely for the purpose of scribing the minutes, and will not be made available to anyone other than the scribe. When the minutes have been approved, the recording is deleted. Ken would draft appropriate language to put in SOP 2-101 describing this process.

Agenda Item 4 – Voting failure of the PT VDS

Ken and Jerry explained the following. The voting period for the Proficiency Testing (PT) standards V1M1 and V2M2 closed on June 26, 2014. For passage, SOP 2-100 requires at least two thirds of the Expert Committee Members to vote in favor. However, only 8 of 15 Committee Members voted (all 8 in favor). The standard, having thus failed, is required by the SOP to be returned to committee for consideration during the next revision cycle. This would result in a considerable delay of the standard that was being developed to meet the 2015 target. Jerry Parr had recommended the Consensus Standards Development Executive Committee (CSDEC) consider ruling this event a failure to implement the SOP, requiring root cause corrective action. The standard would then be re-opened to allow the Committee Members to vote. After discussion, the CSDEC members agreed with this proposed action, after expressing their dismay that this could have happened. Ken agreed to perform a root cause analysis by interviewing all PT Committee members who failed to vote, asking for the reason. Ken also agreed to draft language for SOP 2-101 that would require all Committee Members to vote or be expelled from the committee unless they convinced the committee chair that they had a compelling reason preventing them from voting.

Agenda Item 5 – Charter revision for Consensus Standard Development Executive Committee

Following discussion of the charter during the previous conference call (May8, 2014), the question remained that the original Charter called for one member from the executive committee of each of the other Core Programs. The committee had agreed it would be inappropriate for representatives of other groups within TNI to have voting rights on the CSDEC. Jerry Parr confirmed that the CSDEC should continue without those extra members.

Paul suggested the “milestone” section needed to be trimmed, saying key milestones 4, 5, and 6 could all be removed. Also reviewing and approving annual Expert Committee charters should be an objective and not a milestone. Radiochemistry and Microbiology committees and reviewing the formation of new Expert Committees (e.g., WET) should be added under “objectives”. There was discussion on what “milestones” are. Ilona described them as work done, but not necessarily all accomplished; i.e., things the committee wants to get done during the current year. Bob Wyeth suggested the committee should look at its milestones annually, and he wondered if WET should be a milestone. Bob asked Paul to work on the objectives. Then Bob, Paul and Ken would work on the milestones by e-mail and a conference call in 2 -3 weeks.

Agenda Item 6 – Standards tracking; spreadsheet for review

Ken had circulated the updated spreadsheet and asked the Expert Committee Chairs to confirm their entries or to update them if needed.

Agenda Item 7 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document; new developments

Bob reported he and Jessica were continuing to work on it.

Agenda Item 8 – Development of revised guidance for EPA Document No. 9240.0
“Specifications and Guidance for Contaminant-Free Sample Containers”

Following discussion of this issue by the TNI Board of Directors, Justin said a subcommittee of the Field Activities Committee (FAC) would be formed. Its first directive would be to advise the Board how to proceed. He said the subcommittee already had three members from FAC, and was hoping for more members, including one from EPA.

Agenda Item 9 – Expert Committee Reports

Stationary Source Audit Sample. Maria said the participants’ standard (Volume 1 Module 3) had been submitted for posting as a WDS. One comment had been received on V1M1, and this would now proceed to a VDS. She said committee members would be welcome from the container community, the laboratory community, the States, and the EPA Technical Innovation Program that wants the standard revised.

Field Activities. Justin said the committee did not meet during the previous month.

Proficiency Testing. Shawn reported comments had been received from voters on the V1M1 and V2M2 Voting Draft Standards. The committee had presented its V4 WDS by webinar on July 2, and expected few comments.

Quality Systems. Paul said the committee was continuing to work on the Small Laboratory Handbook, and was considering a complete re-write. The document would be written in such a way that a reader would be forced to also read and refer to the standard, rather than just relying on the guidance document.

Laboratory Accreditation Body. There was no report.

Chemistry. Ken reported that the Calibration Interim Standard had been published and presented by webinar on June 18. Stakeholders had been invited to submit their comments by August 1 so they could be discussed during the Washington DC meeting.

Microbiology. Robin said the WDS would be presented in Washington DC for comment. There were also specifics that should go into the small laboratory handbook, and she would have people contact Paul for this.

Radiochemistry. Bob Shannon reported the committee held a webinar on its WDS on June 30 and subsequently opened the comment period. They would have comments by the Washington DC meeting, and planned to work Thursday and Friday to address them.

Adjournment

There being no other business, the meeting was adjourned at 2:25 pm EDT.

Consensus Standard Development Executive Committee
Conference Call

July 10, 2014; 1:00 PM EDT
1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of May, 2014 minutes; No CSDExC call in June, 2014
3. Charter revision for Consensus Standard Development Executive Committee
 - a. Draft of new Charter
 - b. Expanded membership
4. Standards tracking; updated by Ken
 - a. How to/process for implementation
5. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document. Work continues to finalize the document.
6. Development of revised guidance for EPA Document No. 9240.0 "Specifications and Guidance for Contaminant-Free Sample Containers"
 - a. Subcommittee progress
 - b. Response of TNI Board of Directors
7. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - i. Status of PT VTS (V1M1, V2M2)
 - ii. Actions by CSDExC
 - iii. Comments on PT V3 WDS
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - i. Summary of June 4 webinar
 - g. Microbiology
 - h. Radiochemistry
8. Old Business