

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MAY 11, 2017**

The Executive Committee held a conference call on Thursday, May 11, 2017, 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
Kevin Holbrooks, Field Activities	Present
Valerie Slaven, Chemistry	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Iona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – April 13, 2017 CSDEC conference call minutes

It was moved by Paul and seconded by Nicole to approve the minutes of April 13, 2017. All were in favor.

Agenda item 3 – Chair and Committee Member Training reminder

Bob Wyeth reminded committee chairs to have their new members complete the on-line training.

Agenda item 4 – Standards Activity Spreadsheet

Ken reported a notice was published that day for stakeholders to contact the committee for involvement in V1M4. The Field Activities Committee proposal for modification of standard had been prepared for approval by the CSDEC. Ken explained this is an ANSI requirement to give anyone the opportunity to object if an equivalent standard already exists. Kevin said it was quite straightforward describing the need to update the standard. It was moved by Paul and seconded by Rami to approve the notice for publication. All were in favor. Ken would have the notice published promptly.

Agenda item 5 – Status of 2017 Charters

The Stationary Source Audit Sample Committee charter was considered. Ken said the Board of Directors had determined all charters should be consistent, and there were a few items that should be revised. This concerned the presentation of objectives and success measures. There were no milestones listed and the dates/times of conference calls should not be on the charter. Bob said it was ironic that style was now an issue when it had not been for several years previously, but he would return it to Tom for revision. Val said the chemistry charter was discussed at the previous meeting. Ilona reported that the microbiology charter had already been sent, but she would send it again. The Field Activities charter was almost complete and Ilona would send it in. Paul said the Quality Systems charter was complete and Ilona would forward it.

Bob reminded the chairs that committees needed to keep a running record of activities for their inclusion in the annual report.

Agenda item 6 – 2016 Standard individual module checklists.

This was a reminder and Bob suggested the status should go in the committee reports.

Agenda item 7 – NELAC AC status of approval for implementation

Val said the chemistry committee had completed its modifications of the 2016 standard. Ken said he would now edit the formatting, and he would send it with all the other modules for assembly into Volume 1. This would complete the 2016 standard. Val said the committee had drafted its proposed changes that would go into the new 2017 standard, and both LASEC and the Accreditation Council appeared to be on board.

Agenda Item 8 – Expert Committee Reports

Field Activities – The intent to modify the standard would remain on the TNI website until June 10 to allow for any objections. Ken would also complete and submit the requisite PINS form for publication in ANSI's *Standards Action*. Kevin said it would be July or August before standards development activity could begin, because the new ISO standards were needed. Ilona added that, while ISO 17011 was expected in July or August, it had been announced that ISO 17025 would likely be delayed until the end of the year.

Laboratory Proficiency Testing – Nicole reported the committee planned to vote on the Small Laboratory Handbook during its conference call the next day. Then the committee would work on the checklist. Joe Pardue had resigned from the committee as a result of an employment change. The committee would need to replace him as vice-chair.

Quality Systems – Paul said the committee was considering comments on the checklist, and expected to vote on it within 2 weeks. Progress continued on the Small Laboratory Handbook.

Laboratory Accreditation Body – Lynn reported parking lot items from the Houston meeting were being discussed. The new ISO 17011 was awaited and it should render the comments on surveillance audits moot. Ken issued a reminder that the committee was asked to produce its bulleted list of items for the new standard, for publication on the website as required by SOP 2-100.

Stationary Source Audit Sample - There was no report.

Chemistry – Val had already provided (above) information on the status of both the 2016 and 2017 V1M4. The committee had some Standard Interpretation Requests to consider.

Microbiology – Ilona said the checklist had been drafted and was undergoing revision. It should be complete in June.

Whole Effluent Toxicity – Rami reported work on revising V1M7 should start within a week. He referred to the problems with proficiency testing described in the previous month's minutes, saying he was working with Bob Shannon on the problem. The training webinar was scheduled for May 24.

Agenda Item 9 – SOP 2-103

As discussed during the previous month's conference call, the ISO guide on standards writing was being investigated. It was found to be broadly written with links to various approaches. Ken described the discussion that had taken place during the previous day's TNI Board of Directors' conference call. He had argued that SOP 2-103 included specifics to the TNI standard, and the ISO guide was too general. He had pointed out that the SOP would be needed when he was no longer helping to finalize standards and someone else would have to take over. The TNI chair had argued that the SOP was not written clearly, but Ken had disagreed, reminding the Board that the CSDEC had worked long and hard on an SOP that would work for them. Ken had further challenged the TNI Policy Committee that their grounds for rejecting the SOP exceeded their responsibilities listed in the bylaws. Bob was continuing to review the ISO guide and no decision was made at that time.

Agenda Item 10 – New Business

- a. Glossary of terms; Work Group activity

Bob said a conference call had been scheduled to consider the remaining items for the glossary. It was hoped to have a draft ready for discussion at the Washington DC meeting in August.

- b. Asbestos Expert Committee formation

This had been approved by the Board of Directors. The chair of the asbestos committee would be invited to join the CSDEC for its June meeting. Meanwhile, Bob would get the committee started.

Adjournment

The meeting was adjourned at 2:20 pm EDT.

Consensus Standard Development Executive Committee
Conference Call
May 11, 2017; 1:00 PM EDT
1-712-832-8300; 8629608#

Note: Different call-in and code than normally used

1. Roll Call
2. Approval of April 13, 2017 CSDExC conference call minutes (attached)
3. Chair and Committee Member Training reminder
4. Standards Activity Spreadsheet –Update
 - a. FAC proposal for modification of Standard (attached)
5. Status of 2017 Charters
 - a. Review of SSAS charter (attached)
 - b. Updates on Chemistry, Quality, Microbiology, and FAC
6. 2016 Standard individual module checklists
7. NELAC AC status of approval for implementation
 - a. Chemistry – discussion
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
9. SOP 2-103 (ISO document attached)
10. New Business
 - a. Glossary of terms; Work Group activity
 - b. Asbestos Expert Committee formation
11. Old Business