

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MAY 14, 2015**

The Executive Committee held a conference call on Thursday, May 14, 2015, at 1:00 pm EDT. Vice-Chair Paul Junio led the meeting.

Agenda item 1 – Roll call

Attendance:

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

Agenda item 2 - Review and approval of April 9, 2015 minutes

It was moved by Bob Shannon and seconded by Richard to approve the minutes. All were in favor except Tom and Rami who abstained.

Agenda item 3 - Status of SOP 2-100; final change for ANSI approval

Ken said SOP 2-100 Version 2.0, as approved by this Executive Committee and the Policy Committee, had been submitted to ANSI. It was returned with just one further change required by ANSI. Section 5.3.8, had the sentence:

"All unresolved objections from the public, along with attempts at resolution and any substantive changes will be provided to the Expert Committee Members in order to afford them the opportunity to respond, reaffirm or change their votes."

We were asked to remove the words "from the public", because we also needed to consider objections from the membership. That meaning had been our intent anyway, so Ken had discussed this with Bob Wyeth who agreed it would be an editorial change. Therefore, an

administrative decision was made to change the language as requested. The SOP was then approved by ANSI. This also allowed ANSI to close the audit of the TNI Consensus Standards Development Program.

Agenda item 4 – Welcome WET Expert Committee

Paul welcomed Rami, the Chair of the new WET Expert Committee, who introduced himself.

Agenda item 5 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

Jessica presented the draft guidance document, which was close to being complete.

It was pointed out there were 2 sections labeled 5.6.4, and Jessica said she would fix the numbering error. Paul referred to the attachment (Instruction for Document Formatting), suggesting sub-section labeling of 2.4.1 and 2.4.2. Carl asked what is a “belief statement” in the header and elsewhere in the document. Jessica said she would check with Bob if that should be deleted. It was also pointed out an abbreviation for Guidance (i.e., “GUID”) was missing from Section 5.1.

Agenda item 6 – Chair and Committee Member Training

Paul issued the usual reminder to Committee Chairs.

Agenda item 7 – Status of TNI 2015 Standard

Bob Wyeth had reported he was continuing to work on this.

Agenda item 8 - Expert Committee Reports

Field Activities. There was no report.

Proficiency Testing. Ken said the Voting Draft Standards on Volumes 3 and 4 would be published within the next 2-3 weeks. All Committee Members would be reminded of the requirement that they vote. The committee had almost completed its resolution of comments from the V1M1 and V2M2 Voting Draft Standards.

Quality Systems. Paul said the Small Laboratory handbook was still in preparation. The response period on the Working Draft Standard for V1M1 Section 5.5.13.1 would expire on May 20, when a Voting Draft Standard (VDS) would be presented to the membership. A comment had been received suggesting clarification that verification of fixed volume pipettes etc. only

should be done at the fixed volume, since bracketing would be impossible. Paul said this would probably be incorporated into the VDS.

Laboratory Accreditation Body. Carl reported the committee was helping the NELAP Accreditation Council to draft an on-site assessment policy. The committee had affirmed, as requested, that V2M1 and V2M2 had been reviewed and would not require revision during the current standards development cycle (i.e., the “2015 standard”). The committee was also working on policies to cover some of the material that was in the old NELAC Chapter 6, but not included in the current standard.

Stationary Source Audit Sample. Tom said the committee had a problem with depleted membership, but two applications were being considered and a third person had expressed interest. A subcommittee had been looking at concentration ranges in the SSAS table, in an attempt to determine why failure rates were high for Method 8 (sulfuric acid mist). The committee was also working on a more complete list of regulators.

Chemistry. Richard reported the Detection/Quantitation Voting Draft Standard would be presented to the membership shortly. Comments to submit to EPA on the method Update Rule (specifically the proposed MDL procedure) were complete.

Microbiology. The Voting Draft Standard for V1M5 was to be posted for voting shortly.

Whole Effluent Toxicity. Rami said the new committee had completed its first meeting and was working on its goals.

Radiochemistry. Bob Shannon reported the ballot for the Voting Draft Standard (V1M6) was about to close. Ken said he would check with William if all committee members had voted (this was verified by William the next day).

Agenda item 9 a – Glossary of Terms

It was suggested each Committee Chair ask for a volunteer from their committee to form a subcommittee on this issue.

Adjournment.

There being no other business the meeting was adjourned at 2:00 pm EST.

Consensus Standard Development Executive Committee
Conference Call
May 14, 2015; 1:00 PM EDT
1-626-677-30009(605-475-6333) ; code 822174#
AGENDA

1. Roll Call
2. Review and approval of April 9, 2015 minutes (attached)
3. Status of SOP 2-100 ; final change for ANSI approval
4. Welcome WET EC
5. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
6. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
7. Status of TNI 2015 Standard
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. New Business
 - a. Glossary of terms
 - b. Funding for Travel Support
10. Old Business