

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 12, 2017**

The Executive Committee held a conference call on Thursday, October 12, 2017, at 1:00 pm EDT. Vice-Chair Paul Junio led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
JoAnn Boyd, At Large Member	Absent
Kevin Holbrooks, Field Activities	Present
Valerie Slaven, Chemistry	Absent
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Myron Getman, Asbestos	Present
Bob Wyeth, Chairman, At Large Member	Absent
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – July 13 and August 9 CSDEC conference call minutes

Both set of minutes had been approved by e-mail ballot.

Agenda item 3 – Chair and Committee Member Training reminder

Paul reminded chairs that all members should complete the training.

Agenda item 4 – Standards Activity Spreadsheet

Ken presented the updated spreadsheet. Updated information was the website posting of proposed standards activity for V1M3 (Quality Systems for Asbestos Testing). The notice had been approved by CSDEC e-mail ballot since the September conference call. Ken also pointed out that the Standards Review Council (SRC) had not yet reviewed the Chemistry V1M4 that was out for vote. He sent out an e-mail request to Bob for SRC approval, and received the response that approval was complete.

Agenda item 5 – Final Approval of 2017 Charters

The Expert Committee Chairs had all approved their charters. Subsequent to the call, Ken sent the charters to Jerry Parr.

Agenda item 6 – Status of 2016 Standard individual module checklists

Ken had received the PT and Chemistry checklists from the committee chairs. He said he would forward them to Ilona after he had proof-read them and made any editorial changes. He reminded the call participants the Chemistry checklist would require minor modifications after the revised Module 4 was finalized.

Agenda item 7 – Suggested changes to SOP 2-101 section 2.3.3

In order to bring SOP 2-101 (Procedures for Expert Committee Operations) in tune with SOP 1-101 (Operations of TNI Committees), Jerry Parr had proposed the following changes to SOP 2-101:

- Any Committee Member completing a term may be eligible for appointment to a second term, but no Committee Member may serve more than two consecutive terms in the same committee, except as described in below.
- If a Committee Member resigns, the Chair of that committee may nominate another member from the same organization or from a different organization representing the same stakeholder group to complete the term of the resigning Committee Member.
- A Committee Member may petition the governing body for the committee (i.e., an Executive Committee, or the TNI Board of Directors) to serve an additional term of three years. Such waivers should only be granted in exceptional circumstances, such as a Committee Member taking on a new substantive role within the committee, or when no other qualified candidates are available.

Paul proposed this language should be added, but also suggested modification of the language limiting committee participation to one person per organization. The language currently read:

“No organization may have more than one Committee Member at any one time on a particular Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency.”

It would be modified to insert “single location of” before “a company”. His reasoning was, as more mergers occur, there is a risk of losing qualified candidates on Committees. As a former member of a network laboratory, he felt confident that different members from the same organization would not necessarily act in lockstep due to their common organization. It should be a decision of the Committee regarding whether or not to accept multiple members from an organization. Myron cautioned this would allow more commercial representation compared with small or government laboratories, and this generated a prolonged discussion. Ken believed the

committees could be trusted to avoid this problem, since they would decide who to nominate for appointment. Paul asked if all were in favor of this change and there were no objections. Nicole suggested that language needed work. It was decided to table the issue, and Paul and Ken would re-write it.

Paul said the Quality Systems Committee had agreed he should serve an additional 1-year term, that would be allowed through the third bullet above from SOP 1-101 clause 7.3.4. Ilona pointed out the clause would have to be modified to state "...an *additional term of three years or less*". Ken said he would make the change and put it on next month's agenda together with the other new language from above. Then, following CSDEC approval, it would have to be approved by the Policy Committee.

Agenda item 8 – NELAC AC status of approval for implementation; Proposed Modifications to V1M4

Ken said the module was out as a Voting Draft Standard, with a voting deadline of October 15. To date, 110 people had voted with 10 submitted comments. (Subsequently, after voting ended, there were 125 votes with 15 comments). If all comments could be handled through editorial changes, it would allow the module to proceed to a final TNI standard. Otherwise, any substantive changes would require it to be subject to further voting as a Modified Voting Draft Standard or an Interim Standard.

Agenda item 9– Expert Committee Reports

Field Activities – Kevin said the committee had started to consider future revision of the standard. A subcommittee had been formed to format the standard consistent with the new ISO language.

Laboratory Proficiency Testing – Nicole was working with Rami on Whole Effluent Toxicity issues. The committee had looked at the draft glossary and would be sending its recommendations to Bob Wyeth. In particular there might be items from Volumes 3 and 4 that would merit inclusion.

Quality Systems – Paul had a draft of the new ISO 17025 language and the committee would be looking at this on its next call. There was some discussion on how quickly V1M2 could be modified to include the new ISO language. This would be a major undertaking requiring several years, but the NELAP Accreditation Bodies would probably not be prepared to adopt another standard in less than 5 years.

Laboratory Accreditation Body – The committee did not meet in the last month, and Carl said the next meeting would focus on the new draft ISO 17011. They would start working through this, together with comments they had received on the proposed standard.

Stationary Source Audit Sample - Tom reported an audit sample provider had a sample integrity issue, causing invalidation of some audit samples. The had held a closed meeting of the committee to decide on appropriate action and this would be conveyed to the providers. Ilona

said the committee now needed to go through the Proficiency Testing Provider Accreditor (PTPA). Nicole agreed, saying the Proficiency Test Program Executive Committee (PTPEC) should not be involved. Tom was advised that Jerry Parr should be brought on board.

Chemistry – Ken reported, while the V1M4 VDS was being voted on, the committee had taken the opportunity to revisit its guidance documents on calibration and detection/quantitation. The calibration document was essentially complete, and comments received on detection/quantitation from the Laboratory Accreditation System Executive Committee were now being reviewed.

Microbiology – Robin said there was no further committee business to report.

Whole Effluent Toxicity – The committee was working with Nicole on small sample WET proficiency testing issues.

Radiochemistry – Bob Shannon said they were looking at information on proficiency testing (PT) acceptance criteria. True values did not always correct for method differences. There was a need to expand PT offerings beyond potable water to include more wastewater and solid waste PTs. Training was being planned for the January Albuquerque meeting. They were also looking at their parking lot for future standard development.

Asbestos – The committee had agreed on a new structure for the module that would be technology based. They had started to systematically work through the standard toward its future updating. They had a new Committee Member, Mike Carpinona, from the NJ DEP.

Agenda Item 11 – SOP 2-103

Bob Wyeth had asked the Policy Committee to reconsider its position and to endorse the SOP. Lynn said the committee had not yet considered it, but reminded everyone the SOP could be used, as it was provisional.

Adjournment

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

Consensus Standard Development Executive Committee
Conference Call
October 12; 1:00 PM EDT
1-605-475-6333; 822174#

1. Roll Call
2. July and August 2017 CSDExC conference call/face to face meeting minutes (approved by e-mail ballot)
3. Chair and Committee Member Training reminder
4. Standards Activity Spreadsheet –Update
 - a. Asbestos Committee Notice of Intent to modify standard (approved by e-mail ballot)
5. Final approval of 2017 Charters (attached)
6. Status of 2016 Standard individual module checklists
7. Suggested changes to SOP 2-101 section 2.3.3 (see attached)
8. NELAC AC status of approval for implementation
 - a. Chemistry – Proposed Modifications to V1M4
9. 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. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
10. Revised Draft of TNI Glossary
11. SOP 2-103 (ISO Approach)
12. Old Business