

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JANUARY 11, 2018**

The Executive Committee held a conference call on Thursday, January 11, 2018, 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	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	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Absent

Agenda item 2 – November 9, 2017 CSDEC conference call minutes

It was moved by Bob Shannon and seconded by Paul to approve the minutes of November 9, 2017. All were in favor

Agenda item 3 – Chair and Committee Member Training reminder; current committee rosters

Lynn explained that committee rosters are maintained from a spreadsheet in dropbox. It is the responsibility of the program administrators to maintain the spreadsheet.

Agenda item 4 – Standards Activity Spreadsheet

There was no new information since the previous month's call.

Agenda item 5 – Status of 2016 Standard individual module checklists

Ilona said she had received all checklists. The radiochemistry committee had prepared theirs in MSWord, and they had then been asked to convert it to Excel for consistency with the others. Bob Shannon expressed his frustration that the committee had spent a great deal of time on their MSWord version in question format, after they had been told they could prepare it that way. He was adamant that this must not happen again. Ilona said the MSWord version will still be available on the TNI website.

Agenda item 6 – TNI Annual Meeting, Committee annual reports

The chairs had been asked to provide their slides to Bob. He and/or Ilona had received all except Chemistry and asbestos.

Agenda item 7 – Proposed changes to SOP 2-101; continued

Bob briefly reviewed the decisions previously made by the committee up to and including item 2.5.1. The committee then worked through the remaining changes.

2.5.2 This new clause would allow a Committee Member, with the endorsement of the Committee Chair, to petition the CSDEC to serve an additional term of three years or less. 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.

2.5.3 This clause (previously 2.5.2) was changed editorially to remove the superfluous wording “In the case of an Expert Committee...”

2.7.1 A small editorial change was made.

3.1.3 This clause addresses meeting notices for conference calls. Wording was deleted that had stated an abbreviated agenda would accompany the notice of a call.

3.1.7 It was previously stated that minutes from a conference call would be circulated within 5 days after the call. This was changed to state “as soon as practicable and prior to the next scheduled conference call”.

3.1.8 This was a new clause stating that conference call minutes “may include a listing of committee members with email addresses and professional affiliations, but should not include telephone numbers”.

3.2.7 This was modified similar to 3.1.7 for face-to-face meetings.

3.2.8 This was modified similar to 3.1.8 for face-to-face meetings.

This completed the discussion. It was moved by Paul and seconded by Rami to accept all the changes and finalize the document for submission to the Policy Committee. All were in favour.

Agenda item 8– Expert Committee Reports

Field Activities – Kevin said review of the standard was on-going, and the committee would work on aligning the standard to the new ISO format. Carl said he would send the new ISO 17011 language to the committee, together with the outline of V2M1 showing a crosswalk between the old and new ISO language. The committee was looking for 4 new members.

Laboratory Proficiency Testing – The committee held a closed meeting for discussing new member applications, and 2 new members from the Laboratory category were appointed. Nicole said the committee would compare the TNI and Department of Defense PT requirements, as requested by Jerry Parr.

Quality Systems – Paul reported the Small Laboratory Handbook was complete. A review of V1M2 had started, and Bob Wyeth suggested Carl should also send the new ISO 17011 wording to Quality Systems. Although V2M1 is based on ISO 17025, there may be some relevant items in ISO 17011. Three members in the “Other” category had rotated off, and replacements were sought.

Laboratory Accreditation Body – At its December meeting, the committee had completed working on the merged standard through Clause 6. At the Albuquerque meeting it was planned to discuss the on-site assessment and accreditation cycle sections.

Stationary Source Audit Sample - Tom said the committee met in December, and was starting its review of V1. The committee had a new member from the “Laboratory” category, and had lost one tester. However, balance was maintained. A request was made for a program administrator for the committee.

Chemistry – There was no report at the meeting, but subsequently, Ken reported the committee held a brief meeting in December to plan the January Albuquerque session. The main business would be to present the draft guidance documents for review and comment. If time permitted input would also be sought on what the committee should address next on the standard.

Microbiology – Robin said all Standards Interpretation Requests had been completed. The committee was looking at method codes. New members had been appointed to the committee.

Whole Effluent Toxicity – Rami said the committee had finalized its position on the EPA WET PT issues, but a difference of opinion remained. The committee was continuing work on the standard. Terms of membership were being staggered to ensure continuity.

Radiochemistry – Bob Shannon reported they were working on training for the Albuquerque meeting in January. They were working on PT acceptance criteria for radiochemistry. Three new committee members had been appointed.

Asbestos – There was no report at the meeting, but subsequently, Ken reported the committee was continuing to work through V1M3 of the standard.

Agenda Item 9 – TNI Glossary

Bob Wyeth reported the glossary was in the final draft form and would be presented during a 2-hour session in Albuquerque.

Agenda Item 8 – SOP 2-103 Status

This had been approved by the Policy Committee, with the addition of a reference. Bob would make that requested change and would send it to Ken for publication on the website.

Adjournment

The meeting was adjourned at 2:15 pm EST.

Consensus Standard Development Executive Committee
Conference Call
January 11, 2018; 1:00 PM EDT

1. Roll Call
2. Approval of November 9, 2017 Conference Call Minutes (attached)
3. Chair and Committee Member Training reminder ; current committee rosters
4. Standards Activity Spreadsheet
5. Status of 2016 Standard individual module checklists
6. TNI Annual Meeting, Committee annual reports
7. Proposed changes to SOP 2-101 (attached); continued
8. 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
9. Presentation of TNI Glossary
10. SOP 2-103 approved (edited version attached)
11. Old Business