

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 11, 2016**

The Executive Committee held a conference call on Thursday, February 11, 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	Absent
Richard Burrows, Chemistry	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
Iлона Taunton	Present

Agenda item 2 – Review/approval of Minutes from December 10, 2015 CSDEC conference call.

It was moved by Paul and seconded by Bob Shannon to approve the minutes from December 10, 2015. All were in favor except Jessica and Rami who abstained.

Agenda item 3 - Chair and Committee Member Training

Bob Wyeth issued the usual reminder.

Agenda item 4 – Committee Charters

Bob Wyeth asked the chairs to send their 2016 charters.

Agenda item 5 – Standards Activity Spreadsheet

There were no additions since the last meeting.

Agenda item 6 – Expert Committee Reports

Field Activities – Ilona reported that the ANSI approval process was nearing completion. She said NEFAP had a standard effective date, but it was subject to change as the Accreditation Bodies may miss that target. It was anticipated the effective date could be as late as January 2017.

Laboratory Proficiency Testing – Ken reported the committee was continuing its consideration of voters' comments on the V3 and V4 Voting Draft Standards (VDS). Ken also said the committee was requesting the addition of Proficiency Test Provider as an interest group (in addition to Laboratory, Accreditation Body, and Other). This would help the committee retain balance, and importantly would ensure a future committee retained PT Providers on its membership. This was considered essential, since Volume 3 is a PT Provider volume. Rami asked how many PT Providers were already on the committee (3) and how many PT Providers were approved by TNI (7). After some discussion it was moved by Paul and seconded by Bob Shannon to approve the addition of PT Provider as an interest group. All were in favor.

Quality Systems – Paul said there were just 10 days remaining for voting on the Interim Standard for Clause 5.5.13.1. The committee needed to add members. Two ABs had expressed interest and their addition would allow balance to be retained.

Laboratory Accreditation Body – Carl reported that Dan Hickman had presented the generic application at the January Tulsa meeting, and he planned to revise it further. The committee planned to expand its membership beyond 5 members. New standards development was scheduled for the Spring of 2016 after the "2016" standard had received ANSI approval.

Stationary Source Audit Sample - There was no report.

Chemistry – Richard said the 2016 standard should be complete. The committee was now working on a PowerPoint training presentation, and it was hoped to finalize this by the 2016 Summer meeting. Bob Wyeth asked about the status of the Accreditation Council request for a guidance document, and reminded Richard a request to prepare this document needed to be submitted to the Policy Committee. Richard said that would be started when the slide presentation was nearing completion.

Microbiology – There was no report.

Whole Effluent Toxicity - Rami said the committee would elect officers during its next meeting. Goals and priorities were being finalized. The committee was planning a presentation for the Summer NEMC assessment forum. Bob Wyeth had sent the WETT white paper to ELAB, and Lara Phelps intended to bring it to EPA's attention.

Radiochemistry – Bob Shannon reported there was no committee meeting in Tulsa, but a training session was presented and was well received. It was planned to repeat this at the 2016 Summer meeting. The committee was considering starting soon on a guidance document.

Planned Asbestos Committee – Bob Wyeth said 4-5 people had expressed interest in forming this Expert committee.

Agenda Item 7 – New Business

- a. Glossary of terms; Work Group Leadership

Bob Wyeth reported there were now 7 or 8 volunteers, and Tom was taking the lead. Bob asked if the glossary should be restricted to terminology that is in the standard and SOPs; e.g., some terms used in WET were not in the standard. Richard felt it would be a big enough job covering the terms in the standard, so it should be restricted. Rami said he had a list of WET terms that he had circulated within that committee, and more were being added. He wanted to just have the terms in the standard included in glossary, and then add more from the modified standard when it was complete.

Agenda Item 8 – Old Business

- a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

Bob Wyeth reported this remained tabled by the Policy Committee who were concerned how the guidance would be implemented; i.e., if it would be required.

Adjournment

The meeting was adjourned at 2:00 pm EST.

Consensus Standard Development Executive Committee
Conference Call
February 11, 2016; 1:00 PM EDT
1-605-475-6333; code 822174#
AGENDA

1. Roll Call
2. January 14, 2016 CSDEC conference call cancelled; no minutes
3. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - reminder
4. Changes to Committee Charters- please submit as necessary; 2016 Charters now due for review and CSDEC approval
5. Standards Activity Spreadsheet –Update?
6. Expert Committee Reports and Status of changes for 2015 TNI standard
 - a. Field Activities
 - b. Proficiency Testing
 - i. PT providers as a stakeholder group
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - i. AC request for Guidance
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
7. New Business
 - a. Glossary of terms; Work Group Leadership
8. Old Business
 - a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style (no change; still tabled by Policy Committee)