

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JULY 11, 2013**

The Executive Committee held a conference call on Thursday, July 11, 2013, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Accreditation Body	Present
JoAnn Boyd, At Large Member	Present
Justin Brown, Field Activities	Present
Richard Burrows, Environmental Measurement Methods	Absent
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Absent
Maria Friedman, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Mitzi Miller, 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 June 13, 2013 meeting minutes

In the absence of a quorum, Bob announced he would send out the draft minutes for e-mail approval.

Agenda Item 3 – Charter updates; inclusion of terms/new members

This item was deferred.

Agenda Item 4 – San Antonio Annual Meeting

Bob reminded everyone the CSDEC would meet on Friday August 9, 8:00 am – 12 noon. He said the main item would be SOP 2-100, which he would send out for electronic ballot. (subsequent to the call, 6 Committee Members voted for its acceptance).

Agenda Item 5 – Expert Committee reports

**Field Activities.** Justin reported the Modified Voting Draft Standard (VDS) was sent to NEFAP at the end of June for their input within 30 days. He expected comments on those parts addressing AB implementation issues.

**Proficiency Testing.** Mitzi was unable to attend, but had reported by e-mail that final small edits had been made to V1M1 and V2M2, and it was planned to have the MWDS complete by Friday July 12. A webinar had been scheduled for July 18 to introduce the changes in these modules. The committee had agreed to write Volume 3 (for PT providers), assuming they were all accredited to ISO 17043. Then Volume 3 would be limited to only the additional TNI requirements for PT Providers.

**Quality Systems.** Paul reported the committee was continuing to review the small laboratory handbook and quality system template. They should be ready to discuss them in San Antonio. Prior to that, he expected to receive the microbiology section from Robin Cook.

**Accreditation Body.** Jeff said the committee was continuing with the checklist used for assessing ABs. There had been some disagreement on whether documentation would be required for some of the items, and he stressed that consistent review of the ABs might become more difficult with reduced EPA involvement.

**Stationary Source Audit Sample.** Maria had reported by e-mail that the TNI SSAS Program was now underway. Providers were shipping audit samples, and the first sets of results had already been submitted to the TNI SSAS Central Database. The SSAS Committee approved adding a new voting member (a representative from one of the SSAS Providers, ERA) and they were awaiting approval from the TNI Chair. Also, they had begun to process an application from a representative from the second SSAS Provider, Sigma-Aldrich RTC, to also join as a voting member.

**Chemistry.** Richard had reported by e-mail that the committee was continuing to work on the MDL revisions and was getting close to a final draft (for submission to EPA). They would also be considering new member applications on the July 19.

**Microbiology.** Robin had reported by e-mail that the committee had completed its review of the Small Laboratory Handbook Microbiology section. They planned to open the standard for revision at the San Antonio meeting. They had noticed during the review of the handbook, that there were some things that needed some clarification in the standard. This would be an on-going process and they were also planning to introduce the framework for adding Crypto/Giardia and new technologies to the standard.

**Radiochemistry.** No report.

Agenda Item 6 – Review of draft changes to SOP 2-100

It was agreed, in Section 5.2.7, to change “should” to “shall”. The section would then read: “*During the MWDS public discussion or within 30 days following the public discussion, any TNI member or any member of the public may propose changes for consideration by an Expert Committee, and shall submit those comments in writing to the committee on the TNI Standards Comment Form. The Expert Committee may choose to limit discussion and consideration of submitted comments to those sections or specific clauses of the WDS that have been presented for further proposed modification in the MWDS.*”

The only part missing would be the flowchart of standards development, which Ken had offered to draft. It was agreed the SOP could be voted on without the flowchart, which could be added later.

Agenda Item 7 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

Bob reported that Jessica had picked this up where Jane had left off, and Bob would work with her on it.

Agenda Item 8 - Webinars for information exchange.

There was some discussion on the importance of webinars to engage the stakeholders during standards development, and the upcoming PT webinar would give an indication of the success of this approach. Bob stressed that webinars should be used as much as possible.

Adjournment

The meeting was adjourned at 3:20 pm EDT.

**LIST OF ACTION ITEMS TO BE COMPLETED**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Not yet determined
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Not yet determined
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	4/3/12
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	4/12/12
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	completed
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	3/22/12 Final approved SOPs sent to Policy Committee on 4/9/12

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Ongoing
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	Ongoing
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	Ongoing
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Not yet determined
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Not yet determined
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Completed

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined
14	7/12/12	The memo on formation of new committees will be completed and sent to the Board of Directors	Ken, Bob	Completed
15	7/12/12	The report from the Standards Corrective Action Committee will be obtained and sent to CSD-EC members	Ken	8/1/12
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Not yet determined
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Not yet determined

Consensus Standard Development Executive Committee  
Conference Call  
July 11, 2013; 1:00 PM EDT  
1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of June 13, 2013 minutes
3. Charter updates; inclusion of terms/new members
4. San Antonio Annual Meeting
5. 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. Radiochemistry
6. Review of draft changes to SOP 2-100
7. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
8. Webinars for information exchange
9. Old Business