

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 11, 2014**

The Executive Committee held a conference call on Thursday, September 11, 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	Present
Tom Widera, 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

Bob Wyeth introduced Tom Widera, who had taken over as Chair of the Stationary Source Audit Sample Committee (SSASC). Tom was asked to introduce himself. It was moved by Robin and seconded by Shawn to accept Tom as a member of the Consensus Standard Development executive Committee, to replace Maria Friedman. All were in favor.

Agenda Item 2 – Review and approval of July 10, 2014 minutes

It was moved and seconded to approve the July 10, 2014 minutes. All were in favor.

The minutes of the August 6, 2014 meeting in Washington DC on the 2015 Laboratory Standard were examined. The committee chairs currently involved in standards development were each asked to confirm the current status of their committee operations described in the table in the minutes. Shawn confirmed the PT Committee planned to present an Interim Standard on V1M1 and V2M2 by the 2015 winter meeting. The V3 and V4 Voting Draft Standards (VDS) should also be completed before then. Paul said the Quality Systems Committee information was correct, and their only outstanding item was a Tentative Interim Amendment (TIA). Ken confirmed the Chemistry Committee information. Robin said the Microbiology Committee expected to have a VDS by the winter meeting. Bob Shannon had reported by e-mail that the Radiochemistry Committee had completed work on the WDS and put it out for review on May 30. They held a webinar on June 30 and subsequently opened the comment period. They would have comments by Washington and planned to work Thursday and Friday to address them. The

Laboratory Accreditation Body Committee, though not currently developing a standard, was working on a TIA to allow for Non-Governmental Accreditation Bodies.

#### Agenda Item 3 – Draft Charter for the Consensus Standards Development Executive Committee

This had been updated by Paul who had looked at the key milestones and added the Microbiology and Radiochemistry Committees. On Shawn's suggestion, the 2015 standard was made an "Objective". After revision, it was moved by Shawn and seconded by Robin to approve the amended charter. All were in favor. Bob said he would change the SSASC charter to designate Tom as Chair, and would then send all charters in to Sharon Mertens.

#### Agenda Item 4 – Standards tracking; spreadsheet for review

Ken had again updated the spreadsheet and presented it for review. He explained he would be responsible for maintaining it and would circulate it whenever there was an update.

Agenda Item 5 – 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 6 – SOP 2-100

Paul presented his draft language concerning inappropriate comments. Bob suggested adding that, if the committee chair edited the comment, the edited version should go back to the commenter. Ken said he would keep track of Committee Members' votes, and remind them that it is now a requirement that they all vote. Ken explained that an *ad hoc* committee was being formed to again look at the voting process, and this would lead to further changes to SOP 2-100. On the 2015 standard, Bob said he would try to get a schedule from LASEC for their review of the standards.

#### Agenda Item 7 – SOP 2-101

The draft changes were reviewed. It was added that Expert Committees shall elect a vice chair (the current SOP says "may"). Bob said he would send out the revised version for e-mail ballot.

#### Agenda Item 8 – Formalize Standards Review Council (SRC)

Bob asked all Committee Chairs to nominate a committee member as representative on the SRC. Besides one member of each committee there would be two additional members (Scott Siders and Carl Kircher) and Bob will chair the SRC. An SOP needs to be drafted to describe their duties.

#### Agenda Item 9 – Chair and Committee Member Training

Bob asked every Chair to have all Committee members go through Alfredo's two presentations.

#### Agenda Item 10 – Ballot results of Corrective Action on PT Voting failure

Ken said the vote had passed and the corrective actions would therefore be implemented.

#### Agenda Item 11 – Status of 2015 standard

Bob said he would e-mail Chairs for timelines to pass on to LASEC for their review. The chairs would be asked to list the changes to the standard.

#### Agenda Item 12 – Expert Committee Reports

The 2015 standards activity had already been discussed (agenda item 2), and Bob asked the chairs to just provide any additional information.

**Stationary Source Audit Sample.** Tom said a subcommittee was formed for looking at the SSAS table to check if the concentration ranges and acceptance limits were appropriate. He said issues concerning audit samples being sent to the wrong laboratories would be addressed.

**Field Activities.** A subcommittee to address the container issue had already met, but needed more members. A tool subcommittee would be meeting with the NEFAP Executive on scope of accreditation.

**Quality Systems.** Paul said the committee continued to work on the small laboratory handbook.

**Laboratory Accreditation Body.** Bob said he would advise Jeff of the need for a TIA for Non-Governmental Accreditation Bodies.

Bob Wyeth reported people were working on a charter for a proposed **Whole Effluent Toxicity** Expert Committee. More members were needed to get balance, since the present group was predominantly laboratory people.

#### Adjournment

There being no other business, the meeting was adjourned at 2:30 pm EDT.

Consensus Standard Development Executive Committee  
Conference Call

September 11, 2014; 1:00 PM EDT

1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of July 10, 2014 minutes (attached); No CSDExC call in August, 2014 (minutes of join meeting with NELAP, CSDExC and LASExC at face-to-face August meeting attached)
3. Draft Charter for Consensus Standard Development Executive Committee
4. Standards tracking; updated to include all volumes and modules of the Standard
  - a. Updates from Expert Committee Chairs as requested on 7/10/14
  - b. 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. SOP 2-100 version 2 implementation
  - a. Draft language reference inappropriate comments
  - b. SOP 2-100 Version 3.0
  - c. Ad-Hoc committee to review revision of SOP 2-100 for compliance (with Corrective Action Task Force)and usability...proposed members Judy Morgan, Sharon Mertens, Jerry Parr, Ken Jackson, Aaron Alger (only Aaron yet to be invited)
  - d. Overall timeline for process to be included
7. SOP 2-101
  - a. Language on voting requirement
  - b. Draft language on recording of conference calls
8. Formalize Standards Review Council
9. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
10. Ballot results of Corrective Action on PT Voting failure
  - a. Corrective action accepted through e-mail ballot
11. Status of TNI 2015 Standard
  - a. Timelines to be developed and provided to LASExC and NELAP
  - b. White paper to be produced by CSDExC on differences in new Standard
12. Expert Committee Reports
  - a. Field Activities
    - i. Subcommittee progress on development of revised guidance for EPA Document No. 9240.0 "Specifications and Guidance for Contaminant-Free Sample Containers"
    - ii. Board response if recommendation provided

- b. Proficiency Testing
  - c. Quality Systems
    - i. Status of minutes
  - d. Accreditation Body
    - i. TIA required to change wording to allow non-governmental participation
  - e. Stationary Source Audit Sample
    - i. New Chair; Tom Widera ([twidera@eraqc.com](mailto:twidera@eraqc.com))
  - f. Chemistry
  - g. Microbiology
  - h. Radiochemistry
13. Old Business
- a. Status on WET expert committee formation