

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JUNE 11, 2015**

The Executive Committee held a conference call on Thursday, June 11, 2015, 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
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	Present
Rami Naddy	Absent
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
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Agenda item 2 - Review and approval of May 14, 2015 minutes

It was moved and seconded to approve the minutes. All were in favor.

Agenda item 3 - Status of SOP 2-100 ; Proposal for Establishment or Modification to TNI Standard-Form (attached)

Ken said SOP 2-100 Version 2.0, was now on the website. Bob circulated a template for committees to complete when a new or modified standard was proposed. He described the form and asked members to send any suggested improvements to him.

Agenda item 4 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

A proposal for the guidance document was required to be submitted to the Policy Committee. Bob and Ken would work on it.

Agenda item 5 – Chair and Committee Member Training

Bob issued the usual reminder to Committee Chairs.

Agenda item 6 – Status of TNI 2015 Standard

A session in the NEMC Chicago meeting program was to be presented. It would be co-chaired by Jerry Parr and Ken. Bob Wyeth would describe the standards development and implementation process, and he would be followed by the chair of each committee working on the 2015 standard (Shawn, Proficiency Testing; Paul, Quality Systems; Richard, Chemistry; Robin, Microbiology; and Bob Shannon, Radiochemistry).

Agenda item 7 - Expert Committee Reports

Field Activities. There was no report.

Proficiency Testing. The Voting Draft Standards on Volumes 3 and 4 had been published, and voting would continue through June 19. 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.

Chemistry. The Detection/Quantitation Voting Draft Standard was published, with voting continuing through July 5.

Microbiology. The Voting Draft Standard for V1M5 was published, with voting continuing through July 4.

Radiochemistry. There was no report.

Agenda item 8 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 2:30 pm EST.

Consensus Standard Development Executive Committee
Conference Call
June 11, 2015; 1:00 PM EDT
1-605-475-6333; code 822174#
AGENDA

1. Roll Call
2. Review and approval of May 14, 2015 minutes (attached)
3. Status of SOP 2-100 ; Proposal for Establishment or Modification to TNI Standard-Form (attached)
4. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
5. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) –confirmation
6. Status of TNI 2015 Standard
7. 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
8. New Business
 - a. Glossary of terms
9. Old Business