

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
DECEMBER 8, 2016**

The Executive Committee held a conference call on Thursday, December 8, 2016, at 1:00 pm EDT. Chair Bob Wyeth 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	Present
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
Bob Wyeth, Chairman, At Large Member	Present
Iлона Taunton, TNI Staff	Present
Ken Jackson, Program Administrator	Absent

**Agenda item 2 – November 10, 2016 CSDEC conference call minutes**

No changes or additions were made; approval of the minutes was moved by Rami and seconded by Robin. All were in favor.

**Agenda item 3 - Chair and Committee Member Training Update**

Bob issued the usual reminder for committee members to complete the on-line training. The question was raised on training in Houston but in Ken's absence the issue will be addressed in the January CSDExC call.

All committee chairs confirmed appropriate action on applicant filing supplied by Iлона.

**Agenda item 4 – QMP**

**(a) Committee Charters**

Chairs were reminded to update any changes and submit through your program administrator ASAP. Bob noted upcoming changes to the charter renewal process as discussed previously and suggested that committee chairs begin to prepare input for annual CSDP report to be given in

Houston. Ilona said the Policy Committee was continuing to work on the charter update and to issue a new template.

**(b) Internal Audit**

As a part of the requirements of the QMP, periodic internal audits of TNI expert and executive committees were to be completed. Drafts of the audit forms will be available soon. Ken and Bob will review prior to submission to Expert Committee chairs.

**Agenda item 5 – Standards Activity Spreadsheet**

There were no recent updates.

**Agenda item 6 – NELAP Accreditation Council status of approval for implementation**

**(a) PT- approval of editorial changes**

The changes proposed by the AC were reviewed by the PT Expert Committee and agreed to be editorial in nature. Bob requested the specific changes be forwarded to Ken and Bob for CSDExC approval.

**(b) Chemistry – discussion**

The current situation with the Chemistry module of the standard is of noted concern to the CSDExC particularly in the timing of said concerns as the standard went through the entire review and approval process, and passed as a consensus standard and was subsequently approved by ANSI. A much timelier review and comment period from the AC is appropriate and anticipated.

As Valerie and Ken were absent no further detailed discussion of the status of this issue was attempted.

**Agenda item 7 – ANSI Approval of 2016 Standard**

Bob announced the ANSI approval of the 2016 TNI Standard.

**Agenda item 8 – Expert Committee reports**

**Field Activities** – Kevin reported that the committee is preparing to open their module for changes and improvements in 2017 insuring incorporation of ISO 17025 and ISO 17011. Committee is also shoring up membership for next year.

**Laboratory Proficiency Testing** – Nicole Cairns has taken over as Chair. V1M1 editorial changes sent to LASEC. Committee is awaiting any LASEC comments on V2M2. Any comments are also awaited from PTPEC on V3 and V4. Committee membership is also changing with loss of a number of members and efforts to recruit new members including an AB.

**Quality Systems** – Paul reported progress continued on the Small Laboratory Handbook. Drafts have been shared with the PT committee for input. A new SIR has been received and will be addressed. No committee meeting was held in November.

**Laboratory Accreditation Body** – As ANSI has approved the 2016 standard, the committee will begin the process of merging V2 M1 and M3 insuring incorporation of ISO 17011 and 17025. A new SIR has been received and will be addressed.

**Stationary Source Audit Sample** - Tom said the committee did not meet in November but the committee was proposing to expand the concentration ranges on the SSAS tables and to use these proposed ranges until such time as sufficient data were available for ranges to be finalized..

**Chemistry** – No report.

**Microbiology** – Robin reported having difficulties with conference call attendance but was continuing to work on the the Small Laboratory Handbook hopefully in time for the January Houston meeting.

**Whole Effluent Toxicity** – With the approval of the 2016 Standard by ANSI, the committee will begin the process of revision of V1M7. Any input to the small lab handbook was thought unnecessary at this time based on its audience and will be reserved for the future if needed.

**Radiochemistry** – Committee membership to be finalized for 2017. Continuing to work to finish the checklist for this module. Comments have been received and are being reviewed. Small lab handbook input has been requested and has been responded to.

**Agenda Item 9** - SOP 2-103 – Continue review

Bob led the discussion and while some minor changes were made, the SOP was accepted by the committee as complete. Bob will prepare the final version and re-submit for final committee approval during the January conference call.

**Agenda Item 10**- New Business

- a. Glossary of terms; Work Group activity

Tom and Bob Wyeth were continuing to coordinate the work on the glossary. Bob reported preparing a spreadsheet with definitions from all available TNI source documents. This will be forwarded to Tom and a working committee including non-committee volunteers will begin to bring the glossary to a stage presentable for presentation to the TNI membership.

- b. Asbestos Expert Committee formation

An additional member was still being sought.

## **Agenda Item 11 – Old Business**

As changes were beginning to be proposed, Bob reminded chairs that an announcement of such activity per our SOP is to be filed. He is to re-send a copy of the form used for this purpose to all committee chairs.

## **Adjournment**

The meeting was adjourned at 2:30 pm EDT.

Consensus Standard Development Executive Committee  
Conference Call  
December 8, 2016; 1:00 PM EDT  
1-605-475-6333; code: 822147#

AGENDA

1. Roll Call
2. Approval of November 10, 2016 CSDExC conference call minutes
3. Chair and Committee Member Training reminder and update
  - a. Applicants for Expert committees
4. QMP
  - a. Committee Charters
  - b. Internal audit
5. Standards Activity Spreadsheet –Update
6. NELAC AC status of approval for implementation
  - a. PT – approval of editorial changes
  - b. Chemistry – discussion
7. ANSI approval of 2016 Standard
8. Expert Committee Reports and Status of changes for 2015 TNI standard
  - 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
9. SOP 2-103 – Continue review
10. New Business
  - a. Glossary of terms; Work Group activity
  - b. Asbestos Expert Committee formation
11. Old Business