

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JANUARY 8, 2015**

The Executive Committee held a conference call on Thursday, January 8, 2015, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
JoAnn Boyd, At Large Member	Present
Justin Brown, Field Activities	Absent
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Absent
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
Iлона Taunton, TNI staff	Present

Agenda item 2 - Review and approval of December 11, 2014 minutes

It was moved by Robin and seconded by Richard to approve the minutes of November 14. All were in favor.

Agenda item 3 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

Bob reported he had reformatted the document and would circulate it again to the CSDEC. If there were no further changes suggested he would then send it to the Policy Committee.

Agenda item 4 – NELAC Forum Crystal City, VA February 2-5, 2015

Bob reminded the members to register for the meeting, and said the next CSDEC meeting would be on February 5 in Crystal City.

Agenda item 5 – Annual report

The CSDEC was scheduled to present its annual report in Crystal City. Bob circulated last year's PowerPoint report, and asked the committee chairs to update their slides by January 22.

Agenda item 6 – Revised SOP 2-100 for review

Ken led the committee through the latest version of the draft document, which incorporated some changes recommended by the Standards Development Task Force. Richard suggested changing section 5.3.3, which described a 15 day review period followed by a 30-day voting period, to just a 45-day voting period. Carl pointed out an omission in Section 5 that should state “If the VDS passes without any persuasive comments, the VDS becomes the TNI Standard (Section 5.7)”. There was general agreement on both those changes.

Agenda item 7 - Status of SOP 2-101, changes based upon Policy Committee comments

The document was reviewed. It was moved by Carl and seconded by Shawn to accept the modified SOP 2-101 with the understanding some editorial changes would be needed. All were in favor. It was agreed Bob and Ken would clean up the document and then send it back to the Policy Committee.

Agenda item 8 – Chair and Committee Member Training

Bob reminded chairs to have them and their committee members complete the training. Ken said he provides an annual orientation for committee members, and said he would review the training on the website to decide how his orientation could complement it.

Agenda item 9 – Status of committee rosters/ 2015 Charters

Bob asked chairs to send their updated charters to him early in February.

Agenda item 10 – Status of TNI 2015 Standard

Committee chairs were asked to make the timeline a focus during their sessions in Crystal City. Bob and Ken would work on a white paper, on differences in the new standard, with a target date of the 2015 summer meeting.

Agenda item 11 – Expert Committee Reports

Field Activities. Ilona reported the committee had finished its charter and was working on tools to implement the standard. They wanted to submit their standard for ANSI recognition, and Ken said he would help them with that. The committee was still having difficulty finding people

interested in forming the subcommittee on development of revised guidance for EPA Document No. 9240.0 “Specifications and Guidance for Contaminant-Free Sample Containers”. It was suggested Justin might make it part of his annual report at the Crystal City meeting, as that might generate some interest.

Proficiency Testing. Shawn said the committee was about half-way through resolving the comments from the V1M1 and V2M2 Voting Draft Standards. They planned to soon present both V3 and V4 as Voting Draft Standards. Although Shawn had completed his second term on the committee, he asked the CSDEC to consider an exception to SOP 2-101 to allow him to continue until the current standards are finalized. The PT committee had already approved this. Bob provided the allowance on his authority as chair of the CSDEC.

Quality Systems. There was no report. However, the CSDEC expressed concern that development of the “2012” standard was not proceeding. Ilona and Ken both expressed their availability to help the committee.

Laboratory Accreditation Body. Carl described the hesitance of the Accreditation Bodies over the TNI approval of assessors (see the minutes of the TNI Board of Directors). He was unsure whether the incorporation of Non-Governmental Accreditation Bodies would proceed. The Florida accreditation program had been told to outsource its activities, but this might be in conflict with the EPA Office of Water that requires primacy states to have an accreditation program. Carl also said ISO 17011 will be revised, but he was not sure how long it would take.

Stationary Source Audit Sample. Tom said the V1M1 and V1M3 Interim Standards were out for the 20-day comment period until January 12, and no comments had been received yet. He said the SSAS table subcommittee was starting work. Five committee members were rotating off, including 3 regulators. To date, only 1 replacement had been found. The committee would soon be working on revisions to V1M2.

Chemistry. Richard reported the committee was waiting on comments from its Interim Standard, due by January 17. They had received 2 sets of non-controversial comments on the Detection/Quantitation Working Draft Standard (WDS). He said EPA had released its plan to post the modified MDL procedure in the Federal Register. It was expected on January 7, but had not yet appeared. A Standards Interpretation Request had been completed and returned to LASEC.

Microbiology. Robin said the comment period on the V1M5 Modified WDS would close on January 22. Only 2 people had submitted comments so far, and there was nothing controversial. All comments would be considered at the Crystal City meeting.

Radiochemistry. Bob reported only 2 minor comments had been received on the V1M6 Modified WDS. It was planned to hold a committee teleconference before the Crystal City meeting to prepare a Voting Draft Standard. The committee was about to update its charter. The first terms of 3 committee members were complete and he would ask them to continue to a second term.

Agenda item 12 - Old Business

The status on WET expert committee formation was discussed. Bob hoped to have the committee roster complete by the Crystal City meeting. He would then request the TNI Board of Directors to approve the committee.

Adjournment.

The meeting was adjourned at 2:35 pm EST.

Consensus Standard Development Executive Committee
Conference Call
January 8, 2015; 1:00 PM EST
1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of December 11, 2014 minutes (attached)
3. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
4. NELAC Forum Crystal City , VA February 2-5, 2015
5. Annual report (2014 report attached)
6. Revised SOP 2-100 for review (attached)
7. Status of SOP 2-101, changes based upon Policy Committee comments (attached)
8. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
9. Status of committee rosters/ 2015 Charters
10. 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
11. Expert Committee Reports
 - a. Field Activities
 - i. Subcommittee formation status on development of revised guidance for EPA Document No. 9240.0 “Specifications and Guidance for Contaminant-Free Sample Containers”
 - b. Proficiency Testing
 - i. V3 and V4 status
 - ii. Clarification/approval of Chair
 - c. Quality Systems
 - i. Status of minutes and VDS
 - d. Accreditation Body
 - i. Update on NGAB
 - e. Stationary Source Audit Sample
 - i. Status of IS for V1M1 and V1M3
 - f. Chemistry
 - i. Resolution on SIR V1M4 Section 1.7.3.2.2
 - g. Microbiology
 - h. Radiochemistry
12. Old Business
 - a. Status on WET expert committee formation