

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
NOVEMBER 20, 2013**

The Executive Committee held a conference call on Wednesday, November 20, 2013, at 1:00 pm EDT. 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	Present
Jessica Evans, At Large Member	Present
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	Absent

Agenda Item 2 – Review and approval of October 17, 2013 meeting minutes

It was moved by Jeff and seconded by Shawn to approve the minutes as presented. All were in favor.

Agenda Item 3 – Charter updates

There were no updated charters

Agenda Item 4 – Standards Tracking/Activity

Bob will draft an SOP for standards tracking based on Jerry's spreadsheet (discussed during the previous month's call), and he will distribute it to the committee.

Ken explained that the American National Standards Submittal Checklist (also discussed during the previous month's call) will be used for final submission to ANSI for approval as an American National Standard. When required, he will complete the form and will then handle the submission to ANSI.

Agenda Item 5 – Status of Standards Review Council Activity Relative to FSMI IS

Bob Wyeth reported he had completed his review, and Bob Shannon had commented. Others had made a start or not yet started. Everyone agreed they would complete their review and submit it to Bob Wyeth within one week.

Agenda Item 6 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

Bob Wyeth thought this was almost complete, but version control needed to be addressed. Jessica confirmed she had almost completed it, but said she needed to talk to Bob off-line to better learn how it would be used. Bob asked if style needed to be included. Ken said he was not aware of any other TNI document that dictated style and could be referred to.

Agenda Item 7 – Status relative to a TNI 2015 Standard

Previously, Bob had asked chairs to look at Ken's published article (TNI Newsletter) and be prepared to discuss it during the November conference call. No one commented that the schedule was unreasonable.

Agenda Item 8 – Potential changes to SOP2-100 based upon LASC comment

This concerned the LASC comment that the SOP should be more explicit in describing the interest groups that will be approached for input. Bob Wyeth reported that LASC had discussed this extensively, and was now developing its own SOP for review and implementation of standards by ABs. He said he would work with LASC to address the SOP 2-100 outreach requirements in their SOP. On Bob's suggestion and consistent with the Policy Committee request, it was moved by Shawn and seconded by Paul for the CSDEC to prepare its own separate SOP for implementing outreach to the ABs. All were in favor and the motion was approved. Bob said this approval would be sufficient for the Policy Committee to forward SOP 2-100 to the TNI Board of Directors for its approval. It was added that some confusion had been reported over the terms "Executive Committee" and "Expert Committee". Accordingly it was agreed to re-name "Expert Committee" to "Technical Expert Committee" in SOP 2-100.

Agenda Item 9 – Expert Committee Reports

Field Activities. Justin said the committee was deliberating separation of the responsibilities of the Field Activities Committee and NEFAP, and that had delayed its charter update. It was hoped to finish in December.

Proficiency Testing. Shawn reported the Volume 3 (PT providers) Working Draft Standard was almost complete. The committee would then move on to Volume 4 (PTPA), and planned to remove all items already covered in ISO 17011, since the PTPAs are accredited to ISO 17011.

Quality Systems. Paul said the committee had addressed its outstanding Standards Interpretation Requests (SIR), and had almost completed its charter update.

Laboratory Accreditation Body. Jeff said the committee had no current tasks and consequently had not met for 2 months.

Stationary Source Audit Sample. Maria reported the committee had got through the inevitable starting problems of a new program. There was then extensive discussion on 3 Tentative Interim Amendments (TIA) being proposed by the committee. She said the statistics collected in the SSAS Central Database showed that 71% of audit samples are analyzed by only two Laboratories. The current requirement in 8.3 (f) places an unreasonable burden on the Audit Sample Providers to continuously manufacture different audit sample lots to prevent one of those Laboratories from "receiving the same audit sample twice." This would inevitably lead to delays in the production and supply of audit sample orders, and drive up costs. The proposed change would enable the Audit Sample Providers to manufacture fewer different lots of audit samples, continuing to meet required turnaround times and also ensuring that the audit samples produced represent a sufficient cross-section of concentrations. In response to a question from Bob Wyeth, Maria said the two TIA requirements of urgent and non-controversial would be met. She stressed it was urgent because without the change the providers would have to raise their costs. She also reported both the laboratories and ABs were in favor of the proposed change. Paul asked, since the providers send the audit samples to the testers who then decide which ones go to the laboratory, how it can be assured a laboratory does not receive the same sample twice from two separate testers. Maria responded that the providers know which laboratories they will go to. Maria also said EPA knows of the problem and is expected to approve the standard amendments after the TIA has been published. Bob suggested focused outreach to the ABs as well as EPA. It was moved by Shawn and seconded by Paul to approve the TIAs and their posting on the website. All were in favor and the motion was approved.

Chemistry. During its next conference call, the committee expected to complete its review of voters' comments on its calibration VDS.

Microbiology. Robin said the Louisville meeting would be the forum for a stakeholder meeting to discuss and receive input on the content of the revised standard. This would replace the webinar that was previously considered. The committee was voting on a new member and an updated charter would be provided soon.

Radiochemistry. Bob Shannon reported by e-mail that the Committee was about to finalize and vote on its amended Charter.

The webinar on November 14 had been very successful with 28 attendees, including at least 10 NELAP and non-NELAP states. Two questions were of note: 1. Steve Arms (State of FL) expressed concern about referencing specific versions of documents (as opposed to "most recent version"). The example he pointed to was the MARLAP. Practically, this should not be a significant issue since there is not likely to be a revision of MARLAP in the near future. The committee will have to consider how to address this down the road since generically they should probably try to reference the latest versions of standards and this may cause some discomfort for Florida. 2. Carl Kircher (State of FL) asked if the standard would discuss method-specific requirements (e.g., does a method require chemical yield correction or not?) and the applicability of requirements in the standard to specific methods. For example, he wanted to know whether

chemical yield determinations were required for several specific EPA approved methods for drinking water. Bob Shannon said the committee would not attempt to address specific methods in the standard, rather it is a quality systems standard that will establish performance criteria that can be used to evaluate methods accordingly.

Agenda Item 10 – Old business

Bob Wyeth had asked Carl Kircher what action was required regarding commenting on the update to ISO 17011. Carl had responded that no action was required at this time, and he would bring this and any other ANSI items to the CSDEC as required.

The formation of a WET Expert Committee was on hold for the time being. It had been decided to continue as a subcommittee for 3-6 months before formally applying to become an Expert Committee.

Adjournment

The meeting was adjourned at 2:25 pm EST.

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
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	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
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	Completed
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	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
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	Completed
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	Completed
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

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
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	Completed
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	Completed
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	Completed
18	9/12/13	Bob said he will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	On-going

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO standard changes.	Bob Wyeth	Completed
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Not yet determined
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Completed
23	10/17/13	Committee chairs to look at the document control summary/version control guidance document and check their standard modules/volumes for accuracy and completeness.	Committee Chairs	Not yet determined
24	10/17/13	Expert Committee chairs to study Ken's newsletter article on the proposed content of the 2015 standard, for discussion on the next call.	Committee Chairs	Completed
25	10/17/13	Committee members to review the Field Activities Interim Standard for any conflict or inconsistency with their own standard.	All committee members	11/11/13

Consensus Standard Development Executive Committee
Conference Call
November 20, 2013; 1:00 PM EDT
1-626-677-3000; code 822174#
AGENDA

1. Roll Call
2. Review and approval of October 17,, 2013 minutes
3. Charter updates
4. Standards Tracking /Activity
5. Status of Standards Review Council activity relative to FSMO IS
6. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - a. Version control
7. Status relative to a TNI 2015 Standard
8. Potential changes to SOP2-100 based upon LASC comment
 - a. SOP for Outreach to support SOP 2-100
 - b. Technical Expert Committee reference
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. Radiochemistry
10. Old Business