

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MARCH 12, 2015**

The Executive Committee held a conference call on Thursday, March 12, 2015, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

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

Agenda item 2 - Review and approval of February 5, 2015 minutes

It was moved by Paul and seconded by Richard to approve the minutes of February 5. All were in favor.

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

Bob and Jessica needed to fix the effective date of SOPs and the use of tense in the standards.

Agenda item 4 – Status of SOP 2-100

The standards development task force had recommended a change in the section on decorum, and this had been approved electronically by the CSDEC. Ilona recommended that Section 11 (Standard Interpretation Policy) should include reference to the procedure used by NEFAP for the Field Activities standards. It was agreed to add “Standards interpretation requests regarding the National Environmental Field Activities Program (NEFAP) will be addressed consistent with

SOP 5-106.” With these changes in place it was moved by Paul and seconded by Robin to approve SOP 2-100. Bob said he would send it to the Policy Committee.

Agenda item 5 – Chair and Committee Member Training

Bob reminded the chairs to have themselves and their members complete the on-line training.

Agenda item 6 – Status of TNI 2015 Standard

Bob was collecting the status information from the committees, and a modified tracking spreadsheet would be prepared. He would ask the committee chairs for input on the spreadsheet. Timelines needed to be developed and then Bob and Ken would prepare the white paper on differences in the new standard.

Agenda item 7 – Expert Committee Reports

Field Activities. There was no report.

Proficiency Testing. Ken reported the committee was almost ready to draft and publish for voting its Voting Draft Standards on Volumes 3 and 4. The committee was continuing to resolve the comments from the V1M1 and V2M2 Voting Draft Standards.

Quality Systems. Ilona was helping Paul collect votes on the 2012 responses to comments from the members of the committee that was in place at that time. These votes would be minuted. Individual responses would be sent out to the commenters. A discrepancy had been identified between the new microbiology standard and the existing V1M2 on thermometer verifications. Therefore, V1M2 would have to be modified. Ken said, since Tentative Interim Amendments may no longer be used, this would have to follow the normal standard development process outlined in the current SOP 2-100. It was agreed, therefore, to publish a Working Draft Standard on the section in question and post it for the requisite 30-day review. If there were no comments, it could then be voted on as a Voting Draft Standard. Provided this was not a contentious issue, it was anticipated it could pass through the process in time to be included in the 2015 standard. Paul said the committee was continuing to work on the Small Laboratory Handbook.

Laboratory Accreditation Body. There was no report.

Stationary Source Audit Sample. There was no report.

Chemistry. Richard described a request by Jeff Lowry to develop a consistent definition/explanation of second source standard. There was concern that the PT language was inconsistent with that of the Chemistry Committee. Bob Shannon said it was also used in

radiochemistry and that needed to be taken into account. He said they had already put language on this into V1M6 and it was specific to that module. Bob Wyeth recommended Richard communicate with Shawn, and in the meantime he would e-mail Shawn. He said it might have to be tabled until the next revision of the standard. Richard reported that the calibration standard was now final except for a few edits. The committee would submit a Voting Draft Standard on Detection/Quantitation as soon as possible.

Microbiology. Robin said V1M5 was now ready to be submitted as a Voting Draft Standard, and it should be reviewed by the Standards Review Council.

Radiochemistry. Bob reported the committee had voted to release V1M6 as a Voting Draft Standard.

Agenda item 8 - Old Business

Bob said the formation of the new Whole Effluent Toxicity Expert Committee had been approved by the Board of Directors, and the new chair would become a member of the CSDEC.

Agenda item 9 - New Business

The CSDEC had been requested to develop a glossary of terms. Ken explained that the separate incorporation of terms into each module was done for consistency with ISO, and that was important because some of the modules included ISO language. It was agreed, therefore, that the glossary would be a separate guidance document.

Adjournment.

The meeting was adjourned at 2:15 pm EST.

Consensus Standard Development Executive Committee
Conference Call
March 12, 2015; 1:00 PM EDT
1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of February 5, 2015 minutes (attached)
3. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
4. Status of SOP 2-100
5. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
6. Status of TNI 2015 Standard
 - a. Spreadsheet/Modified tracking form
 - b. SRC activities
 - c. Timelines to be developed and provided to LASExC and NELAP
 - d. White paper to be produced by CSDExC on differences in new Standard
7. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - i. Standards modification proposal
 - d. Accreditation Body
 - i. Status of committee rosters/ 2015 Charters
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Radiochemistry
8. Old Business
 - a. Status on WET expert committee formation
9. New Business
 - a. Glossary of terms